

**CITY FACILITY USAGE  
AND MAINTENANCE AGREEMENT BETWEEN  
CITY OF MANITOWOC  
AND  
RONCALLI CATHOLIC SCHOOLS  
FOR USE OF CITY PARK AND RECREATION FACILITIES**

**THIS MAINTENANCE AGREEMENT** is made and entered into this \_\_\_\_ day of\_\_\_\_\_, 2023, by and between the City of Manitowoc, Wisconsin, a municipal corporation, (“City”), located at 900 Quay Street, Manitowoc, Wisconsin 54220, and the RONCALLI CATHOLIC SCHOOL DISTRICT, a Wisconsin institution of learning, (“RCS”), with its principal mailing address of 2000 Mirro Drive, Manitowoc, WI 54220.

**WITNESSETH**

**WHEREAS**, the City owns softball/baseball fields and tennis courts on premises known as Manitowoc Youth Sports Complex, Fleetwood Park, Lincoln Park, Red Arrow Park, and Citizen Park located in the City of Manitowoc, Manitowoc County, Wisconsin; and

**WHEREAS**, RCS runs a youth softball/baseball and tennis program for the benefit of Roncalli Catholic Schools attendees; and

**WHEREAS**, the City and RCS wish to continue their long-standing relationship and establish contractual responsibilities for the use of the fields/courts located at the previously mentioned park locations. RCS will be granted use of all City owned softball/baseball and tennis facilities at no cost in exchange for field and court maintenance during the 2023 athletic seasons;

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements set forth, the parties agree as follows:

1. **MAINTENANCE.** The City and RCS share maintenance and operational responsibilities on the fields and diamonds listed above as follows:

**A. City Responsibilities.**

- i. Cut grass and string trim along fence line once per week at all sites. If additional cuttings are needed, RCS Athletic Director and City Parks and Recreation Division Manager will coordinate so RCS may cut grass and string trim along fence as needed.
- ii. City Parks and Recreation Division, will independently reserve fields for RCS athletic programs & in collaboration with Manitowoc Public School District (“MPSD”) and Manitowoc Youth Baseball Association

(“MYBA”) for all softball/baseball and tennis programs at the following preferred locations:

1. Softball
  - a. Manitowoc Company Youth Sports Complex Citizen Park
2. Tennis
  - a. Varsity Boys: Practice at Lincoln Park and/or Fleetwood Park. Meets at Lincoln Park
  - b. Middle School: Fleetwood Park and Citizen Park. Meets at Lincoln Park
- iii. Provide field maintenance materials including diamond mix, chalk, sod, dirt, etc., at the discretion of City Parks and Recreation Division Manager.
- iv. Permit RCS to use the City diamond groomer and 3-wheel trailer for on-site grooming. RCS shall require a valid driver’s license for all operators.
- v. Reserve, operate and maintain concession stands & restrooms at no cost to RCS.
- vi. Provide access to equipment to maintain fields in “ready to use” condition, including rakes, lining machines, drags, chalk, etc. in coordination with City Parks & Recreation Division Manager.
- vii. Repair equipment and buildings as follows:
  1. Lights at Lincoln Park and Manitowoc Youth Sports Complex.
  2. Scoreboards at Miracle League Park and the Manitowoc Youth Sports Complex.
  3. Fences at Lincoln Park, Citizen Park, Miracle League Park and the Manitowoc Youth Sports Complex.
  4. Concession stand areas at Lincoln Park, Miracles Park, Citizen Park and Manitowoc Youth Sports Complex.
  5. Maintain and stock restrooms at all City parks.
- viii. Conduct field and equipment condition assessment at the completion of each RCS season as well as immediately prior to winterizing each field.

## **B. RCS Responsibilities.**

RCS agrees to perform general grounds and facility maintenance during the term of this agreement including, but not limited to, the following:

### **i. Responsibilities at all facilities:**

1. Regular field condition inspections.
2. Field grooming as needed.
3. Remove water as needed.
4. Prepare for games – Lining, fences, bases, etc.
5. RCS will perform mowing above and beyond the “one time per week” frequency at all facilities as needed.
6. General cleaning and restocking of supply products maintained in the restrooms and concession stands on days RCS uses a facility.
7. Communicate any equipment or property needing repairs or maintenance attention to the City Parks and Recreation Division Manager.
8. Participate in annual field and equipment condition assessment at the completion of each RCS season as well as in fall prior to winterizing each field.

