

City of Hudson Grandview/Burton User Fees

Facility use rental requests may be directed to:

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	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6	Priority 7
Grandview per field	\$10.00/hr	\$10.00/hr	\$10.00/hr	\$10.00/hr	\$10.00/hr	\$20.00/hr	\$30.00/hr
Grandview Scoreboards per field	N/C	N/C	N/C	N/C	N/C	\$10.00/hr	\$10.00/hr
Grandview Lights per field	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Grandview Field Marking per Field	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Burton Per Field	\$10.00/hr	\$10.00/hr	\$10.00/hr	\$10.00/hr	\$10.00/hr	\$20.00/hr	\$30.00/hr
Burton Field Marking per Field	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

Field Prep and Marking: Additional fees added for field striping, lining, or other prep work. The cost for striping is \$50.00 per field. Users may chalk and/or strip grass fields but must be approved by Public Works staff.

Organizations will be invoiced at the end of each season based on scheduled times. Any discrepancies between the calendar and actual filed use may be challenged during the invoice period.

***The fields are open for public use if they are not reserved or have been prepped for future use.**

*** A single time user is exempt from submitting insurance documentation.**

Priority Classes

Highest priority is 1, lowest priority is 7.

Priority 1

Hudson Adult Softball Association

Priority 2

Hudson School District Athletic Director Scheduled Event(s)

Priority 3

Hudson Boosters

Priority 4

Other local non-profit youth sports organizations serving groups with 85% Hudson child/youth participation.

Priority 5

Documented non-profit groups or organizations that reside in the City of Hudson.

Priority 6

Documented non-profit groups or organizations with mailing address outside the City of Hudson.

Priority 7

For-profit or commercial groups or organizations.

Priority Class Required Documentation

Priority 1 Required Documentation

- 1) Voided Check from Hudson Adult Softball Association (address:)
- 2) Certificate of Insurance with the "Insured" being a Hudson mailing address.

Priority 2 Required Documentation

- 1) Credential demonstrating position held within the Hudson School District

Priority 3 Required Documentation

- 1) Certificate of Insurance with the "Insured" being a Hudson mailing address.
- 2) Listed as a 501 (c) 3 on <https://501c3lookup.org/state/WI>
- 3) Certificate of Exempt Status issued by the Wisconsin Department of Revenue
- 4) IRS Form 990 showing tax exempt status and year of formation. <https://www.irs.gov/charities-and-nonprofits>

Priority 4 Required Documentation

- 1) Certificate of Insurance.
- 2) Listed as a 501 (c) 3 on <https://501c3lookup.org/state/WI>
- 3) Certificate of Exempt Status issued by the Wisconsin Department of Revenue
- 4) IRS Form 990 showing tax exempt status and year of formation. <https://www.irs.gov/charities-and-nonprofits>

Priority 5 Required Documentation

- 1) Certificate of Insurance.
- 2) Listed as a 501 (c) 3 on <https://501c3lookup.org/state/WI>
- 3) Certificate of Exempt Status issued by the Wisconsin Department of Revenue
- 4) IRS Form 990 showing tax exempt status and year of formation. <https://www.irs.gov/charities-and-nonprofits>

Priority 6 Required Documentation

- 1) Certificate of Insurance.
- 2) Listed as a 501 (c) 3 on <https://501c3lookup.org/state/WI>
- 3) IRS Form 990 showing tax exempt status and year of formation. <https://www.irs.gov/charities-and-nonprofits>

Priority 7 Required Documentation

- 1) Certificate of Insurance

Policies

Field Allocation Process:

- 1) Field requests will be processed beginning March 1.
- 2) All field reservations must contain the following for each team:
 - a. Name of Coach/contact person
 - b. Telephone number of Coach/contact person
 - c. E-Mail address of Coach/contact person
- 3) On March 1st, department staff will begin the allocation process of assigning Athletic Fields, dates, and times to various organizations based submitted requests and the priorities listed in this policy (See priority group classification). **It may not be possible to grant all requests.**
- 4) Once allocations are determined, they will not be changed during the season, except for rescheduling games due to weather, or as approved by the City of Hudson.
- 5) Sanctioned League Games take precedence over practice, regardless of priority ranking, including rescheduling of games.
- 6) If two or more organizations in the same priority level submit competing applications, allocations will be done via lottery.
- 7) Once completed, a link to the on-line schedule will provided to the requesting organizations.
- 8) For larger events, such as tournaments where commitments must be made and published in advance, no priority displacement will occur.

- 9) During high demand times, expect multiple teams scheduled per field. If exclusivity is required, consider requesting a low demand day like Friday, Saturday, or Sunday.
- 10) If field demand is high, as determined by the City of Hudson.
 - a. City of Hudson may designate two practice times per field 5-7, and 7-9 to accommodate field requests.
 - b. In the event demand is high enough to require practice times to be set by the City of Hudson, the City of Hudson will not charge the later practice times for the use of ballfield lights if the lights are required.
 - c. In the event demand is high enough to require practice times to be set by the City of Hudson, expect a rotating schedule of 5-7 and 7-9 practice times to make access to all fair and equal.

Cancelation Policy:

- 1) Cancelation received more than 72 hours in advance of scheduled event will not be charged.
- 2) Cancelation received LESS than 72 hours in advance will be charged for the requested time.
- 3) *Cancelation due to weather will not be charged.***
- 4) The determination of whether or not to charge for a cancelation will be made by the City of Hudson.