



**PARKS, RECREATION & FORESTRY COMMISSION MEETING -SPECIAL AGENDA**

**MONDAY, JUNE 01, 2026 AT 4:30 PM**

**514 S. FIRST STREET, WATERTOWN, WI 53094 - FIRST FLOOR, CONLEY HALL**

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**1. CALL TO ORDER**

**2. REVIEW AND APPROVAL OF MINUTES**

A. Park, Recreation and Forestry minutes from April 20, 2026

B. Senior Center Advisory Board minutes from April 21, 2026

**3. REVIEW AND APPROVAL OF FINANCIAL REPORTS**

A. March financial reports

**4. CITIZENS TO BE HEARD**

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

**5. BUSINESS**

A. Review and take action: Elect president and secretary

B. Review and take action: Revised banner application

C. Review and take action: 2026 YMCA facility use agreement and waiver of fees

D. Review and take action: 2026 Outlawz concession permit and waiver of fees

E. Review and take action: 2026 Thunder facility use contract

F. Review and take action: 2026 Luther Prep facility use contract

G. Review and take action: 2026 Farmington Flames facility use contract

H. Review and take action: 2026 Trinity St. Luke's facility use contract

I. Review and take action: 2026 Gomez soccer facility use contract

J. Review and take action: 2026 Watertown Youth Tennis facility use contract

**6. DIRECTOR'S REPORT**

A. Director introduction, CIP budget items, aquatic and staffing updates

B. Parks and forestry program and maintenance updates

C. Recreation program updates

D. Senior Center and enrichment program and building project updates

**7. ADJOURNMENT**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov) phone 920-262-4000*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

# PARKS, RECREATION & FORESTRY COMMISSION

Monday, April 20, 2026 at 4:30 p.m.

The Parks, Recreation & Forestry Commission met on the above date and time. The following members were present: Jennifer Clayton, Kyle Krueger, Kerry Kneser, Ald. Jonathan Lampe, Brad Clark, as well as Andrea Draeger, Ryan Thurow, Hunter Karnitz, Stefanie Broere, Robert Stocks, and no members of the public.

## 1. Call to Order

The meeting was called to order at 4:30 p.m.

## 2. Review and Approval of Minutes

Brad Clark moved to approve the Parks, Recreation, and Forestry minutes from March 16, 2026 as presented, seconded by Kyle Krueger, and carried by unanimous voice vote.

## 3. Review and Approval of Financial Reports

Jennifer Clayton moved to approve the financial reports as presented, seconded by Ald. Jonathan Lampe, and carried by unanimous voice vote. Discussion included questions regarding tennis court repairs and insurance quotes being obtained.

## 4. Citizens to be Heard

None.

## 5. Business

### A. Review and discuss: BFTS concert series update

Stefanie Broere reported that since the last meeting, Main Street negotiated an addendum to the MOU for five concerts. Work plans, checklists, and permit information was shared from the department. Four concerts currently have beverage bartenders secured, and the Main Street Program will operate a food booth at each event similar to what they have previously provided at Riverfest. A concert series t-shirt is planned with potential downtown sponsors. Coordination is ongoing regarding previously solicited department sponsors and allocation of beverage sponsorship funds. Kerry Kneser noted the importance of considering the long-term future of the space and programming.

### B. Review and discuss: Basketball court for Deer Trail or Grinwald Park

Through Kerry Kneser, Ald. Brad Blanke shared that residents approached him regarding interest in a basketball court. Kerry Kneser referenced the Parks and Open Space Plan, which identifies Grinwald Park as a potential location. Kyle Krueger expressed concerns regarding visibility, access, and safety at Grinwald Park and suggested Deer Trail Park may be more appropriate. Ald. Jonathan Lampe discussed budget considerations and the possibility of citizen contributions, noting that future projects must demonstrate need and sustainability.

### C. Review and discuss: Brandt-Quirk restrooms

Ryan Thurow provided an update regarding the restroom project in coordination with

Storm Baseball and their previous president. Countertops were removed last fall in preparation for replacement; however, installation has not yet occurred as anticipated. Interim handwashing stations have been ordered. Robert Stocks reviewed the organization's Condition of Facility Use agreement and noted the matter may proceed to additional committees regarding outstanding obligations.

**D. Review and take action: Part-time employee task list**

Andrea Draeger reviewed the task list with two positions added: Seasonal Aquatic Programmer at \$27.20/hr and Part-Time Recreation Program Assistant at \$19.39/hr, both of which were already included in the 2026 budget. Jennifer Clayton moved to approve the updated part-time employee task list as presented, seconded by Brad Clark, and carried by unanimous voice vote.

**E. Review and take action: Employee pool passes**

Andrea Draeger reviewed the memo and Robert Stocks noted guidance from the City Attorney that items or value under \$50 are permissible. Discussion included employee interest in the benefit and added value to employment. Kyle Krueger proposed the creation of a "City of Watertown Employee" rate of \$70 for a family pass and \$35 for an individual Aquatic Center pass. Ald. Jonathan Lampe moved to approve the City of Watertown Employee Aquatic Center rates, seconded by Kyle Krueger, and carried by unanimous voice vote.

**F. Review and take action: Banner application update – for community partners to display advertising banners at designated Parks & Recreation facilities**

Clarification from the memo was provided that the application fee for a banner is \$50. The Parks, Recreation, and Forestry Department is proposing the use of an updated banner application for community partners to display advertising banners at designated Parks & Recreation facilities. Historically, banners have been installed by local organizations; however, a formal application process previously in place was not consistently utilized. In an effort to improve consistency, transparency, and oversight, the application has been updated with review and input from the City Attorney. Commissioners discussed the importance of consolidating information for clarity for community partners. Ald. Jonathan Lampe moved to approve the banner application as written, seconded by Jennifer Clayton, and carried by unanimous voice vote.

**G. Review and take action: Facility use agreements – Storm/WYBA**

Andrea Draeger reviewed updated agreements with current signatures, including the concession permit. Kerry Kneser moved to approve, seconded by Jennifer Clayton, and carried by unanimous voice vote.

**H. Review and take action: Facility use agreements – Cardinals Baseball Organization**

Andrea Draeger reviewed the agreements with applicable fees. Kerry Kneser recommended no fee waivers to maintain consistency among all facility users. Brad Clark moved to approve as presented, seconded by Kerry Kneser, and carried by unanimous voice vote.

**I. Review and take action: Facility use agreements – Watertown Tennis Association**

A correction regarding a misprint was noted in the memo and should read “Watertown Tennis Association” instead of “Cardinals”. Andrea Draeger stated this is a new agreement with applicable fees, though no signed paperwork was available to review. It was recommended that no fee waivers be issued to maintain consistency among all facility users. Jennifer Clayton moved to approve as presented, seconded by Brad Clark, and carried by unanimous voice vote.

**J. Review and take action: Facility use agreements – Thunder**

The item was tabled due to incomplete paperwork. Jennifer Clayton moved to table, seconded by Brad Clark, and carried by unanimous voice vote.

**K. Review and take action: Facility use agreements – Clyman Cannery**

Andrea Draeger stated these are new agreements with applicable fees. Kerry Kneser moved to approve as presented, seconded by Jennifer Clayton, and carried by unanimous voice vote.

**6. Director’s Report****A. Project Updates**

Staff provided updates on current and upcoming projects. Parks opened April 15 including playgrounds and restrooms. Joel Saeger began April 1 as Pool Operator. Minor storm damage included three tree issues. Water intrusion occurred in the Riverside lower kitchen, and a section of the dance floor roof was lifted and repaired by staff.

Updates were also provided for the Senior & Community Center, including the elevator, front door, and generator fence projects, which are all in the process of obtaining quotes and will move to Finance for approval if required.

**B. Update on Programming**

Hunter Karnitz reported youth soccer began April 11. Adult softball is seeking additional teams. Summer programming is open for registration, including swim lessons. Dance and fitness programs remain strong, with yoga at the Town Square planned for the summer. The indoor pool is closed for the month of April.

Staff also reviewed past and upcoming senior and enrichment programming, including a recap on spring break activities and the first family night of the year in March. A second family night will occur on May 1, followed by a World Migratory Bird Day celebration on May 8. Four community day trips are also planned for the year, with the first scheduled for the end of May. The Senior Center will hold its annual members meeting and volunteer recognition program on April 29 (including voting on new Senior Center Advisory Board members) and its annual Senior Care Fair on May 13. Various fundraisers, including a summer cookout, are being planned.

Additional discussion included Ald. Jonathan Lampe stepping down from the Commission and a new Alderperson will be appointed to take their place. Kerry Kneser

reviewed the virtual/Zoom meeting policy being reviewed and password requirements, which are currently only available to committee members.

**8. Adjournment**

Ald. Jonathan Lampe moved to adjourn at 5:25 p.m., seconded by Brad Clark, and carried by unanimous voice vote. Next meeting date: May 18, 2026.

**Respectfully submitted,**

Andrea Draeger

Senior Center, Enrichment, and Office Manager

*Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.*

## SENIOR CENTER ADVISORY BOARD

Tuesday, April 21, 2026

9:00 a.m.

The Senior Center Advisory Board met on the above date and time. The following members were present: Betty Jimenez, Dawn Justman, Peggy Brown, Lynn Fredrick, and John Wanke. Also present: Andrea Draeger.

### 1. Call to Order

The meeting was called to order at 9:07 AM.

### 2. Review and approve minutes dated February 17, 2026

John Wanke moved to approve the minutes as presented, seconded by Peggy Brown, and carried by unanimous voice vote.

### 3. Review and Approval of Monthly Financial Report

Betty Jimenez moved to approve the January financial reports as presented, seconded by Dawn Justman, and carried by unanimous voice vote. Discussion included reviewing the current price point for candy bars and a question regarding the lack of birthday party revenue reflected for February.

### 4. Citizens to be Heard

No citizens spoke.

