



City of New Richmond Park Facility Reservation Policy

Objectives

The City of New Richmond manages 217 acres of passive and active parkland, and more than 17 miles of trails. Due to the variety of park facilities and the large number of individuals and organizations who request usage of park facilities throughout the year, it is deemed necessary to develop a comprehensive park facility reservation policy. The objectives of this facility use policy shall be to:

- Provide greater clarity, consistency, and communication when it comes to reservations
- Provide reasonable opportunities for the public to use park facilities for programs, events, and other recreation purposes
- Minimize wear and prevent overuse of some facilities
- Clarify the significance of previous and future financial contributions

Definitions

Park Facilities: Park facilities include public spaces, open areas, and built structures for public recreation purposes. This includes but is not limited to picnic shelters, campground, athletic fields, playgrounds, basketball courts, tennis courts, pickleball courts, trails, skateboard/BMX facilities, and ice skating rinks.

Tournament: Any singular event over a period of two or more days involving multiple games and multiple teams from outside New Richmond, and that requires the use of multiple athletic fields

Scheduling Process

- Reservation requests for all park facilities shall be made to the City of New Richmond. Athletic facility reservations will be considered on a priority basis with deadlines established annually according to activity season. Reservation requests for park shelters and campground sites may be made by going to www.newrichmondwi.gov and clicking on the "Recreation" tab, or calling (715)-246-4268 during normal business hours.
- To minimize field wear and maintenance, the following measures shall be instituted:
 - a. Athletic fields may be retired from play to allow rehabilitation/regrowth of turf at the discretion of City staff.
 - b. City staff may cancel or decline individual reservations based on current field conditions or maintenance purposes (e.g. scheduling aerating/fertilizing).
 - c. City staff have the right to retire an athletic field or terminate an event reservation without notice.
- Reservations may not be sublet to third parties.
- Scheduling of park facilities is a cooperative responsibility. Disputes between groups shall be resolved on their own if at all possible. Scheduling decisions of City staff are final.

- Individuals wishing to use the public park amenities under the jurisdiction of the City of New Richmond may do so at their leisure on a first-come, first-serve basis, providing the amenities have not been previously reserved by another party.
- Tournaments shall be subject to a large event fee of \$100.

Cancellation and No-Use Policy

Reservation of athletic fields is intended to allow exclusive use during a period of time. In the event that a user wishes to cancel a reservation, a 48-hour cancellation notice is required. If it is determined that an athletic field is reserved but not utilized, a non-use charge shall be administered at the Category 5 hourly rate. Users shall be given one notice per calendar year for failure to either utilize a reserved athletic field and/or not provide a 48-hour cancellation notice. Only three cancellations are allowed per calendar year per user; a \$40 non-use charge will be administered each time thereafter. The City of New Richmond reserves the right to cancel or deny reservations. Cancellations or non-use of an athletic facility due to inclement weather will not be noticed as a non-use penalty.

Priority Classifications

The following categories are established to determine athletic field reservation priorities and a corresponding schedule of fees, which shall be approved annually by the Park Board and City Council.

Category	Description
1	City of New Richmond (e.g. Library summer reading program, National Night Out, movies in the park, etc.)
2	Curriculum-related, school-sponsored co-curriculars, school athletics, and activities sponsored by the School District of New Richmond, including Community Education student and adult activities
3	Affiliated civic organizations and youth or adult athletic organizations
4	Businesses and private citizens who are located in or reside in City limits
5	Non-affiliated organizations, businesses, and citizens who are not located in or do not reside in City limits

Affiliated Organization Status

To be recognized as an affiliated organization, the organization shall meet the following criteria:

- A. A non-profit organization with a governing board of directors
- B. A minimum of 80% of the organization’s members or players must reside within the boundaries of the New Richmond School District, or be a student at a public or private school located within New Richmond city limits. Organizations may be asked to provide a current membership list or player roster for verification.

Athletic Fields

All athletic field reservations shall require an annual application form, refundable security deposit of \$100, and proof of liability insurance (when applicable).

Field Location	Categories 1-3	Category 4	Category 5
Citizens Field (1)	No Fee	\$20/hour per field	\$40/hour per field
Hatfield Park Fields (3)	No Fee	\$20/hour per field	\$40/hour per field
Freedom Park Fields (6)	No Fee	\$20/hour per field	\$40/hour per field

Citizens Field: Practices are limited to 2 hours per day per organization. Games are limited to 4 hours per day per organization. Any requests beyond these time limits (e.g. all-day tournaments) are subject to approval by City staff and may require a tournament fee. Utility costs are paid for according to the facility lease agreement between the City of New Richmond, New Richmond Millers, and New Richmond Post #80 Baseball.

