



Park Building Rental Rules and Regulations Public Works – Park Division (rev. 01/2020)

1. **Deposit Policy:** All rental fees and deposit are due upon request. If any cleanup, damages, lost or damaged keys and/or repairs are needed, the deposit will be forfeited for those charges. Any charges above the deposit will be billed to the individual and/or organization listed on the permit/agreement. Any deposit released will be refunded within 3-4 weeks after the event.
2. **Key Policy:** All keys signed out must be returned the next business day after the event. For any late or lost keys, the individual and/or organization will be charged a \$50 fee per key not returned. This may be taken from the deposit and/or invoiced to the individual and/or organization.
3. For park building rentals, a Park Use Agreement, Application PWP010, is used for events with 250 people or less. (If your event will have more than 250 people. A Special Event Application will need to be submitted.)
 - a. The application is to be completed and all fees must be paid in full at the time of reservation, we accept Cash, Check or Credit/Debit (a convenience fee will be charged for credit/debit use).
 - b. If the request is less than three weeks prior to the event, all fees must be paid in cash or credit/debit only.
4. Oribiletti Center Notes:
 - a. There is a two-hour minimum rental Monday through Thursday
 - b. There is a four-hour minimum rental Friday, Saturday and Sunday
 - c. The kitchen cannot be used for meal preparation and it only has a refrigerator available.
5. General Building Notes:
 - a. Animals are not permitted in Park building facilities, except for those that are used in aiding a person with a disability or for approved dog shows/events.
 - b. Smoking or tobacco use is prohibited at all City facilities.
 - c. Possession of firearms and/or weapons on park land is strictly prohibited.
 - d. Building doors are to be kept closed at all times. DO NOT PROP OPEN.
 - e. All items on the 'Park Building Checklist' must be fulfilled.
 - f. Tables and chairs are to remain inside the building at all times.
6. Decoration Guidelines:
 - a. All decorations must be put up and taken down without damaging the building; this includes walls, the paint, woodwork, ceilings and/or window furnishings.
 - b. Nails, tacks, staples, any type of tape – including command strips, and screws are prohibited.
 - c. Real-burning candles and lanterns, dance wax and glitter are prohibited.
 - d. The permittee must remove all decorations immediately following the event.
 - e. Removal of City Property from the facility is prohibited.
7. Reservations may be taken up to a year in advance. Park Use rentals are available from mid-March through December 31 only; no rentals are accepted January 1 – Early March.
8. **NO applications will be accepted less than seven days prior to the requested date; all park buildings are inaccessible without an approved Park Use Agreement.**
9. The hours given on the application must include set-up and take-down, including any seating, equipment or tent rentals. Your event must end, and guests must leave the park, no later than 10 p.m., unless you receive prior approval from the Park Commission. To make sure the rented facility is cleaned and emptied of all personal items, the permittee is allowed to stay until 10:30p.m.
10. **Cancellation Policy:** Cancellations must be made 30 days prior to the rental date to receive a full refund, less an administrative fee of \$50. There will be no refunds less than 30 days prior to the rental date.

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11. Park building rentals for events where no alcohol will be present can be issued to applicants 18 years of age or older. A park use agreement for events involving alcoholic beverages will only be issued to applicants 21 years of age or older.
Please note: there must be one adult supervisor (at least 21 years of age) for every 15 minors.
12. The permittee must be in attendance for the entirety of the event and will assume full responsibility for the group using the building. In addition, the permittee must verify all conditions of the rental are met and acceptable, including cleanup after the event. The permittee signing the application is the duly authorized representative for all damage, missing items and cleanup.
13. **Right of Denial:** The Park Division reserves the right to deny the use of any facility to a person and/or group for good reason (e.g. a conflict with a planned or ongoing facility use; lack of personnel to prepare facilities; a known history of disruptive or undesirable conduct by the person and/or group).
14. **Fermented Malt or Wine Beverages:** A beer/wine permit, included in the Park Use Agreement Application PWP010, must be issued for all permittees wishing to serve beer/wine – this is only available to adults 21 years of age or older.
 - a. The permit is for beer/wine consumption only; the sale of fermented malt beverages/wine is prohibited, unless you receive prior approval from the Park Commission.
 - b. Beer, wine coolers, and wine are permitted (liquor is prohibited) in parks as outlined in the Code of General Ordinances.
 - c. Consumption of fermented malt beverages/wine is prohibited after 10 p.m., unless you receive prior approval from the Park Commission.
 - d. Organizations/individuals that have received a fermented malt beverage/wine permit will be required to have an adult over the age of 21 present at all times and organizations/individuals are responsible for restricting the consumption of fermented malt beverages to those persons age 21 and over.
 - e. NO UNDERAGE CONSUMPTION OF ALCOHOLIC BEVERAGES ALLOWED AT ANY TIME.**
15. Glass beverage containers are prohibited within all City parks (e.g. glass bottles/jars containing beer, wine, soda, juice, etc).
16. **Amplified music:** Amplified music/sound is allowed in a few areas, but it must be turned off at 9:30 p.m., unless you receive prior approval from the Park Commission.
 - a. Please be considerate of neighbors and other residents
 - b. Noise must be directed away from residential homes.
 - c. It is the responsibility of the group reserving the facility, where amplified music/sound is allowed, to keep the noise level to the acceptable level described in the Noise Control City Ordinance 23.5.
 - d. NO BANDS ARE ALLOWED AT PARK BUILDINGS WITHOUT THE APPROVAL OF THE BOARD OF PARK COMMISSIONERS**
17. If needed, the permittee is responsible for all fees related to security personnel and equipment rentals.
18. You must adhere, at all times, to the posted maximum occupancy for your event. Exceeding occupancy limits will result in the termination of your event and may result in a possible denial of future events.
19. The City is not responsible for equipment or material owned by the person/group using the park area, including any items delivered before or left after an event (e.g. dry bounce houses, tents, etc). Additionally, the City is not responsible for items lost/stolen during the park use. Such equipment may not be stored at the buildings without written permission from the Park Superintendent or his/her designee.
20. Tents and **dry** bounce houses are allowed only in the park area. If your event will have either of these, you will need to contact Digger's Hotline (1-800-242-8511) no later than five (5) business days prior to the event.
21. Upon arrival, please check for any damage/debris found at the building. If any is found, you must report these issues to the Park Division immediately as to not accrue damage/cleaning charges.
Please contact the Park Division: Monday-Friday from 8a.m.-4:30p.m. at 262-653-4050; after hours or on weekends/holidays, contact Park Supervisors: Dirk 262-945-7945 or Joe 262-945-4615

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22. All cleanup by the permittee is mandatory after the event and the permittee accepts all responsibility for the cost of any damage to the facilities and city-provided rental equipment.
 - a. Changes, alterations, or defacement to any facility will not be permitted.
 - b. Any person or group causing damage to property or equipment will be required to pay for any accrued cleanup or restoration costs (billed at \$50 per employee, per hour) and may include the price of replacement of damaged equipment.
 - c. Until full payment for damage is received, the City shall have the right to deny future application without any stated cause.

23. Forfeiture of all fees including deposit will result if any of the following occurs:
 - a. Facility damage beyond normal use.
 - b. Excessive maintenance is required following use.
 - c. Any act by the permittee requires police action.
 - d. Cancellation of an event in progress due to violation of City policies, rules/regulations governing such usage.