

TOWN OF MIDDLETON

RULES FOR PARKS & RECREATIONAL FACILITIES

The Town of Middleton maintains many parks and recreational facilities that are designed for the enjoyment of all. The Town of Middleton Parks Commission adopted these rules to provide safe, fair and appropriate use of the Town's park and recreational facilities. The following three principles apply to the Town parks and recreational facilities.

- Town parks and recreational facilities are available to the public during the hours of operation specified by the Town Board. Some of these facilities are available for reservation by private individuals and organizations. Established reservation policies and fees are available at the Town Hall.
- Persons using or occupying a Town park or recreational facility shall comply with applicable laws, Town of Middleton Ordinances Sections 4-5-1 through 4-5-6, and the provisions of policies and procedures adopted by the Town.
- The Town defined, through creation of the *2008 Comprehensive Outdoor Recreation Plan*,¹ several categories of park facilities including community parks, neighborhood parks, mini-parks, restricted use parks, conservancy areas, greenways, easements and private recreation areas. The plan specifies the type and intensity of appropriate use of these facilities.

General Park Rules

1. Town parks are open during daylight hours, with the exception of Pioneer Park that is open from 7 AM until 10 PM daily.
2. Vehicles may only park in designated parking areas unless authorized by the Town.
3. The following items and activities are prohibited in parks unless otherwise approved by the Town Administrator:
 - a. Pets, including dogs and horses. Service dogs are exempt. Note: Dogs are allowed in Tallard Conservancy, and must be on-leash. Horses are allowed in those parks with marked horse trails. All fecal matter must be removed from roads and trails.
 - b. Firearms, bows and weapons
 - c. Hunting or trapping
 - d. Motorized or radio-controlled aircraft and model rockets
 - e. Overnight camping

¹ <http://www.town.middleton.wi.us/documents/2009/CORP%20Final%20Assembled%20Document%20061109.pdf>

- f. Motorized vehicles, including snowmobiles, all terrain vehicles (ATVs), and motorcycles
 - g. Golf or golf practice
 - h. Hitting, throwing or kicking balls into fences
4. Sound systems are allowed only when a permit has been approved by the Town Board.
 5. Vending sales are allowed only when a permit has been approved by the Town Board.

Organized Athletic Activities

The following rules govern athletic organizations using Town recreational facilities – whether formally established organizations, informal groups gathering for impromptu games or occasional facility users.

General Use

The Town of Middleton encourages public park facilities and fields to be shared by users. The Town regulates the use of the parks separately for the following three situations: 1) impromptu, 2) occasional and 3) seasonal.

Impromptu Activities

Some groups use the park facilities in an impromptu fashion. If no reservation is made and no fee is paid, any facility or field must be shared comparably between groups that are present. Tennis courts and baseball fields are an exception. No group may use the tennis courts or baseball fields exclusively for more than one hour without a reservation when other groups are waiting.

Occasional Activities

If an organization requires the full use of a facility or field, the organization must pay a reservation fee to preempt other users.

Seasonally Scheduled Activities

The Town partners with some organizations that use the fields seasonally. Reservations for these organizations are handled separately from the intermittent reservation system. Activities scheduled by seasonal users, previously approved by the Town, take precedence over other activities. Other users of the parks may continue their activities in other areas of a park, as long as these activities do not interfere with the scheduled activity.

During certain times of the year, the Town recognizes that some recreational fields may be in high demand. The Town does not wish to be a final arbiter in scheduling field use between competing organizations. Organized sports groups are encouraged to work together to

coordinate and develop game schedules before presenting their field requests to the Town Administrator for approval. If scheduling conflicts arise, Town staff will attempt to accommodate competing organizations using criteria such as, but not limited to:

1. The number of Town residents participating in the organization
2. The percentage participants in the organization that are Town residents
3. The participation of organizations in the provision of field preparation, readiness and equipment
4. Past experience of the Town with the organization
5. The consistency of the activity with the design of the recreational field
6. If the activity is likely to be considerate of other Town residents
7. The level of satisfactory supervision of the activity by responsible citizens and/or officials

No field use scheduling will be considered final without the written approval of the Town Administrator.

