



## **FIELD & FACILITY RESERVATION AND USE POLICY**

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### **MISSION STATEMENT**

The City of Monticello Parks Department is dedicated to enhancing community pride through developing and maintaining city parks, recreation facilities and services with a high standard of quality.

### **STATEMENT OF PURPOSE**

The purpose of the City of Monticello Parks Field & Facility Reservation and Use Policy is to provide facilities for the use and enjoyment of the residents in Monticello. It is the goal of the Monticello Parks Department to make the parks and recreation facilities available for use by organizations and individuals for non-profit recreational purposes.

### **SPECIAL PERMITS AND LICENSES**

- A Special Event Permit from City Hall is required for use of city services, larger events, alcohol, live music and/or dj services. After completion and approval of your request form your information will be forwarded to the City Clerk's Office for approval by the City Council. A permit will be issued to you following approvals.
- An approved caterer's license (on file with the City of Monticello) is required when renting park shelters or rooms at the Monticello Community Center for an event where alcohol is served.
- Use of the non-posted playing fields in the parks and open space for leisure does not require a reservation/permit. Please be aware that permitted use of playing fields or open space supersedes leisurely use by a group or individual. Therefore, a permit is required to assure facility availability.

### **RESERVATION PROCEDURES**

Parties interested in reserving a ballfield must and parties interested in reserving a park facility must complete a Park Reservation Permit Application complete a Field and Facility Use Request Form. Forms are available online, or in-person at Monticello City Hall through the Event Coordinator. Requests will be classified and handled on an availability basis with the following priorities:

Internal: Programs and activities of the City of Monticello Parks Department will receive priority use of any and all facilities. Additionally, organized youth programs will receive priority use of seasonal athletic facilities after the facility request form for each season is completed and approved by the Parks Superintendent.

Non-Profit: Monticello based middle and elementary schools, nonprofit organizations, including but not limited to youth and/or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc. Yearly financial contributions to facility improvements by non-profits and schools may be used as a deduction from the facility use fee. All fee deductions must be approved by the Parks Superintendent.

For-Profit: Non-Monticello based schools, nonprofit organizations and individuals, businesses, and organizations.

- The Parks Superintendent will approve or deny all Facility Use Requests.
- In-season sports will take precedent over out of season sports (i.e. Spring-Baseball, Fall-Soccer).
- The MCC office will collect all fees and necessary paperwork prior to facility use.
- Failure to pay fees or submit required paperwork will result in the disqualification of request.
- The Parks Department reserves the right to cancel reservations, and if this occurs a refund will be issued.
- Leisurely uses of the parks open space and non-posted fields do not require a reservation. Please be aware that permitted use of playing fields or open space supersedes leisurely use by a group or individual. Therefore, a reservation/permit is required to assure facility availability.

## RESERVATION FEES

The following fees will be assessed upon approval of Facility Reservation Request.

Permit will identify parameters of field usage.

	Internal	Non-Profit	For-Profit
<b>**Single Field Reservation (based on one hour of usage)</b>	N/C	\$25/hr (resident) - \$35/hr (non-res) \$15/hour/field (resident) Lighting \$20/hour/field (non-res) Lighting	\$50/hr \$100 w/lights
<b>Field Lighting*</b>	N/C	\$15/hour/field (resident) \$20/hour/field (non-res) <small>*fees are for individuals/groups to use facility for practice or informal game</small>	
<b>*/**Seasonal Games Field Reservation (One Field)</b>	N/C	\$500.00 \$750.00 w/lights	\$750 \$1,000 w/lights
<b>**Tournament Site Use (includes lights as needed)</b>	N/C	\$ 90/day (up to 3 days) \$10/field for each additional day	\$125/day \$225 w/lights

Maintenance fees may be required.