### 5. Chairperson Committee Reports

#### A. Fundraising Committee Update

The committee reviewed the 2026 fundraising and event list, as well as upcoming fundraising efforts. Discussion included future 50/50 raffles and how proceeds may be allocated. The Brat Fry fundraiser is currently scheduled for June 19, though the possibility of moving it to June 26 was discussed. If changed, the correction will be included in the next newsletter. Additional discussion centered on potentially using July 50/50 proceeds to support the 5th Thursday Bingo event and using June 50/50 proceeds for burgers and supplies for the brat fry.

The committee also discussed approval and placement for an additional refrigerator and the possibility of utilizing Johnsonville brats for the fundraiser. Birthday party sponsorships and fundraising were also addressed, noting that sponsors for the year have already been requested. The possibility of requesting a round-up fundraiser through Piggly Wiggly was discussed as well.

#### B. Membership Committee Update

The committee discussed exploring a new sign-in system utilizing recreation software paired with barcode fobs or tags. The possibility of fundraising purchasing the tags was discussed. Additional conversation included offering membership coupons through the Chamber for new members and advertising scholarship information and available assistance funds for 2026.

The Board also discussed hosting an Open House and reviewing membership structures in 2026, including the possibility of prorated memberships or memberships purchased after October rolling into the following year. This topic will be added to the June agenda. Plans were also discussed to calculate the overall value of memberships, including both direct and indirect costs, to help evaluate membership fees and assist in marketing efforts.

### **C. Community Services Committee Update**

Discussion focused on additional community drives and service opportunities. Ideas included organizing donation drives benefiting assisted living facilities, schools, and the Humane Society, potentially paired with volunteer delivery opportunities and tours.

John agreed to follow up regarding potential drives supporting the Humane Society, local schools, and stuffed animal donations for the Police Department.

### **D. Program Committee Update**

The committee discussed ways to better highlight programs, including featuring programs on the hallway board and in the newsletter. A plan may be developed to highlight one program each month.

Additional discussion included the need for signage for Bingo identifying daily callers and clearly outlining Bingo rules, including information regarding donations for popcorn, soda, and snack sales. Peggy will assist in gathering Bingo-related information.

The possibility of hosting a Senior Prom was discussed, with Peggy volunteering to assist in planning while staff assists with scheduling and promotion. Peggy may assist as a co-program leader to assist with some programs.

The committee also discussed eliminating free candy once the current supply is depleted. Newsletter language will be developed to communicate the change, while promoting candy available for purchase through the Mini Market.

## **6. Director's Report**

Andrea Draeger provided updates for building projects regarding the elevator, front door updates, and upcoming community events, such as family nights and day trips.

## **7. Adjournment**

Peggy Brown moved to adjourn at 11:00 a.m., seconded by John Wanke, and carried by unanimous voice vote.

Next meeting date: Tuesday, June 16, 2026.

Respectfully submitted,  
Andrea Draeger  
Senior Center, Enrichment, and Office Manager

*Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.*

**Watertown Parks and Recreation Department  
Financial Report  
Mar-26**

Expense Account #	Description	Year to Date Expense		Budgeted Amount	Balance
<b>Park</b>					
01-554110	Salaries	\$ 86,569.07	\$ 422,202.00	\$ 335,632.93	
01-554112	Longevity	-	\$ 2,106.00	\$ 2,106.00	
01-554114	Overtime	1,867.93	11,960.00	\$ 10,092.07	
01-554116	Part-time Salaries	0.00	33,779.00	\$ 33,779.00	
01-554118	Supplies & Expenses	10,112.87	40,000.00	\$ 29,887.13	
01-554120	Repairs	1,104.48	18,000.00	\$ 16,895.52	
01-554126	Goose Control	-	-	\$ -	
01-554128	Fuel	-	3,000.00	\$ 3,000.00	
01-554130	Electric	-	37,000.00	\$ 37,000.00	
01-554131	Water	9,565.43	51,000.00	\$ 41,434.57	
01-554132	Telephone	191.74	1,432.00	\$ 1,240.26	
01-554133	Wisconsin Retirement	6,367.50	38,158.00	\$ 31,790.50	
01-554134	Social Security	5,122.66	34,952.00	\$ 29,829.34	
01-554135	Medicare	1,198.02	8,174.00	\$ 6,975.98	
01-554136	Health Insurance	41,699.60	200,160.00	\$ 158,460.40	
01-554137	Life Insurance	311.56	2,100.00	\$ 1,788.44	
01-554138	Dental Insurance	1,932.00	9,312.00	\$ 7,380.00	
01-554140	Gasoline	3,377.53	30,000.00	\$ 26,622.47	
01-554141	Fertilizers & Herbicides	-	6,500.00	\$ 6,500.00	
01-554142	Equipment Repairs	13,208.71	28,000.00	\$ 14,791.29	
01-554144	Washington Park Lights	-	2,500.00	\$ 2,500.00	
01-554148	Water Bubblers	212.12	2,000.00	\$ 1,787.88	
01-554150	Staff Training	942.31	4,500.00	\$ 3,557.69	
01-554159	Safety Equipment	1,033.92	3,000.00	\$ 1,966.08	
01-554160	Capital Outlay	-	4,000.00	\$ 4,000.00	
<b>Total Park</b>		<b>\$ 184,817.45</b>	<b>\$ 993,835.00</b>	<b>\$ 809,017.55</b>	
05-554170	Capital Projects	\$ 4,521.49	\$ 490,500.00	\$ 485,978.51	
<b>Forestry</b>					
01-561110	Salaries	\$ 19,371.25	\$ 134,680.00	\$ 115,308.75	
01-561112	Longevity	-	-	-	
01-561118	Supplies & Expense	63.98	12,300.00	\$ 12,236.02	
01-561120	Repairs	236.76	3,000.00	2,763.24	
01-561124	Cont. Education Forester Cert	1,218.00	1,600.00	382.00	
01-561126	Annual Bucket Truck Inspection	0.00	5,000.00	5,000.00	
01-561133	Wisconsin Retirement	1,394.74	9,697.00	8,302.26	
01-561134	Social Security	836.07	8,350.00	7,513.93	
01-561135	Medicare	195.53	1,953.00	\$ 1,757.47	
01-561136	Health Insurance	6,254.94	50,040.00	43,785.06	
01-561137	Life Insurance	21.84	134.00	112.16	
01-561138	Dental Insurance	289.80	2,327.00	2,037.20	
01-561160	Capital Outlay	-	-	-	
<b>Total Forestry</b>		<b>\$ 29,882.91</b>	<b>\$ 229,081.00</b>	<b>\$ 199,198.09</b>	
05-561170	Capital Projects	-	6,500.00	\$ 6,500.00	

**Watertown Parks and Recreation Department**

**Financial Report**

**End of Month March 2026**

Section 3, Item A.

Revenue		Year to Date	Budgeted	
Account #	Description	Revenue	Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 30,471.51	\$ 86,000.00	\$ 55,528.49
01-446211	Rec Dept Taxable Revenue	3,156.29	\$ 53,600.00	\$ 50,443.71
01-446212	Rec Concession Revenue	-	600.00	\$ 600.00
01-446220	Net Ticket Sales	-	100.00	\$ 100.00
01-446230	Aquatic Center Revenue	4,645.49	130,000.00	\$ 125,354.51
01-446232	Indoor Pool Non Taxable Revenue	12,200.00	22,000.00	\$ 9,800.00
01-446233	Indoor Pool Taxable Revenue	3,269.18	9,000.00	\$ 5,730.82
01-446234	Senior Center Revenue	85.18	300.00	\$ 214.82
01-446235	Senior Center Memberships	1,126.73	3,000.00	\$ 1,873.27
01-446236	Senior Center Rental Fees	5,949.25	18,000.00	\$ 12,050.75
01-446264	Park Rental	10,447.16	30,000.00	\$ 19,552.84
01-446266	Misc Park Revenue	4,337.11	9,000.00	\$ 4,662.89
26-446210	TS Revenue - Nontaxable	4,700.00	20,000.00	\$ 15,300.00
26-446250	TS Revenue - Taxable	260.00	15,000.00	\$ 14,740.00
<b>Grand Total Revenue</b>		<b>\$ 75,687.90</b>	<b>\$ 396,600.00</b>	<b>\$ 315,952.10</b>
Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
<b>Administration</b>				
01-552010	Salaries	\$ 68,322.71	\$ 338,274.00	\$ 269,951.29
01-552014	Overtime	-	540.00	540.00
01-552016	Part-time Salaries	2,217.00	13,955.00	11,738.00
01-552017	Contract Services	8,118.00	15,550.00	7,432.00
01-552018	Supplies & Expenses	648.77	5,000.00	4,351.23
01-552019	Advertisement	-	1,000.00	1,000.00
01-552020	Repairs	147.68	6,000.00	5,852.32
01-552021	Contribution to Town Square	-	-	-
01-552022	Dues, fees, subs	1,242.66	3,100.00	1,857.34
01-552023	Training	519.00	1,200.00	681.00
01-552024	Travel	375.00	2,000.00	1,625.00
01-552026	Maintenance Supplies	241.85	4,000.00	3,758.15
01-552028	Fuel	-	5,000.00	5,000.00
01-552030	Electric	-	15,000.00	15,000.00
01-552031	Water	487.48	2,080.00	1,592.52
01-552032	Telephone	558.64	4,665.00	4,106.36
01-552033	Wisconsin Retirement	4,550.98	30,508.00	25,957.02
01-552034	Social Security	4,231.49	27,136.00	22,904.51
01-552035	Medicare	989.63	6,346.00	5,356.37
01-552036	Health Insurance	15,520.52	65,772.00	50,251.48
01-552037	Life Insurance	147.28	668.00	520.72
01-552038	Dental Insurance	864.42	3,816.00	2,951.58
01-552042	Mileage	-	1,000.00	1,000.00
01-552060	Capital Outlay	-	5,858.00	5,858.00
<b>Total Administration</b>		<b>\$ 109,183.11</b>	<b>\$ 558,468.00</b>	<b>\$ 449,284.89</b>
<b>Recreation</b>				
01-552114	Rec Overtime	\$ -	\$ -	\$ -
01-552116	Part-time Salaries	5,075.25	80,731.00	75,655.75
01-552117	Contract Sports Services	3,268.80	22,344.00	19,075.20
01-552118	Supplies & Expenses	7,331.60	25,000.00	17,668.40
01-552134	Social Security	314.73	3,565.00	3,250.27
01-552135	Medicare	73.62	834.00	760.38
01-552160	Capital Outlay	-	2,000.00	2,000.00
<b>Total Recreation</b>		<b>\$ 16,064.00</b>	<b>\$ 134,474.00</b>	<b>\$ 118,410.00</b>
05-55-24-70	Senior Center Capital Projects	\$ -	\$ 158,474.00	\$ 158,474.00
<b>Aquatic Center</b>				
01-552214	Aq Ctr Overtime	\$ -	\$ 3,500.00	\$ 3,500.00
01-552216	Part-time Salaries	23.63	121,568.00	121,544.37
01-552217	Svc Contracts/Licenses	282.67	2,950.00	2,667.33
01-552218	Supplies & Expenses	282.26	4,500.00	4,217.74
01-552220	Repairs	-	12,445.00	12,445.00
01-552223	Training	-	1,000.00	1,000.00
01-552228	Fuel	-	4,000.00	4,000.00
01-552230	Electric	-	18,000.00	18,000.00
01-552231	Water	1,380.60	14,500.00	13,119.40
01-552232	Telephone	555.87	600.00	44.13
01-552234	Social Security	1.47	6,448.00	6,446.53

Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
01-552235	Medicare	0.34	1,508.00	1,507.66
01-552240	Chemicals	-	26,000.00	26,000.00
01-552244	Uniforms	-	2,500.00	2,500.00
01-552246	Concessions Supplies	-	25,000.00	25,000.00
01-552260	Capital Outlay	-	-	-
<b>Total Aquatic Center</b>		<b>\$ 2,526.84</b>	<b>\$ 244,519.00</b>	<b>\$ 241,992.16</b>
05-552270	Capital Projects	-	18,500.00	18,500.00

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses		Budgeted Amount	Balance
<b>Indoor Pool</b>					
01-552314	Indoor Pool Overtime	\$ -	\$ 1,000.00	\$ 1,000.00	
01-552316	Part-time Salaries	12,320.61	40,773.00	28,452.39	
01-552317	WUSD Maintenance Staff	-	17,500.00	17,500.00	
01-552318	Supplies & Expenses	225.20	9,000.00	8,774.80	
01-552320	Repairs	-	500.00	500.00	
01-552328	Fuel	-	3,750.00	3,750.00	
01-552330	Electric	-	7,750.00	7,750.00	
01-552331	Water	-	2,750.00	2,750.00	
01-552332	Telephone	-	-	-	
01-552334	Social Security	763.90	2,590.00	1,826.10	
01-552335	Medicare	178.64	606.00	427.36	
<b>Total Indoor Pool</b>		<b>\$ 13,488.35</b>	<b>\$ 86,219.00</b>	<b>\$ 72,730.65</b>	
<b>Bentzin Family Town Square</b>					
26-554310	Salaries	\$ 1,949.51	\$ 70,179.00	\$ 68,229.49	
26-554316	Part-time Salaries	-	-	-	
26-554318	Supplies	-	5,000.00	5,000.00	
26-554319	Advertising	-	4,000.00	4,000.00	
26-554320	Repairs/Maintenance	2,000.00	17,300.00	15,300.00	
26-554330	Electric	-	2,300.00	2,300.00	
26-554331	Water	549.49	7,500.00	6,950.51	
26-554333	Wisconsin Retirement	60.49	5,053.00	4,992.51	
26-554334	Social Security	119.22	4,351.00	4,231.78	
26-554335	Medicare	27.88	1,018.00	990.12	
26-554336	Health Insurance	849.27	10,188.00	9,338.73	
26-554337	Life Insurance	31.82	390.00	358.18	
26-554338	Dental Insurance	31.37	372.00	340.63	
26-554341	Event Expenses	152.67	40,000.00	39,847.33	
26-554360	Capital Outlay	-	-	-	
<b>Total BFTS</b>		<b>\$ 5,771.72</b>	<b>\$ 167,651.00</b>	<b>\$ 161,879.28</b>	
<b>Total Parks &amp; Rec Budget</b>		<b>\$ 147,034.02</b>	<b>\$ 1,191,331.00</b>	<b>\$ 1,044,296.98</b>	
<b>Reserve Accounts</b>					
		<b>YTD Expenses</b>	<b>Beginning Balance</b>	<b>Balance</b>	
26-446215	Park Donations	\$ (1,020.00)	\$ 0.00	\$ 1,020.00	
24-561119	Urban Forestry Grant	\$ -	\$ 25,000.00	\$ 25,000.00	
24-581107	Senior Center Fundraising	\$ (3,966.82)	\$ 37,750.40	\$ 41,717.22	
01-271970	Senior Center Security Deposits	\$ -	\$ -	\$ -	
01-581121	BQ Baseball	\$ -	\$ 4,128.12	\$ 4,128.12	
01-581137	River Walkway Repairs	\$ -	\$ 4,750.00	\$ 4,750.00	
01-581139	InterUrban Trail	\$ -	\$ -	\$ -	
01-581140	Bike Trail	\$ -	\$ 2,000.00	\$ 2,000.00	
05-581104	Chamberland Improvements	\$ -	\$ 129.57	\$ 129.57	
05-581106	Park Facility Improvements	\$ -	\$ 8,353.65	\$ 8,353.65	
05-581110	Roeseler Will/Forestry Donation	\$ -	\$ 76,694.71	\$ 76,694.71	
05-581118	Heron View Park (micro park)	\$ -	\$ 6,392.05	\$ 6,392.05	
05-581120	Park Expansion & Improvements	\$ (2,630.00)	\$ 16,772.74	\$ 19,402.74	
07-581113	Park Dedication Fees (land purchase)	\$ -	\$ 86,250.00	\$ 86,250.00	
07-581115	Park Improvements	\$ -	\$ 162,295.22	\$ 162,295.22	

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 5/18/2026

Subject: banner application

### Background

The Parks, Recreation, and Forestry Department is proposing the use of an updated banner application for community partners to display advertising banners at designated Parks & Recreation facilities.

This update specifies that banners at Brandt-Quirk park are only available at the tennis court facility.

### Budget Goal

2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

None.

### Recommendation

Staff recommends approval of the updated Banner Application for use on an interim basis, pending completion of the full banner policy review by the City Attorney's Office.

Motion: approve the updated Banner Application for interim use, pending completion of a comprehensive banner policy review by the City Attorney's Office.



## 2026 Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

# Advertising Banner/Flag Application

Please return the completed application with payment and artwork attached to the above address.

Sponsoring Organization \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email Address \_\_\_\_\_

### General Banner Information

Banners must adhere to the following specifications:

1. Banner dimensions of 7' by 7' at Washington, Riverside, Brandt-Quirk (**tennis only**) or department approval.
2. Must be constructed of approved perforated material.
3. Available grommets along the top side every 12" and along the bottom side every 12" with at least 3 grommets along the length.
4. Submit artwork/logo including all information to be printed on the banner/flag.
5. The approved group must coordinate the installation and removal of the banner/flag advertisement with the department. The department will not store banners/flags.

Website \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Message \_\_\_\_\_

Locations:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of City Representative Date

\_\_\_\_\_  
 Signature of Approved Group Contact Date

<b>Office Use:</b> Banner \$50 x _____ Banners = \$ _____ Total Received By: _____
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# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 5/18/2026

Subject: 2026 YMCA facility use agreement and waiver of fees

### Background

Facility use agreements are being executed annually for organizations utilizing Parks & Recreation facilities. This agreement establishes clear expectations regarding facility use, scheduling, and applicable terms and conditions for use of Parks & Recreation facilities.

The YMCA is also requesting consideration of a reduction or waiver of applicable facility rental fees. In 2025, the commission approved a reduction of their fees to 30% of the total proposed.

### Budget Goal

2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

Facility rental revenues contribute toward offsetting the costs of field preparation, maintenance, and ongoing upkeep of Parks & Recreation facilities. A reduction or waiver of fees would decrease cost recovery for these services.

### Recommendation

Recommendation for approval of the facility use agreement with the YMCA with potential reduction in fees.

Motion to approve the facility use agreements with the YMCA organization as presented, including approved applicable fees.

## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

920-262-8080 office / 920-262-8087 fax

### 2026 General Facility Use Contract

<b>Organization Name</b>	Schultz Family YMCA
<b>Contact Name</b>	Kim Schooley / Caleb Gross
<b>Contact Phone #</b>	(262) 468-0489 / (920) 262-8555
<b>Contact Email</b>	<a href="mailto:kschooley@glcymca.org">kschooley@glcymca.org</a> / <a href="mailto:cgross@glcymca.org">cgross@glcymca.org</a>
<b>Event Dates</b>	Attached
<b>Event Location</b>	Attached

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

#### SERVICES

The department will provide a clean and maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department’s staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

#### SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

**Hours of Use:** Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

## CANCELLATIONS

The department should be notified of any and all reservation cancellations, unrelated to v at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability. Any cancellations by the renter within 14 days of a reservation, including due to weather, and more than 10 cancellations over 14 days in advance of a reservation will be billed according to the Fee Schedule

## FEEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be paid within 30 days after the reservation, unless the program spans a season and may be billed after the season is complete. Failure to do so will result in forfeiture of the next year's reservation. Any cancellations by the renter within 14 days of a reservation, including due to weather, will be billed according to the Fee Schedule.

