

## TERMS OF RESERVATION FOR VILLAGE OF WINNECONNE PARK SHELTERS

### 1. RESPONSIBILITIES OF THE PERSON IN CHARGE/CONTACT PERSON:

- The individual designated as the Contact Person on the Use Permit must be at least 18 years or older in order to reserve the shelter. Throughout the event, the Contact Person is held responsible for the preservation of order, noise control and shelter clean-up. In addition, while occupying the shelter, the Contact Person is to have in their possession the Use Permit.
- Uses of the Village of Winneconne Park shelters are subject to municipal ordinances and can be terminated at the discretion of the local municipal police department if any term of the Use Permit is violated or when public safety is threatened.

### 2. SHELTER KEY PICK-UP & RETURN (APPLIES TO ALL Winneconne Park shelters)

**Please remember to pick up your key, the Parks Department will not be held responsible for unclaimed keys.**

- Keys must be picked up at the Municipal Offices by the person in charge/contact person. Weekend reservation keys are to be picked up no earlier than Wednesday prior to the rental date. Weekday reservation keys must be picked up by 4:00 p.m. the day of the rental.
- **A \$25.00 deposit is required for all shelter rentals. This deposit is to be paid upon key pick-up. CHECK ONLY - cash deposits will not be accepted.** If additional clean-up and/or repairs are required as a result of the reservation, the labor and materials will be charged to the Contact Person listed on the Parks Facility Use Permit form.
- Return: Weekend reservation keys must be returned by the Tuesday after the rental date. Weekday reservation keys must be returned the following weekday. Return the key to either the Municipal Office Building at 30 S. First Street or the park attendant.

### 3. CANCELTION POLICY: NON REFUNDABLE, may be appealed to the Parks Board.

### 4. ACCESS & PARK HOURS:

- No setup or storage of items is allowed at the shelter prior to the rental date, unless prior written approval is received.
- Restrooms, playgrounds and parking lots are to remain available for use by the general public for the duration of the reservation. **Rental is for shelter only.**
- Hours for Marble Park, Lake Winneconne Park, and Water Front Park are 7:00 a.m. to 11:00 p.m.
- In order to properly inspect the shelters for use prior to the event, access to the shelters may be obtained by contacting the Municipal Offices at (920) 582-4381.

### 5. PARK EMPLOYEE ASSISTANCE

- Renters are responsible for all aspects involving the setup and running of their events.
- On weekends the park attendant, or parks director, is available until 11:00 a.m.

### 6. ELECTRICAL SERVICES:

- Each shelter offers a limited number of duplex receptacles. Caution is advised when using shelter electrical services as each duplex receptacle is on a 20 amp circuit and can be easily overloaded. (max. 1 coffee pot per duplex receptacle).

### 7. PROHIBITED ACTIVITIES:

- Glass beverage containers are prohibited on all Parks Dept. properties.
- With the exception of nonprofit organizations, no private group or organization is allowed to sell or market items on any Village property. Nonprofit organizations intending to sell or market items during a shelter reservation are required to obtain prior written permission and acquire the necessary insurance coverage's one month prior to their event.
- Park vehicles in designated area only. Parking on the grass is not allowed!
- Smoking is not allowed inside any of the Parks Dept. Shelter Facilities.
- Pets are to be leashed at all times in all Village Parks and you are responsible to clean-up after your pet.
- Renters shall not remove benches, tables or other type of fixtures from any shelter unless prior permission is obtained.

### 8. GARBAGE REMOVAL & RECYCLING:

- Renters are responsible for placing all debris in the waste receptacles available. Park caretaker will dump waste receptacles into dumpster.

### 9. CLEAN-UP AND SECURING OF SHELTERS:

- All supplies and equipment brought in by the renter must be removed and the renter must completely vacate the property by **11:00 p.m.** of the shelter rental date. All shelter facilities are expected to be neat, clean, and damage free at the conclusion of the reservation. If added clean-up and/or repairs are required as a result of the reservation, the labor and material costs will be charged to the contact person.
- Before leaving the site, renters are to turn off all lights and proceed to lock and secure the shelter facilities.