Park Rental Rates	Internal	Resident	Non-Resident
Otter Creek Park Gazebo	N/C	\$55/6 hours	\$80/6 hours
Ellison Log Shelter, West Bridge Community Bldg, West Bridge Gazebo, Pioneer Park Community Bldg, Groveland Park Picnic Shelter, East Bridge Wedding Gazebo	N/C	\$110/6 hours	\$135/6 hours
Ellison Lions Den & Gazebo	N/C	\$300	\$300

Rec Soccer/Football Space/LaCrosse		
	Resident/Lg Player	Non-Resident
Hourly Rate	\$12	\$20
Fields are usually not permitted for public rental due to overuse and rest		

*\*Seasonal Field use fees are subject to change based on impact of usage requested. Seasonal reservations are based on 20 game hours. Additional game hours for Type I, II & III may be charged based on the impact of the request at a rate of \$25.00 hr.*

*\*\* Internal -Associations agree to contribute financially to the Parks Department field maintenance program, and in doing so, have agreed to collaboratively maintain and improve the quality of field and court usage and space. Associations agree to financially contribute to the costs associated to the activities and programs scheduled at City park locations.*

*Non-Profit -Non-profit organizations, Monticello based schools and others listed within the Type II usage may contribute financially to the improvements of the facility requested. When doing so, the fee or portion of the fee for usage may be waived by the Parks Superintendent.*

## **PARK RESERVATION INFORMATION**

Park facility reservations are for a six-hour time frame. Rental hours are typically from 8 a.m.-2 p.m. or 3-9 p.m. but times may be altered if approved by the Event Coordinator. Monticello parks are open to the public from 8 a.m. to 10 p.m. Restrooms will be kept open during park hours.

Keys are needed for facilities at West Bridge Park and Pioneer Park. Keys may be checked out on the last business day prior to the event. The key must be returned to the Monticello Community Center following the event. The key may be dropped off after hours in the "Utilities" drop box. There is a drop box located in the Community Center foyer and another box in the Community Center parking lot.

Renters are responsible for keeping the park clean by leaving facilities and grounds free of litter. Patrons can help by wiping their picnic tables and cleaning up any spills on shelter floors. This may include excessive litter, messes and/or spills left on shelter floors or picnic tables, damage to pavilion or picnic tables, or other damage directly related to rental use. It is also necessary to empty small garbage cans into the dumpster, clean off the counter tops in the community/concession buildings, and remove all party decorations.

A 30-day notice is required for cancelations requesting a refund.

## **MAINTENANCE FEES**

The following additional fees will be assessed for any additional custodial, maintenance, or grounds work that is required outside of the regular working hours i.e. (weekends and evenings). These fees will be itemized and billed to the reserving organization once the duration of the facility reservation is completed.

	<b>Weekdays</b>	<b>After 3:00 p.m. Saturdays</b>	<b>Sundays &amp; Holidays</b>
<b>Minimum 2 hrs/man</b>	\$50.00	\$50.00	\$75.00
<b>Additional</b>	\$25/hour/man	\$25/hour/man	\$37.50/hour/man

## **CLEANING FEES**

The following fee will be assessed for additional cleaning that is required due to failure of the reserving party to thoroughly police and clean areas after use. This fee will be itemized and billed to the reserving organization once the duration of the facility reservation is completed.

Minimum Charge: \$100  
Additional Porta-Pots: \$ 75/Each

## **MISCELLANEOUS FEES**

Additional fees not listed may be charged to you for your facility/field usage. Any additional fees billed to the reserving organization that are unpaid will result in legal actions to collect fees and will disqualify the reserving organization from any future facility reservations.

## **CERTIFICATE OF INSURANCE**

Some type II and type III field and facility request users must provide a certificate of general liability insurance with per-occurrence and aggregate limits of not less than \$1,000,000, and have the City of Monticello listed as additional insured on the policy.

## **CLOSED FOR SEASONAL MAINTENANCE**

On occasion, a field or indoor facility will be closed for seasonal maintenance. Outdoor facilities, during this time, are subject to turf maintenance practices which include field overseeding, aeration, irrigation and fertilization. Use of a particular sports field and indoor facilities during seasonal maintenance will be posted as off limits.