*Per the Parks, Recreation, and Forestry Commission meeting on April 21, 2025, a motion was approved to "charge fees only for game fields and not practices in 2025." The reservations for game fields include all program days (\$75/day) and league games (\$75/day). These reservations offer sole use of the open space and/or fields and basic maintenance of the fields. If additional fields are reserved or programs or games added to the schedule, this contract may be amended and fees charged in accordance with the Fee Schedule.*

*The use of fields in 2026 will include: spring and fall flag football, track & field, various camp programs, and may include additional programs and games as scheduled.*

Additional supplies and equipment the department agrees to provide will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter's events will be billed to the renter in accordance with the Fee Schedule. Any additional fees must be paid within **30 days** after reservation.

### **Condition of Facility Use:**

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department in which regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

## ACCESS/MAINTENANCE

1. Keys - The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.
2. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.
3. Bagged Garbage – All refuse should be bagged in bags provided by the department. Bags should be left in a designated spot at each location for pick up by department staff. At Brandt-Quirk, bags should be placed in the Department truck.
4. Restrooms – The department will provide clean restrooms at the start of each day. The

department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace and restock on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.

Restrooms at certain locations may have capacity limits for usage. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use at one time, at least two portable toilets will be required.)

- 5. Driving/Parking - The renter may charge for specific tournament or event parking only at Brandt-Quirk Park, provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking. Renters must not use vehicles, barricades, or other obstructions that block or restrict traffic flow. All access points must remain open and passable, and any temporary setup must be easily movable to allow immediate access for emergency vehicles.

If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required.

- 6. Advertising/Banners - No form of advertising may be sold to be hung, staked, displayed, etc. on the premises of any diamond/field/court/complex without permission from the department through a Banner Permit.

- 7. Scorepad (Brandt-Quirk) –  
Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.

To turn on:

Press OFF/ON to turn on.

It will ask "Scoreboard" press 1 regardless of field your on, then press enter

It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.

When games are done put pad in correct shelf and plug charger in.

- 8. Lighting (Brandt-Quirk) –  
Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.

Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.

Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.

When games are done turn switches with key to OFF. Please return key to storage panel.

- 9. Field Maintenance -  
At the end of the renter's event(s), the renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher's mound. Check with the department for any uses of irrigation and field equipment.

**In an emergency, members of the Park & Rec Department may be contacted:**

- 1. Parks Supervisor – 920-390-9208

2. Recreation Manager – 920-342-3853
3. Office Manager – 920-567-8157

## CONCESSIONS

If the renter is interested in providing or selling concessions, please use the Concession in Parks Permit; rental fees apply.

The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day or week the stand and equipment should be cleaned to a standard at which it was when opened, and left as found at the end of the tournament, and product removed. The department and other renters are not liable for any product or equipment which is left in the concession stand after the renter's use. Grease from food preparation must be taken with the concessions operator. All doors should be locked prior to leaving the facility. Renters are responsible for any equipment or stand damages which may occur during their reservation. A list of equipment available at each stand is available by request.

## WEATHER CONDITIONS AND PLAYABILITY

The department will evaluate conditions and make final decisions regarding the playability of the diamonds/fields/complex during times of adverse weather conditions on weekdays until 3pm. Evaluations and playability after 3pm on weekdays and weekends will be handled by the program/event coordinator; if play does occur, the renter will accept all responsibility for any damage which may occur. Fields are rented and billed rain or shine.

The renter may hand rake or use an approved drying agent but should never:

10. Disperse standing water onto any grass areas
11. Rake saturated dirt off the playing surface
12. Use any power equipment on the fields without permission
13. Attempt to use any type of flammable substance to aid the drying
14. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility
15. Use more than 2 bags of turface per diamond (need for additional may mean the diamond is in an unplayable condition)

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

## FACILITIES & AMENITIES AVAILABLE

### Brandt-Quirk Park:

1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
3. 5 full-size, 9 multi-size soccer fields
4. 10 tennis courts
5. 21-hole disc golf
6. Concession Stands (1 baseball, 1 soccer)
7. Men's and Women's Restrooms
8. 3 Small Covered Shelters
9. Picnic tables and garbage/recycling/charcoal cans
10. Playground
11. Bleachers at 5 diamonds, none at field 0
12. Sun Protection at dugouts

### Riverside Park:

1. 2 lighted softball fields (see attached)

2. 1 youth field
3. 4 tennis courts
4. 8 pickleball courts
5. 7 volleyball courts
6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3
7. Concession Stand
8. Playground
9. Restrooms located within walking distance
10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
11. Covered shelter and restrooms at volleyball courts
12. Grills

#### **Washington Park**

1. 1 lighted hardball field (see attached)
2. Remote controlled scoreboard
3. Team dugouts
4. Concession Stand
5. Restrooms
6. Covered Shelter
7. Bleachers, picnic tables, benches, garbage/recycling/charcoal cans
8. Playground

#### **Grinwald Park:**

1. 2 full-size soccer fields
2. 1 portable toilet
3. Playground
4. Small bleachers

#### **Clark**

1. 2 tennis courts
2. 1 diamond
3. 1 basketball court
4. 1 volleyball court
5. 1 soccer field
6. Playground
7. Restrooms
8. 2 Covered Shelters

#### **Union**

1. 1 basketball court
2. Playground
3. Restrooms
4. 1 Covered Shelter

#### **Lincoln**

1. 1 basketball court
2. 1 diamond
3. 1 volleyball court
4. Playground
5. Restrooms
6. 1 Covered Shelter

**Timothy Johnson**

- 1. 1 basketball court
- 2. 1 diamond
- 3. 1 soccer field
- 4. Playground
- 5. Restrooms
- 6. 1 Covered Shelter

**Brandt/Quirk Park Field Dimensions**

**Diamond 0**

Bases: 50, 60  
 Pitching: 35, 40, 43, 46  
 150' outfield fence/down the line

**Diamond 1**

Bases: 50, 60, 65, 70  
 Pitching: 35, 40, 43, 46, 50  
 215' outfield fence/down the line

**Diamond 2**

Bases: 60, 65, 70  
 Pitching: 40, 43, 46, 50  
 215' outfield fence/down the line

**Diamond 3**

Bases: 50, 60, 65, 70, 80  
 Pitching: 35, 40, 43, 46, 50  
 215' outfield fence/down the line

**Diamond 4**

Bases: 50, 60, 65, 70  
 Pitching: 35, 40, 43, 46, 50  
 215' outfield fence/down the line

**Diamond 5**

Bases: 50, 60, 65, 70  
 Pitching: 35, 40, 43, 46, 50  
 215' outfield fence/down the line

**Riverside Park Field Dimensions**

**Diamond 1**

Bases: 60, 70, 80  
 Pitching: 40, 43, 46, 50, 54  
 275' outfield fence/down the line; 290' to center

**Diamond 2**

Bases: 60, 70, 80  
 Pitching: 40, 43, 46, 50, 54  
 275' outfield fence/down the line; 290' to center

**Diamond 3**

Bases: 50, 60  
Pitching: 35, 40, 46  
140' outfield fence/down the line; 180' to center

## Washington Park Dimensions

### Diamond

Bases: 60  
Pitching: 90  
375' outfield fence/down the line; 325' to center

## INDEMNIFICATION

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.


In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

## INSURANCE

The Renter shall provide a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The City shall be listed as an additional insured. The certificate shall provide that the insurance provider will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

## AGREEMENT

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

  
Renter Signature

4/1/2020  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE**

Section 5, Item C.

\_\_\_ Contract

\_\_\_ Banner Permit

\_\_\_ Concession Permit

\_\_\_ Condition of Facility Use

Summer	Flag Football Camp	07/06-07/09	Member - \$40; Community Particip
	Baseball Camp	07/13-07/16	Member - \$40; Community Particip
	Sports of All Sorts Camp	07/27-07/30	Member - \$40; Community Particip
	Soccer Camp	08/03-08/06	Member - \$40; Community Particip
Fall 1	Flag Football League	09/03-10/26	Member - \$50; Community Particip

M,Tu,W,Th/2:00p-4:00p	Deer Trail Park	2 hours per day; 4 days
M,Tu,W,Th/2:00p-4:00p	Deer Trail Park	2 hours per day; 4 days
M,Tu,W,Th/2:00p-4:00p	Deer Trail Park	2 hours per day; 4 days
M,Tu,W,Th/2:00p-4:00p	Deer Trail Park	2 hours per day; 4 days
M,W,Th/5:00p-7:00p - Practices; Tuesday/5:00p-8:00p - Games	Deer Trail Park/Clark Park	1 evening practice per week per team; 1 game per team per week; 8 weeks of games

8 kids	Our flag football camp emphasizes basic to advanced skills instruction and practice in the areas of passing, receiving and defense. Campers will learn the rules of football as well as team concepts and sportsmanship. This camp is ideal for any youth flag football player	\$ 300.00
8 kids	Our baseball camp emphasizes basic to advanced skills instruction and practice in the areas of batting, fielding, throwing and base running. Campers will learn the rules of baseball as well as team concepts and sportsmanship. This camp is ideal for any youth	\$ 300.00
8 kids	Our sports of all sorts camp is intended to give participants the opportunity to try out both traditional and non-traditional sports. Sports will include ultimate frisbee, dodgeball, wiffleball, relay races, and more! For boys and girls, entering grades 1st-8th.	\$ 300.00
8 kids	Our soccer camp emphasizes basic to advanced skills instruction and practice in the areas of shooting, ball control, passing, and defense. Campers will learn the rules of soccer as well as team concepts and sportsmanship. This camp is ideal for any youth soccer	\$ 300.00
60 kids	These leagues are all about learning and growing. Building a solid foundation in a supportive environment is the focus, and all games are played with heavily modified rules designed to support the success of players as they learn about being a part of a team and get a solid grasp of the fundamental skills. Practices held one evening per week at local parks in	\$ 600.00
		\$ 1,800.00

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 5/18/2026

Subject: 2026 Outlawz concession permit and waiver of fees

### Background

Outlawz softball submitted a 2026 facility use agreement, which was approved by this commission at the January meeting, including applicable fees. The organization has since also submitted a concession permit for approval.