### **ii. Additional Responsibilities at Manitowoc Youth Sports Complex**

1. Coordinate scheduling use with City and MYBA.
2. Conduct routine field preparation for competition after snow has melted, including rake/drag infield and mow ball diamond as needed for duration of the spring season.
3. Coordinate with City Parks and Recreation Division Manager for routine preparation of equipment that maintains the field, including drag, lining machine, chalk/paint, rakes, pumps, hoses, etc.
4. Clean and empty concession stand after each use.

### **iii. Additional Responsibilities at Lincoln Park Tennis Courts**

1. RCS will conduct routine inspection of facilities to ensure nets are at the correct height and playing surfaces, nets, and fences

are in adequate condition. Any deficiencies will be assessed by the City and remedied as capacity and budget allow.

2. Conduct routine court preparation for practice and/or competition.
3. RCS will work with the City Parks and Recreation Division Manager if nets need to be adjusted. Adjustments shall be made by properly trained RCS or City staff.
4. RCS will remove and dispose of any refuse (left as a result of facility use) in proper disposal containers.

**iv. Citizen Park Tennis Courts:**

1. RCS will conduct routine inspection of facilities to ensure nets are at the correct height and playing surfaces, nets, and fences are in adequate condition. Any deficiencies will be assessed by the City and remedied as capacity and budget allow.
2. Conduct routine court preparation for practice and/or competition.
3. RCS will work with the City Parks and Recreation Division Manager if nets need to be adjusted. Adjustments shall be made by properly trained RCS or City staff.
4. RCS will remove and dispose of any refuse (left as a result of facility use) in proper disposal containers.

**v. Fleetwood Park Tennis Courts**

1. RCS will conduct routine inspection of facilities to ensure nets are at the correct height and playing surfaces, nets, and fences are in adequate condition. Any deficiencies will be assessed by the City and remedied as capacity and budget allow.
2. Conduct routine court preparation for practice and/or competition.
3. RCS will work with the City Parks and Recreation Division Manager if nets need to be adjusted. Adjustments shall be made by properly trained RCS or City staff.
4. RCS will remove and dispose of any refuse (left as a result of facility use) in proper disposal containers.

**vi. Red Arrow Park Tennis Courts**

1. RCS will conduct routine inspection of facilities to ensure nets are at the correct height and playing surfaces, nets, and fences are in adequate condition. Any deficiencies will be assessed by the City and remedied as capacity and budget allow.
2. Conduct routine court preparation for practice and/or competition.
3. RCS will work with the City Parks and Recreation Division Manager if nets need to be adjusted. Adjustments shall be made by properly trained RCS or City staff.
4. RCS will remove and dispose of any refuse (left as a result of facility use) in proper disposal containers.

2. **SCHEDULING AND FIELD PRIORITY.** The parties agree to follow the Scheduling and Priority Policy, attached and incorporated herein as Exhibit A and as amended as needed.
3. **USE OF CONCESSION STANDS.** RCS may use the concession stand at no additional cost during their scheduled games. The City retains ownership of the stand and may use it or lease it whenever RCS, MPSD and MYBA do not have a game scheduled. MYBA product may remain in the stand at all times.
4. **TERM.** This agreement shall be valid for the duration of the RCS 2023 baseball, softball and tennis season, including post season.
5. **INDEMNIFICATION AND INSURANCE**
  - A. **Indemnification.** RCS agrees to indemnify, hold harmless, and defend the City, its employees, officials, officers, and agents against all claims, demands, liabilities, losses, damages and expense of any kind or nature, on account of any injury, damage to, or death of any person arising from RCS use of the premises, except to the extent of any insurance proceeds received from RCS's insurer(s) by the City on account of any such item. Such indemnification shall not apply to acts of reckless or willful misconduct of the City. RCS shall indemnify the City, its employees, officials, officers, and agents against all property damage and property damage claims where not otherwise addressed in this agreement..
  - B. **Insurance.** RCS shall provide to the City, at its own expense, insurance as specified below with a company or companies authorized to do business in the State of Wisconsin. Each policy and certificate shall require a thirty day advance written notice of cancellation, non-renewal or material change in the policy. All coverage

required shall apply as primary with the City, its employees and agents named as additional insureds as their interests may appear. A Certificate of Insurance for all required insurance shall be filed with the City upon execution of this Agreement.

