CITY OF WAUWATOSA
DEPARTMENT OF PUBLIC WORKS
11100 WEST WALNUT ROAD
WAUWATOSA, WISCONSIN 53226
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www.wauwatosa.gov

Hart Park Stadium and Sports Field Rentals
Rules & Regulations

The City of Wauwatosa Common Council has established the Park Rules and Behavioral Policy, in conjunction with the City of Wauwatosa Ordinance Section 7.64 Park Rules and Regulations, to ensure that City of Wauwatosa Parks are safe, welcoming and available to all potential Park users to enjoy for their intended use. The following rules and regulations are included within the City of Wauwatosa Park Rules and Regulations Policy. To review the full list of Parks Rules and Regulations please visit https://www.wauwatosa.net/discover-tosa/rental-facilities.

- No disorderly conduct shall be allowed;
- No trespassing;
- No littering;
- No firearms or dangerous weapons shall be allowed except as specifically permitted by state law;
- Dogs or other animals must be leashed;
- Destruction or defacing of property forbidden;
- No dangerous drugs shall be allowed;
- Without permission, no intoxicating beverages shall be allowed;
- No gambling;
- No motorized vehicles shall be allowed except on roadways; no motorized vehicles on bike paths;
- Bicycles and scooters shall only be allowed on streets, paths, sidewalks and in parking lots;
- No one is allowed in the park when it is closed;
- No fireworks may be used;
- No tents, shelters or structures except by permit;
- No unapproved signs;
- No smoking;
- No vending except by permit;
- No amplified sound except by permit;
- No ground staking allowed.

CANCELLATIONS

All cancellation requests must be made in writing via email to the Department of Public Works (DPW) office prior to the start of the rental. Please send cancellation requests to **dpw@wauwatosa.gov**.

- League Cancellations:
  - If the renter wishes to cancel a reservation, the DPW office must be notified in writing **48 hours prior to the scheduled event**. Refunds or rescheduling will not be available for any rentals cancelled without proper notification by renter.
  - Cancellations can be rescheduled for a later date during the current season only, and with proper notification. Approved rescheduled events are available on a first come, first served basis. Cancellations **not** reported to the DPW office in writing will not be permitted to reschedule for a later date.

- League reservations are billed in monthly installments. Monthly amounts due may be adjusted based upon any cancelled reservations. Cancellations **not** properly reported to the DPW office in writing will not receive a refund or billing adjustment.

- Single-Use Cancellations:
  - If the renter wishes to cancel a reservation, the DPW office must be notified in writing via email **prior to the scheduled event**. Refunds or rescheduling will not be available for any rentals cancelled without proper notification by renter.
  - Cancellations can be rescheduled for a later date during the current season only, and with proper notification. Approved rescheduled events are available on a first come, first served basis.
  - The following amounts will be retained by the City if the renter wishes to cancel and not reschedule:
    - Cancellation more than 1 week before event: $0
    - Cancellation less than 1 week before event: 100% of the rental cost

- Weather Cancellations:
  - In the event of an inclement weather event, DPW staff will notify the renter if the rental will be cancelled.
  - Refunds will not be given for cancellations due to inclement weather. Cancellations can be rescheduled for a later date during the current season.
  - Any renter found to be utilizing the premises after the rental has been cancelled by DPW staff will be held liable for damage and/or injury.
  - If the renter wishes to cancel a reservation which was not cancelled by DPW staff due to weather, the DPW office must be notified in writing prior to the start of the rental. Refunds or rescheduling will not be available for any rentals cancelled without proper notification by renter.

STADIUM & TURF GUIDELINES

In an effort to provide safe and clean facilities for all groups to use the field and track at Hart Park, the City has established the following rules for use of any and all rentable and usable areas of the Stadium. Please help us keep the field in a safe and playable condition by following these turf regulations:

- The undersigned is responsible for the conduct of all players, coaches, coaching staff, administrators and spectators.
- Any damage to the field caused by failing to follow the field turf regulations will result in a loss of damage deposit to cover the cost of cleaning and/or repair to restore the field to its prior condition. Parks staff will inspect the field and stadium after each use and fill out a condition report. All users of the field are required to clean up their team area after using the field.
- Players, coaches, school employees, athletic trainers, game officials, and/or spectators must wear turf shoes, tennis shoes, or rubber cleats on the field and track. No metal cleats are allowed on the stadium field. All shoes must be clean before entering the field, and cleats must be washed.
- Any tape used by players, coaches or athletic trainers must be removed from the field following any event.
- No gum, seeds or any kind of nuts is allowed on or around the field turf. Water is the only beverage that is permissible on the field. No sports drinks or other beverages are allowed. This includes players, coaches, school or park employees, game officials, athletic trainers and or any spectators.
- No confetti or any small non-degradable materials is permitted on or near the field
- Any person wishing to use chairs, tables, canopies, or any potentially damaging objects may not be placed on any part of the field turf without permission. Canopies are only permitted on the asphalt south of the track.

- Only freestanding field markers and sports equipment may be used on the artificial surface. No stakes, poles, or markers of any kind may be driven into the field surface.
- No storage of any equipment is allowed on the field areas.

MISCELLANEOUS

- Park rentals do not include the exclusive use of parking lot. Parking may be limited due to other activities.
- A Post Event Clean-up Fee of $1,000 may be imposed for events that leave excessive litter or debris or cause damage to the rented space(s).

RIGHT OF FIRST REFUSAL

The City reserves the right to deny, approve, or revoke permission to use park facilities at any time for any lawful reason. City staff will use their best judgment in determining if applications from groups renting the facilities should be denied or refused based upon known or anticipated security concerns, past experience with the proposed renters or related parties at City of Wauwatosa facilities or elsewhere, and compliance with all applicable laws or rules and regulations.

Allowing any group to reserve the facility does not in any way constitute an endorsement of the group's beliefs or political positions by the City or city staff.

The undersigned agrees to hold the City of Wauwatosa, its servants, agents and employees harmless from any and all causes of action, claims or damages arising out of the use of the facilities by the undersigned, and any and all persons permitted upon the premises at Charles Hart Park by the undersigned. The City of Wauwatosa reserves the right to refuse any future rentals at Charles Hart Park if any or all of the above regulations are not followed by the undersigned