



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

---

Title: USE OF MATC ATHLETIC FIELDS BY EXTERNAL INDIVIDUALS AND GROUPS	Code: FF0051
---	--------------

---

Policy Reference: B0502, Goods and Services: MATC's Relationship With the Private Sector; State WTCS Board Directives KOA and KGM

---

This regulation and procedure was developed to set forth guidelines to be followed when allowing external organizations and individuals to use Milwaukee Area Technical College (MATC) facilities and to conform to the above board policy resulting from State WTCS Board Directives.

The MATC District Board makes available facilities to the community, subject to rules and regulations set forth in this procedure and providing no use shall be permitted which would be in any way detrimental to the best interests of the district.

Following is a framework to guide MATC decision-makers, service providers, and external users of MATC facilities.

I. Who Is Eligible to Use MATC Facilities?

MATC enters into contractual agreements to provide use of its facilities to applicants seeking to utilize South Campus athletic fields.

- A. Nonprofit organizations
- B. Educational institutions
- C. Educational affiliated institutions such as PTA, citizen advisory groups, booster clubs, etc.
- D. Federal, state, or municipal agencies
- E. Nonprofit service and civic groups
- F. Charitable organizations and institutions
- G. Religious organizations for social functions
- H. Political organizations

II. Who Is Not Eligible to Use MATC Facilities?

- A. Individuals or for-profit organizations that would use the facility for personal profit only.
  - B. Individuals or groups wishing to hold events such as weddings, showers, private parties, commercially sponsored activities, or events of a similar nature.
  - C. Any applicant who has used MATC facilities in the past and failed to adhere to the conditions set forth in the contractual agreement between it and MATC.
-



## PROCEDURE

Title: USE OF MATC ATHLETIC FIELDS BY EXTERNAL INDIVIDUALS AND GROUPS	Code: FF0051
---	--------------

- D. MATC reserves the right to deny use to any organization whose use of district facilities conflicts with or is detrimental to the district's mission.

### III. What Is Available?

The following fields can be rented through contact with the Athletic Department:

MATC South Campus Baseball Field  
MATC South Campus Soccer Field

### IV. How Are Room/Equipment/Athletic Field Reservations Made?

- A. It is necessary for the applicant to write or call with specified date(s), time(s), purpose, and estimated size of group. Appropriate space will be reserved (tentatively 14 days) pending return of a signed "MATC Facility Rental Application" form (see attachment).

The following information would have to be supplied:

1. Date of request
  2. Space (room, field, etc.) requested
  3. Day and date of event
  4. Time of day
  5. Title of event
  6. Purpose of event
- B. Marketing and Public Relations must be notified whenever planned events include attendance by public officials.

#### C. Timing of Field Reservations

All rental requests must be made in writing 30 days in advance. Emergency requests from community, nonprofit groups will be considered.

#### D. Confirmation of Field Reservations

The Athletic Director will confirm reservations by telephone and provide a written contractual agreement between MATC and the user(s). A deposit may be required.



---

Title: USE OF MATC ATHLETIC FIELDS BY  
EXTERNAL INDIVIDUALS AND GROUPS

Code: FF0051

---

E. Signage

The event planner is responsible for placing signs (with prior approval from the Athletic Department) for his/her special event at the time of the event only. All signs must be removed (by the event planner) when the event is over.

V. Free Use of MATC Space

MATC may make facilities available, free of charge, to external groups, organizations, or individuals and agencies that are being sponsored/co-sponsored by MATC administration, divisions, or departments offering programs or other activities that are of an educational or cultural nature consistent with the mission of the college and providing they are available, free of charge, to the general public. The general manager of Operations may, at his/her option, require an external organization to provide MATC with a \$1,000,000 certificate of insurance (see Section VI, B). The Athletic Director will make the decision regarding the free use of those fields.

The MATC sponsor will absorb the cost involved if overtime labor and/or services are needed.

VI. Other Stipulations

- A. The lessee shall use the designated facilities only during the specified hours and on the specified days of the week. Any use at any other time must be specifically approved in advance by MATC.
- B. The lessee shall indemnify and hold the MATC District Board, its officers, and employees harmless from any legal actions taken because of the activities of the lessee while on MATC property and arising from the use of MATC facilities and equipment. The lessee shall provide to MATC a certificate of insurance covering the date(s) of the athletic field's use. The certificate must name MATC as an additional insured and show MATC as the certificate holder.
- C. The lessee and/or his/her representatives must observe all health, fire, and safety rules of MATC, the State of Wisconsin, and the federal government while on the property of MATC.
- D. Public parking shall be the responsibility of the lessee. Liability for any damage to property shall be the responsibility of the lessee.
- E. MATC facilities will not be available for lease during any national holiday when MATC facilities are normally closed, nor the weekend of a holiday.



## PROCEDURE

Title: USE OF MATC ATHLETIC FIELDS BY EXTERNAL INDIVIDUALS AND GROUPS	Code: FF0051
---	--------------

- F. Any cleanup or repairs to the facility will be the responsibility of the person authorized to use the facility.
- G. MATC requires that the service recipient certify that it does not discriminate on the basis of age, race, color, sex, creed, handicap, political persuasion, ancestry, or sexual orientation against:
  - 1. Any employee or applicant for employment in regard to tenure or term condition or privilege of employment except where there is a bona fide occupational qualification.
  - 2. Any student or any applicant for enrollment in regard to admission or privilege of enrollment.
- H. The MATC Athletic Department reserves the right to cancel a practice permit should it conflict with the rescheduling of an MATC game. Notification of such cancellation will be made at least 48 hours before scheduled practice event.
- I. Cancellations--An event may be canceled, with or without charge or penalty, upon notifying the Athletic Department at least one week before the scheduled event. Fifty percent of the base charge, plus any actual costs incurred for services provided, will be assessed upon cancellation with less than one week's notice. "No-shows" will be charged the full base service charge plus any actual costs for the services provided.

Rainouts will not be charged if it occurs prior to the start of the event. If requested services have already been provided, only the cost of the services will be charged.

Office of Responsibility: Student Services/Student Life