Outlawz is also requesting a reduction in fees for their upcoming tournaments on May 30-31 (\$485 for field rental and concession stand) and June 11-14, 2026 (\$4,235 for field rental and concession stand), not including any additional supply and material costs.

### Budget Goal

2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

Facility rental revenues contribute toward offsetting the costs of field preparation, maintenance, and ongoing upkeep of Parks & Recreation facilities. A reduction or waiver of fees would decrease cost recovery for these services.

### Recommendation

Recommendation for approval of the concession permit for Outlawz.

Motion to approve the concession permit with Outlawz as presented, including approved applicable fees.



**Watertown Parks, Recreation, and Forestry Department**  
514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

**2026 General Facility Use Contract**

Organization Name	OUTLAW?
Contact Name	Derek Damon
Contact Phone #	608-225-2702
Contact Email	derek_damon@hotmail.com
Event Dates	MAY 30-31 & June 11-14
Event Location	BRANDT QUINN & Riverside

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as "the renter" or "renters," and the Watertown Parks, Recreation, and Forestry Department referred to as "the department."

**SERVICES**

The department will provide a clean and maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department's staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

**SCHEDULING**

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department's administration.

**Hours of Use:** Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

### INDEMNIFICATION

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

### INSURANCE

The Renter shall provide a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the insurance provider will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

### AGREEMENT

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

[Signature]  
Renter Signature

1/14/26  
Date

Approved by agent of the department.

Kristene Butters  
Signature

1/14/26  
Date

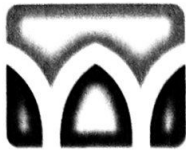
### OFFICE USE

Contract

Banner Permit

Concession Permit ?

Condition of Facility Use



# THE CITY OF WATERTOWN

## PARKS, RECREATION, & FORESTRY DEPARTMENT

920-262-8080

Concession Stands/Building: BQ, Riverside,  
Washington \$75/Event or \$300/Year

Mobile Food Trucks: \$35/Event or \$300/Year

### Application for Concessions Permit

NAME: Derek DAMON

ADDRESS: 537 Pheasant Trail

PHONE NUMBER: 608-225-2702

EMAIL ADDRESS: derek-damon@hotmail.com

LOCATION APPLICANT PROPOSES TO SELL OR GIVE AWAY  
MERCHANDISE: BRANDT Quik PAK

DATE AND TIME OF EVENT AND/OR DURATION OF PERMIT  
REQUESTED: MAY 30-31 & June 11-14

DESCRIPTION OF ANY CITY OWNED FACILITIES APPLICANT PROPOSES TO USE FOR CONCESSION  
SALES: BRANDT Quik PAK concession stand

DESCRIPTION OF EQUIPMENT WHICH THE CONCESSIONAIRE PLANS TO USE, INCLUDING NOT  
ONLY FOOD PREPARATION AND SERVING EQUIPMENT, BUT ALSO ANY CART OR BUILDING  
PROPOSED TO BE USED IN THE CONCESSION OPERATION:

BRANDT Quik Concession stand, Popcorn machine, Warming TRAYS, Coolers, Freezer

### ARTICLES OF MERCHANISE PROPOSED TO BE SOLD OR GIVEN AWAY:

Product:	Cost:
<u>Cheeseburgers</u>	<u>\$ 5.00</u>
<u>BRATS</u>	<u>\$ 4.00</u>
<u>Pizza/Slur</u>	<u>\$ 4.00</u>
<u>Pulled Pork</u>	<u>\$ 5.00</u>
<u>Walking TARD</u>	<u>\$ 6.00</u>
<u>WATER</u>	<u>\$ 2.00</u>
<u>Soda</u>	<u>\$ 2.00</u>
<u>Various Bakery Items</u>	<u>\$ 1.00-2.00</u>
	<u>\$</u>
	<u>\$</u>

Please forward copy of food  
license and temp "B" permit to  
Event Coordinator.

**Indemnification:**

I agree to defend, indemnify and hold harmless the City of Watertown, its officers, employees and agents from and against *all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney fees, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the permittee or the permittee's agents, officers or employees, directly or indirectly arising* from my operation of concessions.

I certify that I am the person who made and signed this application for a Concessions in City Parks Permit and that all statements made herein are true and correct.

I further acknowledge receipt of a copy of the Municipal Code for the City of Watertown in regards to Concession Permits in Parks.

Signature: 

Date: 4/16/2026



THE CITY OF

# WATERTOWN

## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

### 2026 General Facility Use Contract

Organization Name	Watertown Thunder
Contact Name	Jamey HiseL
Contact Phone #	920-988-0103
Contact Email	HiseL.Flooding@gmail.com
Event Dates	July 31 - Aug 2
Event Location	Brandt

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

#### SERVICES

The department will provide a clean and maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department’s staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

#### SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

**Hours of Use:** Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

## CANCELLATIONS

The department should be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability. Any cancellations by the renter within 14 days of a reservation, including due to weather, and more than 10 cancellations over 14 days in advance of a reservation will be billed according to the Fee Schedule

## FEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be paid within 30 days after the reservation. Failure to do so will result in forfeiture of the next year's reservation.

Additional supplies and equipment the department agrees to provide will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter's events will be billed to the renter in accordance with the Fee Schedule. Any additional fees must be paid within **30 days** after reservation.

### Condition of Facility Use:

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department in which regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

## ACCESS/MAINTENANCE

1. Keys - The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.
2. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.
3. Bagged Garbage – All refuse should be bagged in bags provided by the department. Bags should be left in a designated spot at each location for pick up by department staff. At Brandt-Quirk, bags should be placed in the Department truck.
4. Restrooms – The department will provide clean restrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace and restock on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.  
Restrooms at certain locations may have capacity limits for usage. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use at one time, at least two portable toilets will be required.)
5. Driving/Parking - The renter may charge for specific tournament or event parking only at Brandt-Quirk Park, provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking.

### INDEMNIFICATION

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

### INSURANCE

The Renter shall provide a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The City shall be listed as an additional insured. The certificate shall provide that the insurance provider will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

### AGREEMENT

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

Jay R  
Renter Signature

5-5-20  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### OFFICE USE

Contract

~~Banner Permit~~

~~Concession Permit~~

Condition of Facility Use

COI



## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

### 2026 Condition of Facility Use Agreement

<b>Organization Name</b>	Watertown Thunder
<b>Contact Name</b>	Jamey Hisel
<b>Contact Phone #</b>	920-988-0103
<b>Contact Email</b>	Hisel.Floory@gmail.com

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

#### CONDITION OF FACILITY USE

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Donation funds and their uses must be agreed upon within this agreement by both the department and renter, and may or may not be equal to the actual sum of the regular rental fees which would be waived.

Additional supplies and equipment the department agrees to provide during facility use, including during practices, games, and tournaments, will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter’s events will be billed to the renter in accordance with the Fee Schedule.

## POTENTIAL FACILITY UPGRADES

Section 5, Item E.

All donation funds will be utilized for diamond/field/court/complex maintenance and upgrades. The list below includes upgrades noted by the department and current renters which may be purchased using donation funds.

1. BQ/Washington – restroom restoration
2. BQ/Washington - irrigation
3. BQ/Washington/Riverside - lighting
4. BQ/Washington – concession stand renovation
5. BQ/Washington – playground renovation
6. BQ/Washington – diamond restoration
7. BQ/Washington – batting cages
8. BQ – fences
9. BQ – restroom at field 0
10. BQ – drainage between diamonds

### UPGRADE SUGGESTION & DONATION AMOUNT

**Upgrade Suggestion:** \_\_\_\_\_

**(Please attach any supporting documentation, quotes, etc.)**

**Donation Amount:** will be calculated end of season

**INDEMNIFICATION**

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insureds on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

**AGREEMENT**

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

  
\_\_\_\_\_  
Renter Signature

5-5-26  
\_\_\_\_\_  
Date

Approved by agent of the department.  
  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

## 2026 General Facility Use Contract

Organization Name	Luther Prep School
Contact Name	Justin Gregorius
Contact Phone #	920-261-4352 ext 147
Contact Email	gregorj@lps.wt.k12.wi.us
Event Dates	5/5 5/7
Event Location	Baseball Diamonds

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as "the renter" or "renters," and the Watertown Parks, Recreation, and Forestry Department referred to as "the department."

### SERVICES

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### SCHEDULING

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prescheduled.

**CANCELLATIONS**

The department should be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability. Any cancellations by the renter within 14 days of a reservation, including due to weather, and more than 10 cancellations over 14 days in advance of a reservation will be billed according to the Fee Schedule

**FEES**

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**Condition of Facility Use:**

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**ACCESS/MAINTENANCE**

1. Keys - The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.
2. Litter/Grounds - The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.
3. Bagged Garbage - All refuse should be bagged in bags provided by the department. Bags should be left in a designated spot at each location for pick up by department staff. At Brandt-Quirk, bags should be placed in the Department truck.
4. Restrooms - The department will provide clean restrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace and restock on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.

Restrooms at certain locations may have capacity limits for usage. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use at one time, at least two portable toilets will be required.)

5. Driving/Parking - The renter may charge for specific tournament or event parking only at Brandt-Quirk Park, provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking. Renters must not use vehicles, barricades, or other obstructions that block or restrict traffic flow. All access points must remain open and passable, and any temporary setup must be easily movable to allow immediate access for emergency vehicles.

If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required.

6. Advertising/Banners - No form of advertising may be sold to be hung, staked, displayed, etc. on the premises of any diamond/field/court/complex without permission from the department through a Banner Permit.

7. Scorepad (Brandt-Quirk) –  
Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.

To turn on:

Press OFF/ON to turn on.