The Town will make every effort to approve game schedules in a timely fashion. Field use approvals are subject to change up to 90 days prior to the start of a sport's season. A sport's season is defined by the Town in about three-month period generally consistent with spring, summer, fall or winter. No season will consist of more than four consecutive months.

Partnering Organizations

The West Middleton Youth Baseball & Softball organization, for example, partners with the Town to development and maintain the baseball fields, the facilities, and much of the equipment. While the Town maintains ultimate control of the baseball fields, the Organization currently coordinates scheduling for the baseball fields in Pioneer and Voss Parks. Other organized sport activities are encouraged to follow their example.

Additional Regulations

The following additional regulations apply to organized athletic activities in Town parks:

1. On-going, organized athletic activity is only allowed with the prior approval of the Town Administrator.
2. Five days prior to the date a Town park or recreational facility is needed for an organized sports activity, organizations must provide the following to the Town Administrator:
 - a. A schedule identifying the sport to be played
 - b. The team requesting use

- c. The league that the team participates in
 - d. The name, address, phone number and e-mail of the head coach and
 - e. The date(s) and hours of requested use
3. The Town Administrator approves or denies such requests based on the availability of the facility, the general condition of the facility its suitability for the athletic activity identified in the request and the criteria listed in "Seasonally Scheduled Activities".
4. The maximum number of soccer fields and games allowed in the parks are as follows:
 - a. Hickory Woods, Cherrywood Acres, Voss and Pioneer Parks: one field and one game at a time
 - b. Settlers Prairie: four fields and four games at a time
 - c. No other park shall be used for organized soccer play or practice without prior approval by the Town Administrator
5. To maintain appropriate parking and safe traffic and pedestrian standards, organizations must stagger the start times of games, matches and/or practices.
6. Coaches of athletic teams using a park or recreation facility are responsible for the conduct and actions of participants and spectators associated with their team. Coaches must return the park facility including the shelter area to the same or better condition as existed prior to use. The Town Administrator may revoke permission to use a facility if it is abused.
7. No more than four games, matches and/or practices by organized teams may be held on any one field on any given day. Exceptions for tournaments must be approved by the Town Administrator.
8. Games, matches and/or practices occurring on Saturday or Sunday must begin after 9 AM and end no later than 5 PM. Requests for exceptions must be approved by the Town Administrator.
9. Games, matches and/or practices scheduled for Sunday in Hickory Woods must begin after 12 PM, unless otherwise approved by the Town Administrator.
10. Recreational field lighting must be turned off no later than 10 PM. The Pioneer Park concession stand must close at 9:30 PM.
11. Any defects in playing fields or park facilities, regardless of fault, should be reported to the Town as soon as practical.

Athletic Field Rules

1. Field use that significantly damages the turf is prohibited (e.g., during wet or

- inclement weather).
2. Field maintenance is prohibited without prior approval from the Town Administrator.
 3. Garbage must be placed in recycle or trash receptacles.
 4. Climbing on fences, backstops and goals is prohibited.
 5. Competitive organized recreational sports (e.g., baseball, softball, basketball, football, soccer, volleyball, tennis and other active competitive sports) are allowed only on Town facilities designated specifically for that type of activity and only during regular park hours, unless approved by the Town Administrator.
 6. Organized sport groups' activity scheduling and reservation process must follow these guidelines. Persons or groups with reservations in place have "first right" to use a field or facility. The public may use fields or facilities not reserved by others.
 7. The Town Administrator will decide when fields must be closed for maintenance, safety, protection of property or other appropriate rationale.
 8. For spectator safety, only players, coaches, umpires and referees are allowed on athletic fields during organized events. Spectators are to remain at least 15 feet from the boundary of the field or outside a perimeter fence.

Tennis Court Rules

1. Tennis courts may only be used during daylight hours.
2. Court shoes must be worn on tennis courts. Street shoes are prohibited.
3. Singles matches are limited to 60 minutes long. Doubles matches are limited to 90 minutes duration.
4. Gates must be closed at all times.
5. Tennis court rules, regulations and courtesies must be observed.
6. Use of tennis courts for activities other than tennis is prohibited.
7. No private instructions or classes are allowed without written permission from the Town Administrator.
8. Sitting, pushing, or pulling on tennis nets is prohibited.