

## User Organization Categories

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These categories place non-school/non-Parks and Recreation organizations into scheduling categories listed in the following priority use levels. Users who add programming or change affiliations must present changes to the Commission before field use for approval.

- Category A - Must meet all criteria
  - Brookfield Non-Profit Youth organization (Proof of 501c3 required)
  - 80% or greater Brookfield Residents per team (proof shall be submitted to Parks and Recreation Department) and;
  - Youth Established Sport Organization and;
  - Annually submit the organization Treasurers Report or tax return from the most recent fiscal year, due at the time of field request.
  - Games and Practices only, this does not take priority over special events.
- Category B - Must meet all criteria
  - Brookfield Non-Profit Adult organization (Proof of 501c3 required)
  - 80% or greater "Brookfield residents (see definition) per team (proof shall be submitted to Parks and Recreation Department) and;
  - Adult Established Organization and;
  - Annually submit the organization Treasurers Report or tax return from the most recent fiscal year, due at the time of field request.
  - Special Events are not overridden by game schedules in terms of priority.
- Category C- Must meet all criteria
  - New Brookfield based Organization which meets all A or B criteria qualified for field usage under the "Field Administration Policy" (Proof of 501c3 required) and;
  - 80% or greater "Brookfield Residents per team (proof shall be submitted to Parks and Recreation Department) and;
  - For five years, they will pay surcharge rates double the current established rates.
  - Annually submit organizations Treasurers Report or tax return from the most recent fiscal year
  - Approved by the Parks and Recreation Commission as a qualifying organization for a period of one year prior to issuance of field time.
- Category D
  - Brookfield based Organization which meets all A or B criteria qualified for field usage under the "Field Administration Policy" (Proof of 501c3 required) and;
  - In-House Tournaments (One time, or no prior category or affiliation)
  - In Town Special Events (One time, or no prior category or affiliation)
  - Must be listed as an organization listed in prior categories
- Category E
  - Brookfield based Organization which meets all A or B criteria qualified for field usage under the "Field Administration Policy" (Proof of 501c3 required) and;
  - 80% or greater "Brookfield Residents per team (proof shall be submitted to Parks and Recreation Department)
  - Camps and Clinics that do not fall within the regular season
- Category F
  - Brookfield Youth or Adult organization with:
  - Less Than 80% Brookfield Residents per team (proof shall be submitted to Parks and Recreation Department) or;
  - Regional teams based in Brookfield (Club, Premier, AAU, CFC, or other entity not qualified under category A and B or C)

- Field usage fees due seven business days prior to scheduled use
- Category G
  - Non-Brookfield Youth or Adult organization with:
  - Less Than 80% Brookfield Residents per team (proof shall be submitted to Parks and Recreation Department) or;
  - Regional teams based in Brookfield (Club, Premier, AAU, CFC, or other entity not qualified under category A and B or C)
  - Field usage fees due seven business days prior to scheduled use
- Category H
  - Outside Tournaments (One time, or no prior category or affiliation)
  - Outside Special Events (One time, or no prior category or affiliation)
  - Any organization not listed in prior categories
  - Field usage fees due seven business days prior to scheduled use
- Category I
  - Resident (One time, or no prior category or affiliation)
  - Not listed in prior categories
  - Field usage fees due seven business days prior to scheduled use
- Category J
  - Non-Resident (One time, or no prior category or affiliation)
  - Not listed in prior categories
  - Field usage fees due seven business days prior to scheduled use

**Fee Structure:**

Spring/fall surcharge: \$10 per player Brookfield resident/\$20 per player non-resident

\*PP (Per Player), PS (Per Season)

Category's I and J are in 4-hour blocks, these blocks cannot be divided.

	<b>Grass No Lights</b>	<b>Grass With Lights</b>	<b>Turf No Lights</b>	<b>Turf With Lights</b>
Category A	PP/PS Surcharge	\$0 per event Plus Surcharge	PP/PS Surcharge	\$0 per event Plus Surcharge
Category B	PP/PS Surcharge	\$0 per event Plus Surcharge	PP/PS Surcharge	\$0 per event Plus Surcharge
Category C	2x PP/PS Surcharge	\$0 per event Plus Surcharge	2x PP/PS Surcharge	\$0 per event Plus Surcharge
Category D	\$0	\$0	\$0	\$0
Category E	PP/PS Surcharge	\$0 per event Plus Surcharge	PP/PS Surcharge	\$0 per event Plus Surcharge
Category F	\$100/Hour	\$150/Hour	\$100/Hour	\$50/Hour
Category G	\$200/Hour	\$250/Hour	\$200/Hour	\$250/Hour
Category H	\$500/Field	\$500/field + \$50/Hour	\$500/Field	\$550/Field+ \$50/Hour
Category I	\$200/4 Hours	\$200/4 Hours + \$50/Hour	\$200/ 4 Hours	\$200/4 Hours + \$50/Hour
Category J	\$300/4 Hours	\$300/4 Hours + \$50/Hour	\$300/4 Hours	\$300/4 Hours + \$50/Hour