It will ask "Scoreboard" press 1 regardless of field your on, then press enter

It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.

When games are done put pad in correct shelf and plug charger in.

8. Lighting (Brandt-Quirk) –  
Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.  
Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.  
Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.

When games are done turn switches with key to OFF. Please return key to storage panel.

9. Field Maintenance -  
At the end of the renter's event(s), the renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher's mound. Check with the department for any uses of irrigation and field equipment.

**In an emergency, members of the Park & Rec Department may be contacted:**

1. Parks Supervisor – 920-390-9208
2. Recreation Manager – 920-342-3853
3. Office Manager – 920-567-8157

### CONCESSIONS

If the renter is interested in providing or selling concessions, please use the Concession in Parks Permit; rental fees apply.

The concession stand should be kept reasonably clean during the hours of operation by the

concessions operator. At the end of each day or week the stand and equipment should be cleaned to a standard at which it was when opened, and left as found at the end of the tournament, and product removed. The department and other renters are not liable for any product or equipment which is left in the concession stand after the renter's use. Grease from food preparation must be taken with the concessions operator. All doors should be locked prior to leaving the facility. Renters are responsible for any equipment or stand damages which may occur during their reservation. A list of equipment available at each stand is available by request.

### **WEATHER CONDITIONS AND PLAYABILITY**

The department will evaluate conditions and make final decisions regarding the playability of the diamonds/fields/complex during times of adverse weather conditions on weekdays until 3pm. Evaluations and playability after 3pm on weekdays and weekends will be handled by the program/event coordinator; if play does occur, the renter will accept all responsibility for any damage which may occur. Fields are rented and billed rain or shine.

The renter may hand rake or use an approved drying agent but should never:

1. Disperse standing water onto any grass areas
2. Rake saturated dirt off the playing surface
3. Use any power equipment on the fields without permission
4. Attempt to use any type of flammable substance to aid the drying
5. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility
6. Use more than 2 bags of turface per diamond (need for additional may mean the diamond is in an unplayable condition)

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

### **FACILITIES & AMENITIES AVAILABLE**

#### **Brandt-Quirk Park:**

1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
3. 5 full-size, 9 multi-size soccer fields
4. 10 tennis courts
5. 21-hole disc golf
6. Concession Stands (1 baseball, 1 soccer)
7. Men's and Women's Restrooms
8. 3 Small Covered Shelters
9. Picnic tables and garbage/recycling/charcoal cans
10. Playground
11. Bleachers at 5 diamonds, none at field 0
12. Sun Protection at dugouts

#### **Riverside Park:**

1. 2 lighted softball fields (see attached)
2. 1 youth field
3. 4 tennis courts
4. 8 pickleball courts
5. 7 volleyball courts
6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3
7. Concession Stand
8. Playground
9. Restrooms located within walking distance

10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
11. Covered shelter and restrooms at volleyball courts
12. Grills

#### **Washington Park**

1. 1 lighted hardball field (see attached)
2. Remote controlled scoreboard
3. Team dugouts
4. Concession Stand
5. Restrooms
6. Covered Shelter
7. Bleachers, picnic tables, benches, garbage/recycling/charcoal cans
8. Playground

#### **Grinwald Park:**

1. 2 full-size soccer fields
2. 1 portable toilet
3. Playground
4. Small bleachers

#### **Clark**

1. 2 tennis courts
2. 1 diamond
3. 1 basketball court
5. 1 volleyball court
6. 1 soccer field
7. Playground
8. Restrooms
9. 2 Covered Shelters

#### **Union**

1. 1 basketball court
2. Playground
3. Restrooms
4. 1 Covered Shelter

#### **Lincoln**

1. 1 basketball court
5. 1 diamond
6. 1 volleyball court
7. Playground
8. Restrooms
9. 1 Covered Shelter

#### **Timothy Johnson**

1. 1 basketball court
10. 1 diamond
11. 1 soccer field
12. Playground
13. Restrooms
14. 1 Covered Shelter

## Brandt/Quirk Park Field Dimensions

### Diamond 0

Bases: 50, 60  
Pitching: 35, 40, 43, 46  
150' outfield fence/down the line

### Diamond 1

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 2

Bases: 60, 65, 70  
Pitching: 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 3

Bases: 50, 60, 65, 70, 80  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 4

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 5

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

## Riverside Park Field Dimensions

### Diamond 1

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### Diamond 2

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### Diamond 3

Bases: 50, 60  
Pitching: 35, 40, 46  
140' outfield fence/down the line; 180' to center

## Washington Park Dimensions

### Diamond

Bases: 60

Pitching: 90  
375' outfield fence/down the line; 325' to center

**INDEMNIFICATION**

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**INSURANCE**

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**AGREEMENT**

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

  
Renter Signature

5-5-26  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE**

Contract

Banner Permit

Concession Permit

Condition of Facility Use



## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

### 2026 Condition of Facility Use Agreement

Organization Name	Flames 14 u girls
Contact Name	Matt Gates
Contact Phone #	262-617-3876
Contact Email	matthew.gates@att.net

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

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Donation funds and their uses must be agreed upon within this agreement by both the department and renter, and may or may not be equal to the actual sum of the regular rental fees which would be waived.

Additional supplies and equipment the department agrees to provide during facility use, including during practices, games, and tournaments, will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter’s events will be billed to the renter in accordance with the Fee Schedule.

## POTENTIAL FACILITY UPGRADES

Section 5, Item G.

All donation funds will be utilized for diamond/field/court/complex maintenance and upgrades. The list below includes upgrades noted by the department and current renters which may be purchased using donation funds.

1. BQ/Washington – restroom restoration
2. BQ/Washington - irrigation
3. BQ/Washington/Riverside - lighting
4. BQ/Washington – concession stand renovation
5. BQ/Washington – playground renovation
6. BQ/Washington – diamond restoration
7. BQ/Washington – batting cages
8. BQ – fences
9. BQ – restroom at field 0
10. BQ – drainage between diamonds

### UPGRADE SUGGESTION & DONATION AMOUNT

**Upgrade Suggestion:** \_\_\_\_\_

**(Please attach any supporting documentation, quotes, etc.)**

**Donation Amount:** \_\_\_\_\_

**INDEMNIFICATION**

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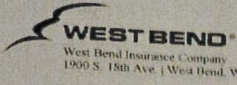
Mark Gates \_\_\_\_\_ 5/5/26 \_\_\_\_\_  
Renter Signature Date

Approved by agent of the department.

\_\_\_\_\_  
Signature Date

Clark park park

5/12	6pm - 7:30pm	6/16	6p - 7:30p
5/19	6pm - 7:30pm	6/23	6p - 7:30p
5/26	6p - 7:30pm.	6/30	6p - 7:30p
6/2	6p - 7:30pm.	7/7	6p - 7:30p
6/9	6p - 7:30p	7/14	6p - 7:30p
		7/21	6p - 7:30p
		7/28	6p - 7:30p



Renewal

**Commercial General Liability Coverage Declarations**

**Customer Number:** 1000099764  
**Policy Number:** A257238 08

**Policy Period:** 05/21/2025 to 05/21/2026  
at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
Farmington Baseball UA  
W1920 Northside Dr  
Watertown, WI 53094-9536

**Agency Name and Address:** 88803  
R & R INSURANCE SERVICES INC  
For Service or Inquiry Call  
Customer Care at 1-866-926-4244

Insured is a(n) Non-Profit Organization

**Limits of Insurance**

General Aggregate Limit (other than Products/Completed Operations)	\$500,000
Products/Completed Operations Aggregate Limit	\$500,000
Each Occurrence Limit	\$500,000
Personal and Advertising Injury Liability Limit	\$500,000
Damage to Premises Rented to You Limit	\$100,000
Medical Expense Limit, Any One Person	\$5,000

See attached Forms Schedule for forms and endorsements applicable to this coverage.



# Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

## 2026 General Facility Use Contract

<b>Organization Name</b>	Trinity-St. Luke's
<b>Contact Name</b>	Joe Herrewig
<b>Contact Phone #</b>	(920)539-6287
<b>Contact Email</b>	jherrewig@tslwels.org
<b>Event Dates</b>	5/12
<b>Event Location</b>	Brandt-Quirk Park

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as "the renter" or "renters," and the Watertown Parks, Recreation, and Forestry Department referred to as "the department."

### SERVICES

The department will provide a clean and maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department's staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

### SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department's administration.

**Hours of Use:** Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the

following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

**CANCELLATIONS**

The department should be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability. Any cancellations by the renter within 14 days of a reservation, including due to weather, and more than 10 cancellations over 14 days in advance of a reservation will be billed according to the Fee Schedule

**FEES**

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be paid within 30 days after the reservation. Failure to do so will result in forfeiture of the next year’s reservation.

Additional supplies and equipment the department agrees to provide will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter’s events will be billed to the renter in accordance with the Fee Schedule. Any additional fees must be paid within **30 days** after reservation.

**Condition of Facility Use:**

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department in which regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

**ACCESS/MAINTENANCE**

1. Keys - The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.
2. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day’s games.
3. Bagged Garbage – All refuse should be bagged in bags provided by the department. Bags should be left in a designated spot at each location for pick up by department staff. At Brandt-Quirk, bags should be placed in the Department truck.
4. Restrooms – The department will provide clean restrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace and restock on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.

Restrooms at certain locations may have capacity limits for usage. If your

game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds are in use at one time, at least two portable toilets will be required.)

- 5. Driving/Parking - The renter may charge for specific tournament or event parking only at Brandt-Quirk Park, provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking. Renters must not use vehicles, barricades, or other obstructions that block or restrict traffic flow. All access points must remain open and passable, and any temporary setup must be easily movable to allow immediate access for emergency vehicles.

If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required.

- 6. Advertising/Banners - No form of advertising may be sold to be hung, staked, displayed, etc. on the premises of any diamond/field/court/complex without permission from the department through a Banner Permit.