Hatfield Park: Reservations are limited to 4 hours per field per day. Any requests beyond these time limits are subject to approval by City staff and may require a tournament fee. Utility costs are paid for according to the facility lease agreement between the City of New Richmond, New Richmond Youth Baseball Club, New Richmond Girls Fastpitch, and New Richmond Softball Association.

Freedom Park: Weekday reservations are limited to 3 hours per day and 3 fields per organization. On weekends (Saturday and Sunday) reservations are limited to 5 hours per day and 4 fields per organization. Any requests beyond these time limits are subject to approval by City staff and may require a tournament fee.

The following timeline shall be followed in regards to athletic field reservations:

APRIL 1	Deadline for Categories 1-3 to submit reservation requests for April 1 through July 31. Athletic fields may be reserved after April 1 on a first-come, first-served basis.
AUGUST 1	Deadline for Categories 1-3 to submit reservation requests for Aug. 1 through Oct. 31. Athletic fields may be reserved after Aug. 1 on a first-come, first-served basis.

Park Shelters

Shelter Location	Reservation Fee – All Users	Notes
Freedom Park (2)	\$35 per day	
Greaton Park (1)	\$35 per day	No electricity
Hatfield Park (3)	\$35 per day	
Mary Park Shelter 1	\$45 per weekday, \$60 on weekends	Band shell
Mary Park Shelters 2-3	\$35 per day	Shelter 2 has a fireplace
Nature Center	\$35 per day	No electricity
Paperjack Park (1)	\$35 per day	

Park shelters are available to the public on a first-come, first-served basis unless otherwise reserved. The renter is responsible for removing any decorations and placing all trash in proper receptacles. Fires are permitted only in designated fireplaces or personal grills. No glass of any kind is allowed in the parks. Pets shall not be permitted to run at large. Vehicles may not drive or park on trails or grass. Renters interested in using amplified music should check with the City Clerk’s Office to determine if any permit is necessary.

Other Facilities

Description	Notes/Fees
Dog Park	\$15 per year and valid dog license
Mary Park Boat Ramp	\$3 per day for City residents, \$4 per day for non-residents; or annual fee of \$30 for City residents and \$40 for non-residents
Hatfield Park Campground	\$25 per night or \$680 per month
Sports Center	Lease agreement with New Richmond Hockey Association
Golf Course	Lease agreement with New Richmond Golf Club
New Richmond Area Centre	Lease agreement with New Richmond Area Centre
Playgrounds	Available on a first-come, first-served basis.
Tennis Courts, Pickleball Courts, Basketball Courts, Skate Park, Ice Skating Rinks, Playgrounds	Available on a first-come, first-served basis. May be reserved for special events (e.g. Fun Fest Tennis Tournament) subject to approval by City staff.
Trails	Events such as 5K run/walks, bicycle races, etc. require a permit.

Financial Contributions

City of New Richmond staff and elected officials work diligently to be responsible stewards of financial resources. Today, many local government initiatives and projects often would not be feasible without funds and in-kind support from a variety of sources, including other governing bodies, grants, private donations, and fundraisers. These collaborative partnerships and grassroots, community-supported efforts have been a source of pride for the New Richmond community for many years.

The City of New Richmond Fundraising Policy was adopted in 2018. Four standards identified include:

- The City must always maintain public trust and confidence that a donor will not receive any advantage, favoritism, or benefit from any type of quid pro quo arrangement.
- Donors are not entitled to advantages, endorsement, exclusive rights, privileges, or preferential treatment in return for their support. Potential donors who choose not to contribute to a fundraising activity are to continue to be treated fairly with dignity and respect.
- Where appropriate and advisable as determined by the City of New Richmond Finance Department or City Attorney, acceptance of gifts shall be contingent upon the execution and fulfillment of a written donation agreement with donors which specifies the terms of the gift and may include provisions regarding donor recognition. Verbal agreements are not acceptable; the use of a written donation agreement shall be considered the best practice in order to avoid confusion or uncertainty and reduce legal risk.
- The City may decline donations from any party if the acceptance of gifts is inconsistent with the City's beliefs, values, and mission, presents a financial or reputational risk to the City, or for any other reasons that the City deems appropriate.

Beyond formal lease agreements for particular facilities, users shall not receive any type of priority or special benefit based on past or future financial contributions when it comes to City of New Richmond park facilities.