1. General Liability. Comprehensive general liability insurance including contractual liability, personal injury liability, products and completed operations with minimum limits of \$1,000,000 per occurrence for bodily injury and \$500,000 per occurrence for property damage. This insurance shall be required for the full term of the license and any renewal periods.
2. Statutory Insurance. RCS shall carry all insurance as required by Wisconsin Statutes. This includes, but is not limited to, workers' compensation insurance.

**6. DEFAULT AND TERMINATION.**

- A. In the event RCS fails to complete the required maintenance as outlined in the responsibilities list, above, to the satisfaction of the City Parks and Recreation Division Manager, the City shall give notice to RCS allowing RCS a reasonable time to cure the maintenance issue. Should RCS fail to timely cure, RCS shall be charged standard field rental fees pursuant to the City's schedule until the defect is cured.
- B. In the event the City fails to complete the required maintenance or repairs as outlined in responsibilities list above to the satisfaction of RCS, RCS shall give notice to the City allowing the city a reasonable time to cure the maintenance or repair issue when possible.
- C. If any insurance policy or coverage required under this Agreement lapses, the City may, without notice, declare this Agreement terminated. RCS shall have no access rights to or use of the any fields until all insurance policies are in place.
- D. City or RCS may terminate this Agreement at any time by giving thirty days written notice to the other party.

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City of Manitowoc | Parks and Recreation Division  
Scheduling and Priority Policy | Park Sports Facilities



The Manitowoc Parks and Recreation Division shall make all final decisions on scheduling and priority. Scheduling decisions at the Manitowoc Company Youth Sports Complex will be made in conjunction with the Manitowoc Youth Baseball Association. We will use the following procedures on field priorities.

General Policies:

- All games and competitions will take priority over practices.
- All reservations must be made at least 10 business days in advance.
- All dates reserved will be final unless cancelled. Once registered a team will not be “bumped”.
  - a. Any conflicts of a game and practice overlapping will be discussed with both parties to work out an alternative arrangement.
- Recurring, annual tournaments will take preference over new tournaments.
- All Tournaments must be submitted through the City of Manitowoc’s Special Event process. Tournaments at the Manitowoc Company Youth Sports Complex must go through the City of Manitowoc’s Special Events process AND the Manitowoc Youth Baseball Association.
- Unless otherwise stated, the deadline for priority scheduling for High School spring sports (baseball, softball, boys tennis, middle school tennis) will be February 1<sup>st</sup> of that year. Priority scheduling deadlines for fall sports (girls tennis) will be July 1<sup>st</sup> of that year. Following these deadlines, all other teams, leagues or programs will be able to make reservations on a first-come, first-serve basis.
- If there are any concerns about field conditions, facility maintenance, or scheduling please contact the Manitowoc Parks and Recreation Division at 920-686-3060.

Manitowoc Company Youth Sports Complex:

1. Manitowoc Public School District (MPSD) will have scheduling priority at the Complex from April 1<sup>st</sup> to June 1<sup>st</sup> for their high school girls softball program. MPSD will have until February 1<sup>st</sup> of each year to reserve dates for that season.
2. MYBA will have scheduling priority of the complex outside of the MPSD season. MYBA will have until May 15<sup>th</sup> of each year to reserve the dates for the year for 1<sup>st</sup> choice on reservations.
3. After May 15<sup>th</sup> all other teams/leagues will be able to make reservations on a first - come, first - served, basis.

Municipal Field:

1. MPSD Athletic Dept. will oversee all Municipal Field scheduling and operations.

Miracles Park Baseball Field:

1. MPSD High School Boys Baseball program will have scheduling priority at Miracles Park Baseball Field for high school practices.



Red Arrow Park Baseball Field:

2. MPSD will have scheduling priority at Red Arrow Park Baseball Field for practices and games for their high school boy's baseball program.

Red Arrow Park Tennis Courts:

1. MPSD will have scheduling priority at Red Arrow Park Tennis Courts for middle school competition as well as high school boys and girls tennis practices.

Lincoln Park Tennis Courts:

1. MPSD will have scheduling priority at Lincoln Park Tennis Courts for competition for their high school girls and boys tennis programs.
2. Roncalli Catholic Schools (RCS) High School will have second scheduling priority at Lincoln Park Tennis Courts for competition and practices for their high school boys tennis program and competition for their middle school tennis program.

Fleetwood Park Tennis Courts:

1. RCS will have scheduling priority at Fleetwood Park Tennis courts for practice for their high school boys tennis and middle school tennis programs.

Citizen Park Tennis Courts:

1. RCS will have scheduling priority at Citizen Park Tennis Courts for practice for their middle school tennis program.