- 7. Scorepad (Brandt-Quirk) -  
Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.

To turn on:

Press OFF/ON to turn on.

It will ask "Scoreboard" press 1 regardless of field your on, then press enter

It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.

When games are done put pad in correct shelf and plug charger in.

- 8. Lighting (Brandt-Quirk) -  
Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.  
Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.  
Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.

When games are done turn switches with key to OFF. Please return key to storage panel.

- 9. Field Maintenance -  
At the end of the renter's event(s), the renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher's mound. Check with the department for any uses of irrigation and field equipment.

**In an emergency, members of the Park & Rec Department may be contacted:**

- 1. Parks Supervisor – 920-390-9208
- 2. Recreation Manager – 920-342-3853
- 3. Office Manager – 920-567-8157

**CONCESSIONS**

If the renter is interested in providing or selling concessions, please use the

The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day or week the stand and equipment should be cleaned to a standard at which it was when opened, and left as found at the end of the tournament, and product removed. The department and other renters are not liable for any product or equipment which is left in the concession stand after the renter's use. Grease from food preparation must be taken with the concessions operator. All doors should be locked prior to leaving the facility. Renters are responsible for any equipment or stand damages which may occur during their reservation. A list of equipment available at each stand is available by request.

### **WEATHER CONDITIONS AND PLAYABILITY**

The department will evaluate conditions and make final decisions regarding the playability of the diamonds/fields/complex during times of adverse weather conditions on weekdays until 3pm. Evaluations and playability after 3pm on weekdays and weekends will be handled by the program/event coordinator; if play does occur, the renter will accept all responsibility for any damage which may occur. Fields are rented and billed rain or shine.

The renter may hand rake or use an approved drying agent but should never:

1. Disperse standing water onto any grass areas
2. Rake saturated dirt off the playing surface
3. Use any power equipment on the fields without permission
4. Attempt to use any type of flammable substance to aid the drying
5. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility
6. Use more than 2 bags of turface per diamond (need for additional may mean the diamond is in an unplayable condition)

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

### **FACILITIES & AMENITIES AVAILABLE**

#### **Brandt-Quirk Park:**

1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
3. 5 full-size, 9 multi-size soccer fields
4. 10 tennis courts
5. 21-hole disc golf
6. Concession Stands (1 baseball, 1 soccer)
7. Men's and Women's Restrooms
8. 3 Small Covered Shelters
9. Picnic tables and garbage/recycling/charcoal cans
10. Playground
11. Bleachers at 5 diamonds, none at field 0
12. Sun Protection at dugouts

#### **Riverside Park:**

1. 2 lighted softball fields (see attached)
2. 1 youth field

3. 4 tennis courts
4. 8 pickleball courts
5. 7 volleyball courts
6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3
7. Concession Stand
8. Playground
9. Restrooms located within walking distance
10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
11. Covered shelter and restrooms at volleyball courts
12. Grills

**Washington Park**

1. 1 lighted hardball field (see attached)
2. Remote controlled scoreboard
3. Team dugouts
4. Concession Stand
5. Restrooms
6. Covered Shelter
7. Bleachers, picnic tables, benches, garbage/recycling/charcoal cans
8. Playground

**Grinwald Park:**

1. 2 full-size soccer fields
2. 1 portable toilet
3. Playground
4. Small bleachers

**Clark**

1. 2 tennis courts
2. 1 diamond
3. 1 basketball court
5. 1 volleyball court
6. 1 soccer field
7. Playground
8. Restrooms
9. 2 Covered Shelters

**Union**

1. 1 basketball court
2. Playground
3. Restrooms
4. 1 Covered Shelter

**Lincoln**

1. 1 basketball court
5. 1 diamond
6. 1 volleyball court
7. Playground
8. Restrooms
9. 1 Covered Shelter

**Timothy Johnson**

- 1. 1 basketball court
- 10. 1 diamond
- 11. 1 soccer field
- 12. Playground
- 13. Restrooms
- 14. 1 Covered Shelter

## Brandt/Quirk Park Field Dimensions

### Diamond 0

Bases: 50, 60  
Pitching: 35, 40, 43, 46  
150' outfield fence/down the line

### Diamond 1

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 2

Bases: 60, 65, 70  
Pitching: 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 3

Bases: 50, 60, 65, 70, 80  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 4

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 5

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

## Riverside Park Field Dimensions

### Diamond 1

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### Diamond 2

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### Diamond 3

Bases: 50, 60

Pitching: 35, 40, 46  
140' outfield fence/down the line; 180' to center

## Washington Park Dimensions

### Diamond

Bases: 60  
Pitching: 90  
375' outfield fence/down the line; 325' to center

## INDEMNIFICATION

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

## INSURANCE

The Renter shall provide a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The City shall be listed as an additional insured. The certificate shall provide that the insurance provider will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

## AGREEMENT

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

\_\_\_\_\_  
Joseph C. Herrewig

\_\_\_\_\_  
5/5

Renter Signature

\_\_\_\_\_  
Date

Approved by agent of the department.  
  
\_\_\_\_\_

Signature

Date

**OFFICE USE**

\_\_\_ Contract

\_\_\_ Banner Permit

\_\_\_ Concession Permit

\_\_\_ Condition of Facility Use



## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

### 2026 General Facility Use Contract

<b>Organization Name</b>	Soccer Games
<b>Contact Name</b>	Geidy Gomez
<b>Contact Phone #</b>	
<b>Contact Email</b>	<a href="mailto:Geidy199@gmail.com">Geidy199@gmail.com</a>
<b>Event Dates</b>	May 10, 17, 24, 31, June 7, 14, 21, 28, July 5, 12, 19, 26, August 2, 2026 - 13 dates
<b>Event Location</b>	Brandt-Quirk Soccer Fields 3 or 4

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

#### SERVICES

The department will provide a clean and maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department’s staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

#### SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

**Hours of Use:** Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject

to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

### CANCELLATIONS

The department should be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability. Any cancellations by the renter within 14 days of a reservation, including due to weather, and more than 10 cancellations over 14 days in advance of a reservation will be billed according to the Fee Schedule

### FEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be paid within 30 days after the reservation. Failure to do so will result in forfeiture of the next year's reservation.

Additional supplies and equipment the department agrees to provide will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter's events will be billed to the renter in accordance with the Fee Schedule. Any additional fees must be paid within **30 days** after reservation.

**Number of Games – 13 x \$112.50 (daily non-resident rental rate)**

**Total Fees Due: \$1462.50**

### Condition of Facility Use:

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department in which regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

### ACCESS/MAINTENANCE

1. Keys - The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.
2. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.
3. Bagged Garbage – All refuse should be bagged in bags provided by the department. Bags should be left in a designated spot at each location for pick up by department staff. At Brandt-Quirk, bags should be placed in the Department truck.
4. Restrooms – The department will provide clean restrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace and restock on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.

Restrooms at certain locations may have capacity limits for usage. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use at one

time, at least two portable toilets will be required.)

5. Driving/Parking - The renter may charge for specific tournament or event parking only at Brandt-Quirk Park, provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking. Renters must not use vehicles, barricades, or other obstructions that block or restrict traffic flow. All access points must remain open and passable, and any temporary setup must be easily movable to allow immediate access for emergency vehicles.

If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required.

6. Advertising/Banners - No form of advertising may be sold to be hung, staked, displayed, etc. on the premises of any diamond/field/court/complex without permission from the department through a Banner Permit.

7. Scorepad (Brandt-Quirk) –  
Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.

To turn on:

Press OFF/ON to turn on.

It will ask "Scoreboard" press 1 regardless of field your on, then press enter

It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.

When games are done put pad in correct shelf and plug charger in.

8. Lighting (Brandt-Quirk) –  
Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.  
Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.  
Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.

When games are done turn switches with key to OFF. Please return key to storage panel.

9. Field Maintenance -  
At the end of the renter's event(s), the renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher's mound. Check with the department for any uses of irrigation and field equipment.

**In an emergency, members of the Park & Rec Department may be contacted:**

1. Parks Supervisor – 920-390-9208
2. Recreation Manager – 920-342-3853
3. Office Manager – 920-567-8157

**CONCESSIONS**

If the renter is interested in providing or selling concessions, please use the Concession in Parks Permit; rental fees apply.

The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day or week the stand and equipment should be cleaned to a standard at which it was when opened, and left as found at the end of the tournament, and product removed. The department and other renters are not liable for any product or equipment which is left in the concession stand after the renter's use. Grease from food preparation must be taken with the concessions operator. All doors should be locked prior to leaving the facility. Renters are responsible for any equipment or stand damages which may occur during their reservation. A list of equipment available at each stand is available by request.

### **WEATHER CONDITIONS AND PLAYABILITY**

The department will evaluate conditions and make final decisions regarding the playability of the diamonds/fields/complex during times of adverse weather conditions on weekdays until 3pm. Evaluations and playability after 3pm on weekdays and weekends will be handled by the program/event coordinator; if play does occur, the renter will accept all responsibility for any damage which may occur. Fields are rented and billed rain or shine.

