



PARK RENTAL POLICIES AND PROCEDURES

Thank you for renting our facility!

Please review and initial the policies and procedures for our park rentals.

- _____ **Set-Up:** Set-up is not allowed prior to the time stated on the Park Permit. The shelter/building is available to you only on the day of your reservation. Entering the shelter/building prior or after your scheduled reservation may result in loss of the deposit and/or additional charges. If you need additional time for set-up please be advised you will need to rent the facility the day before.
- _____ **Decorations:** All decorations displayed are to be removed after your event. Do not use anything that would damage the walls or woodwork, for example: nails, tacks, staples, duct tape, etc. We recommend masking tape, painters tape, or command hooks. Open flames, glitter, rice, and confetti are prohibited.
- _____ **Tents:** Tents are permitted only in designated areas and are allowed only under certain circumstances, contact the Superintendent of Parks & Forestry for approval. It is the applicant's responsibility to call Digger's Hotline (800-242-8511) at least one week prior to requested rental to mark area for tent placement. Tents may only be set up the day of the rental and must be removed on the same day, if additional time is required please be advised you will need to rent the facility for an extra day.
- _____ **Restrictions:** Fireworks, bon-fires, or temporary structures (such as bounce houses, inflatables, and trailers) are strictly prohibited. Exceptions are made by special approval from the City. Music/amplified sound will be addressed on a complaint basis. Rentals in violation of Ordinance Sec 66-74 may be shut down.
- _____ **Alcohol:** A person(s) who rents a park shelter or picnic area may possess and consume alcohol in and around the shelter or picnic area. The possession or consumption of fermented malt beverages or intoxicating liquors is prohibited on all beach areas within the city.
- _____ **Clean-Up:** The park facilities and grounds must be maintained and restored to the same condition as when entered.
- Wipe tables/counters clean
 - Put all garbage in the dumpsters. If you have an enclosed building, extra garbage bags are provided in the storage closet
 - Wipe inside/outside of any appliances
 - Sweep floors, brooms are located in storage closets
 - For facilities with kitchens, remove all food from the facility -including from the refrigerator, sink, etc.
 - You will need to bring your own dish-cloths and soap
- While every effort is made to supply the facilities with toilet paper, cleaners, wipes, trash bags, etc. If you are having a large or prolonged event please bring additional supplies with you to clean-up following your rental.
- _____ **Legal:** The City reserves the right to terminate or reschedule any and all permits for any reason deemed to be in the best interest of the City. Disorder amongst patrons may be grounds for cancellation of a permit and subsequent denial of future permits.

Violations/Forfeitures

If your rental requires a key, the key will need to be picked up during regular business hours and can be up to one week prior to your scheduled rental date. Failure to pick up the key results in forfeiture of your rental. Please contact our office if special arrangements need to be made (920-459-3440, option 6). Keys must be returned within five (5) business days of your rental. Failure to do so results in forfeiture of your security deposit.

Any damages to facilities deemed to be in excess of normal wear and tear, or excessive clean-up, will be charged to the individual signing the Park Permit Rental in addition to the forfeiture of the security deposit.

If the facility is not locked up properly, you will be responsible for any damage done to the facility by vandalism. Make sure doors and windows are latched.

Failure to comply with any of the policies will result in a forfeiture of your security deposit.

Your park rental permit is subject to all local municipal and county ordinances, in addition to all rules and regulations governing parks and parkways, and can be terminated immediately at the discretion of local law enforcement authorities and/or the Sheboygan Parks & Forestry Department, if the terms of the application are misrepresented, violated, or when public safety is threatened. Cancellation of the permit for cause will result in forfeiture of all fees.

A person(s) who obtains a park rental permit shall comply, and shall ensure all others using the park pursuant to the park rental permit comply, with all applicable public health guidance in effect at the time of the rental. This includes – but is not limited to – guidance issued by the Sheboygan County Health Officer, the State of Wisconsin, and the federal government (including, but not limited to, the Centers for Disease Control).

Cancellations must be made at least fourteen days in advance and have a \$20.00 non-refundable processing fee.

Changes to the date or location of a reservation must be made at least fourteen days or more prior to the reservation date. Modifications made to any reservation date or location within fourteen days of the original rental will be treated as a cancellation.

Refunds are not issued due to unfavorable weather conditions. Rentals are not rescheduled due to unfavorable weather conditions.

The Department of Public Works reserves the right to cancel, reschedule, or relocate any rentals if the rental facility is not in working conditions on the scheduled rental date. Every attempt possible will be made to avoid any and all inconveniences to our customers. In the event of a cancellation by the Parks & Forestry Department, the customer will be offered a different facility and/or a different date plus a 50% refund. If the customer does not/can't relocate or reschedule their rental date, a full refund will be

For any questions about park ordinances please see section 74 at this web address:
https://library.municode.com/wi/sheboygan/codes/code_of_ordinances

X

Signature of Renter, Agent, or Officer

Date