The renter may hand rake or use an approved drying agent but should never:

- 10. Disperse standing water onto any grass areas
- 11. Rake saturated dirt off the playing surface
- 12. Use any power equipment on the fields without permission
- 13. Attempt to use any type of flammable substance to aid the drying
- 14. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility
- 15. Use more than 2 bags of turface per diamond (need for additional may mean the diamond is in an unplayable condition)

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

### **FACILITIES & AMENITIES AVAILABLE**

#### **Brandt-Quirk Park:**

- 1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
- 2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
- 3. 5 full-size, 9 multi-size soccer fields
- 4. 10 tennis courts
- 5. 21-hole disc golf
- 6. Concession Stands (1 baseball, 1 soccer)
- 7. Men's and Women's Restrooms
- 8. 3 Small Covered Shelters
- 9. Picnic tables and garbage/recycling/charcoal cans
- 10. Playground
- 11. Bleachers at 5 diamonds, none at field 0
- 12. Sun Protection at dugouts

#### **Riverside Park:**

- 1. 2 lighted softball fields (see attached)
- 2. 1 youth field
- 3. 4 tennis courts
- 4. 8 pickleball courts
- 5. 7 volleyball courts
- 6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3
- 7. Concession Stand

8. Playground
9. Restrooms located within walking distance
10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
11. Covered shelter and restrooms at volleyball courts
12. Grills

### **Washington Park**

1. 1 lighted hardball field (see attached)
2. Remote controlled scoreboard
3. Team dugouts
4. Concession Stand
5. Restrooms
6. Covered Shelter
7. Bleachers, picnic tables, benches, garbage/recycling/charcoal cans
8. Playground

### **Grinwald Park:**

1. 2 full-size soccer fields
2. 1 portable toilet
3. Playground
4. Small bleachers

### **Clark**

1. 2 tennis courts
2. 1 diamond
3. 1 basketball court
4. 1 volleyball court
5. 1 soccer field
6. Playground
7. Restrooms
8. 2 Covered Shelters

### **Union**

1. 1 basketball court
2. Playground
3. Restrooms
4. 1 Covered Shelter

### **Lincoln**

1. 1 basketball court
2. 1 diamond
3. 1 volleyball court
4. Playground
5. Restrooms
6. 1 Covered Shelter

### **Timothy Johnson**

1. 1 basketball court
2. 1 diamond
3. 1 soccer field
4. Playground
5. Restrooms

## Brandt/Quirk Park Field Dimensions

### Diamond 0

Bases: 50, 60  
Pitching: 35, 40, 43, 46  
150' outfield fence/down the line

### Diamond 1

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 2

Bases: 60, 65, 70  
Pitching: 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 3

Bases: 50, 60, 65, 70, 80  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 4

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 5

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

## Riverside Park Field Dimensions

### Diamond 1

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### Diamond 2

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### Diamond 3

Bases: 50, 60  
Pitching: 35, 40, 46  
140' outfield fence/down the line; 180' to center

## Washington Park Dimensions

**Diamond**

Bases: 60  
Pitching: 90  
375' outfield fence/down the line; 325' to center

**INDEMNIFICATION**

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

**INSURANCE**

The Renter shall provide a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The City shall be listed as an additional insured. The certificate shall provide that the insurance provider will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

**AGREEMENT**

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

Renter Signature *Melby - Dir*

Date 4/28/20

Approved by agent of the department.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE**

\_\_\_ Contract

\_\_\_ Banner Permit

\_\_\_ Concession Permit

\_\_\_ Condition of Facility Use



# Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

## 2026 General Facility Use Contract

<b>Organization Name</b>	Watertown Youth Tennis Association
<b>Contact Name</b>	Brian Gerike
<b>Contact Phone #</b>	920-248-4490
<b>Contact Email</b>	<a href="mailto:watertownyouthtennis@gmail.com">watertownyouthtennis@gmail.com</a>
<b>Event Dates</b>	Tuesdays 6/16-8/11/2026 6-10pm
<b>Event Location</b>	Riverside Park/BQ Park (when courts are open)

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

### SERVICES

The department will provide a clean and maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department’s staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

### SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

**Hours of Use:** Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

## CANCELLATIONS

The department should be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability. Any cancellations by the renter within 14 days of a reservation, including due to weather, and more than 10 cancellations over 14 days in advance of a reservation will be billed according to the Fee Schedule

## FEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be paid within 30 days after the reservation. Failure to do so will result in forfeiture of the next year's reservation.

Additional supplies and equipment the department agrees to provide will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter's events will be billed to the renter in accordance with the Fee Schedule. Any additional fees must be paid within **30 days** after reservation.

### **Court Rental Fees**

**4 Tennis Courts @ \$10/each (\$40/night) x 9 Dates=**

**Total Due: \$360.00**

### **Condition of Facility Use:**

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department in which regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

## ACCESS/MAINTENANCE

1. Keys - The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.
2. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.
3. Bagged Garbage – All refuse should be bagged in bags provided by the department. Bags should be left in a designated spot at each location for pick up by department staff. At Brandt-Quirk, bags should be placed in the Department truck.
4. Restrooms – The department will provide clean restrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace and restock on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.  
Restrooms at certain locations may have capacity limits for usage. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet

rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use  
time, at least two portable toilets will be required.)

5. Driving/Parking - The renter may charge for specific tournament or event parking only at Brandt-Quirk Park, provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking. Renters must not use vehicles, barricades, or other obstructions that block or restrict traffic flow. All access points must remain open and passable, and any temporary setup must be easily movable to allow immediate access for emergency vehicles.

If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required.

6. Advertising/Banners - No form of advertising may be sold to be hung, staked, displayed, etc. on the premises of any diamond/field/court/complex without permission from the department through a Banner Permit.

7. Scorepad (Brandt-Quirk) –

Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.

To turn on:

Press OFF/ON to turn on.

It will ask "Scoreboard" press 1 regardless of field your on, then press enter

It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.

When games are done put pad in correct shelf and plug charger in.

8. Lighting (Brandt-Quirk) –

Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.

Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.

Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.

When games are done turn switches with key to OFF. Please return key to storage panel.

9. Field Maintenance -

At the end of the renter's event(s), the renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher's mound. Check with the department for any uses of irrigation and field equipment.

**In an emergency, members of the Park & Rec Department may be contacted:**

1. Parks Supervisor – 920-390-9208
2. Recreation Manager – 920-342-3853
3. Office Manager – 920-567-8157

## CONCESSIONS

If the renter is interested in providing or selling concessions, please use the Concession in Parks

Permit; rental fees apply.

The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day or week the stand and equipment should be cleaned to a standard at which it was when opened, and left as found at the end of the tournament, and product removed. The department and other renters are not liable for any product or equipment which is left in the concession stand after the renter’s use. Grease from food preparation must be taken with the concessions operator. All doors should be locked prior to leaving the facility. Renters are responsible for any equipment or stand damages which may occur during their reservation. A list of equipment available at each stand is available by request.

**WEATHER CONDITIONS AND PLAYABILITY**

The department will evaluate conditions and make final decisions regarding the playability of the diamonds/fields/complex during times of adverse weather conditions on weekdays until 3pm. Evaluations and playability after 3pm on weekdays and weekends will be handled by the program/event coordinator; if play does occur, the renter will accept all responsibility for any damage which may occur. Fields are rented and billed rain or shine.

The renter may hand rake or use an approved drying agent but should never:

- 10. Disperse standing water onto any grass areas
- 11. Rake saturated dirt off the playing surface
- 12. Use any power equipment on the fields without permission
- 13. Attempt to use any type of flammable substance to aid the drying
- 14. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility
- 15. Use more than 2 bags of turface per diamond (need for additional may mean the diamond is in an unplayable condition)

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

**FACILITIES & AMENITIES AVAILABLE**

**Brandt-Quirk Park:**

- 1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
- 2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
- 3. 5 full-size, 9 multi-size soccer fields
- 4. 10 tennis courts
- 5. 21-hole disc golf
- 6. Concession Stands (1 baseball, 1 soccer)
- 7. Men’s and Women’s Restrooms
- 8. 3 Small Covered Shelters
- 9. Picnic tables and garbage/recycling/charcoal cans
- 10. Playground
- 11. Bleachers at 5 diamonds, none at field 0
- 12. Sun Protection at dugouts

**Riverside Park:**

- 1. 2 lighted softball fields (see attached)
- 2. 1 youth field
- 3. 4 tennis courts
- 4. 8 pickleball courts
- 5. 7 volleyball courts
- 6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3

- 7. Concession Stand
- 8. Playground
- 9. Restrooms located within walking distance
- 10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
- 11. Covered shelter and restrooms at volleyball courts
- 12. Grills

**Washington Park**

- 1. 1 lighted hardball field (see attached)
- 2. Remote controlled scoreboard
- 3. Team dugouts
- 4. Concession Stand
- 5. Restrooms
- 6. Covered Shelter
- 7. Bleachers, picnic tables, benches, garbage/recycling/charcoal cans
- 8. Playground

**Grinwald Park:**

- 1. 2 full-size soccer fields
- 2. 1 portable toilet
- 3. Playground
- 4. Small bleachers

**Clark**

- 1. 2 tennis courts
- 2. 1 diamond
- 3. 1 basketball court
- 4. 1 volleyball court
- 5. 1 soccer field
- 6. Playground
- 7. Restrooms
- 8. 2 Covered Shelters

**Union**

- 1. 1 basketball court
- 2. Playground
- 3. Restrooms
- 4. 1 Covered Shelter

**Lincoln**

- 1. 1 basketball court
- 2. 1 diamond
- 3. 1 volleyball court
- 4. Playground
- 5. Restrooms
- 6. 1 Covered Shelter

**Timothy Johnson**

- 1. 1 basketball court
- 2. 1 diamond
- 3. 1 soccer field
- 4. Playground

- 5. Restrooms
- 6. 1 Covered Shelter

## Brandt/Quirk Park Field Dimensions

### Diamond 0

Bases: 50, 60  
Pitching: 35, 40, 43, 46  
150' outfield fence/down the line

### Diamond 1

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 2

Bases: 60, 65, 70  
Pitching: 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 3

Bases: 50, 60, 65, 70, 80  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 4

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 5

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

## Riverside Park Field Dimensions

### Diamond 1

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### Diamond 2

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### Diamond 3

Bases: 50, 60  
Pitching: 35, 40, 46  
140' outfield fence/down the line; 180' to center



I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

Section 5, Item J.

BDS      5/18/2026  
Renter Signature      Date

Approved by agent of the department.

\_\_\_\_\_  
Signature      Date

**OFFICE USE**

Contract

Banner Permit

Concession Permit

Condition of Facility Use