

MENASHA ALDERMEN OCCASIONALLY ATTEND MEETINGS OF THIS BODY. IT IS POSSIBLE THAT A QUORUM OF COMMON COUNCIL, BOARD OF PUBLIC WORKS, ADMINISTRATION COMMITTEE, PERSONNEL COMMITTEE MAY BE ATTENDING THIS MEETING (NO OFFICIAL ACTION OF ANY OF THOSE BODIES WILL BE TAKEN).

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha
July 16, 2008

1:00 PM

AGENDA

 [← Back](#)  [Print](#)

1. CALL TO ORDER

A.

2. ROLL CALL/EXCUSED ABSENCES

A.

3. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A.

4. DISCUSSION

A. Otto Grunski Family Festival - July 26, 2008 Curtis Reed Square

☐

[Attachments](#)

B. Market on Main Events - July 26, August 2, August 9, August 16, August 23, August 30, September 6, September 13, September 20 - Curtis Reed Square

☐

[Attachments](#)

C. Request to Include Community Forward, Inc. to the Exempt List on the City Policy on the Use of City Stage, Picnic Tables, Bleachers, Refuse Containers and Park Benches by Non-Profit Groups

☐

[Attachments](#)

D. Offer Free Admission Day at Jefferson Pool on Saturday, August 2 or August 9, 2008

5. ACTION ITEMS

A. Otto Grunski Family Festival - July 26, 2008 Curtis Reed Square

☐

[Attachments](#)

B. Market on Main Events - July 26, August 2, August 9, August 16, August 23, August 30, September 6, September 13, September 20 - Curtis Reed Square

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[Attachments](#)

C. Request to Include Community Forward, Inc. to the Exempt List on the City Policy on the Use of City Stage, Picnic Tables, Bleachers, Refuse Containers and Park Benches by Non-Profit Groups

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[Attachments](#)

D. Offer Free Admission Day at Jefferson Pool on Saturday, August 2 or August 9, 2008

6. ADJOURNMENT

A.

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Parks and Recreation Department at 967-3640 at least 24-hours in advance of the meeting so special accommodations can be made.



PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

Menasha Parks & Recreation Department
140 Main Street
Menasha, WI 54952-3190

Questions? Call: 967-3640
8:00 AM - 4:00 PM Monday - Friday
Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: COMMUNITY FORWARD Inc. Date of Event: SAT JULY 26, 2008
Event Coordinator: JAMES TAYLOR Daytime Telephone: 725-4857
Address: PO BOX 185 MENASHA Home Telephone: "
Time of Event: From 7:00 AM to 11:00 PM Group Size: _____ Fees: (see attached page)
Does your group qualify for resident rates? _____ No ☒ Yes (City of Menasha, Neenah, Appleton & Town of Menasha residents only)
Do you plan to consume beer or wine? _____ No ☒ Yes (Fill out permit below - see #5, page 3)
Do you plan to sell beer or wine? _____ No ☒ Yes (You will need more than a Beer Permit, see #6, page 3)
Certificate of Insurance needed? _____ No ☒ Yes (For tournaments, public events, rides, etc. - see #4, page 3)
Are you planning "kiddie" rides or other amusements? _____ No ☒ Yes (Carnival Permit required, contact City Clerk)
Do you plan to have an amplified sound system? _____ No ☒ Yes (See #12, page 3) Describe: BAND
Parks & Recreation Board approval needed? _____ No ☒ Yes (When selling beer and multi-day events, contact Director)
Building Keys Needed? _____ No ☒ Yes (usually for kitchen use, available during normal business hours only. City Hall closes at 4:00 p.m.)

Facility (circle all that apply)	
<u>Jefferson</u> Pavilion Kitchen West Shelter East Shelter Launch Shelter Pool Picnic Area # _____ Diamond(s) _____	
<u>Smith</u> Pavilion Kitchen Wedding/Garden (100 benches available) Diamond/Field _____	<u>Memorial Building</u> (pre-wedding ceremony only) Start Time: _____ End Time: _____
<u>Hart</u> Shelter Diamond/Field _____	<u>Clovis</u> Shelter Diamond/Field _____
<u>Koslo</u> Shelter Diamond/Field _____	<u>Pleasants</u> Diamond/Field _____
<u>Barker Farm</u> Shelter Diamond/Field _____	<u>Shepard</u> Diamond/Field _____

Office Notes: _____

8 PICNIC TABLES = \$24
1 CITY STAGE = \$200

6/24/08 - Brian - James Dropped this off - please review for fees - copy of 2007 fees attached. James will be home all next week - please call him. (RH)

6-24-08 - left message told James fees can pay after event. Stated that fees could be higher if colder sign is put up by city.

OFFICE USE ONLY	
Curtis Reed	
Facility Fee:	\$ <u>20</u>
User Fee:	\$ <u>75</u>
Stage Area Fee:	\$ <u>200</u>
Beer Permit:	\$ <u>4</u>
Other:	\$ <u>24</u>
Total:	\$ <u>323</u>
Receipt #	
Permit #	<u>1930</u>

HOLD HARMLESS AGREEMENT

I, James Taylor (person in charge), agree and bind COMMUNITY FORWARD INC. (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature: James Taylor

Date: 6-20-08

BEER PERMIT

For Consumption Only!

Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)

The below named assumes responsibility for exercising control over attendees behavior at the event. This person or designee must be present for the duration of the event. The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name: (print) TAYLOR JAMES R DOB: 11-6-52
Address: PO BOX 185 MENASHA WI 54952 M.I. 725-4857
Area that beer and/or wine can be consumed: _____
Signature: James Taylor
Permittee has read list of City ordinances pertaining to alcohol ☒ Yes Dept. Initials _____

2008 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

Pavilion/Shelter Fees	Resident	Non-Resident
Jefferson Park		
Large Pavilion	\$ 50.00	\$ 80.00
Kitchen*	30.00	50.00
West Shelter	35.00	55.00
East Shelter*	20.00	40.00
Launch Shelter	15.00	32.00
Picnic Area #3 & #5 with electric	20.00	40.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	100.00	110.00
Smith Park		
Pavilion	45.00	70.00
Kitchen*	30.00	50.00
Wedding Set-Up**	90.00	135.00
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour
Hart Park Shelter*	25.00	45.00
Clovie Grove Shelter	20.00	40.00
Koslo Park Shelter (no electric)	20.00	40.00
Barker Farm Park Shelter	25.00	45.00
Curtis Reed Square	20.00	40.00
Beer Permit (Jefferson and Koslo only)	4.00	4.00
Amplifier w/microphone (per event/season) (Jefferson East/West Diamonds only)	20.00	20.00
Jefferson Volleyball Courts N & S	5.00	5.00
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds	Without Lights 12.00/hour With Lights 20.00/hour	12.00/hour 20.00/hour
Softball Diamonds	Without Lights 8.00/hour With Lights 15.00/hour	8.00/hour 15.00/hour
Building/Shelter Key Deposit	20.00	20.00

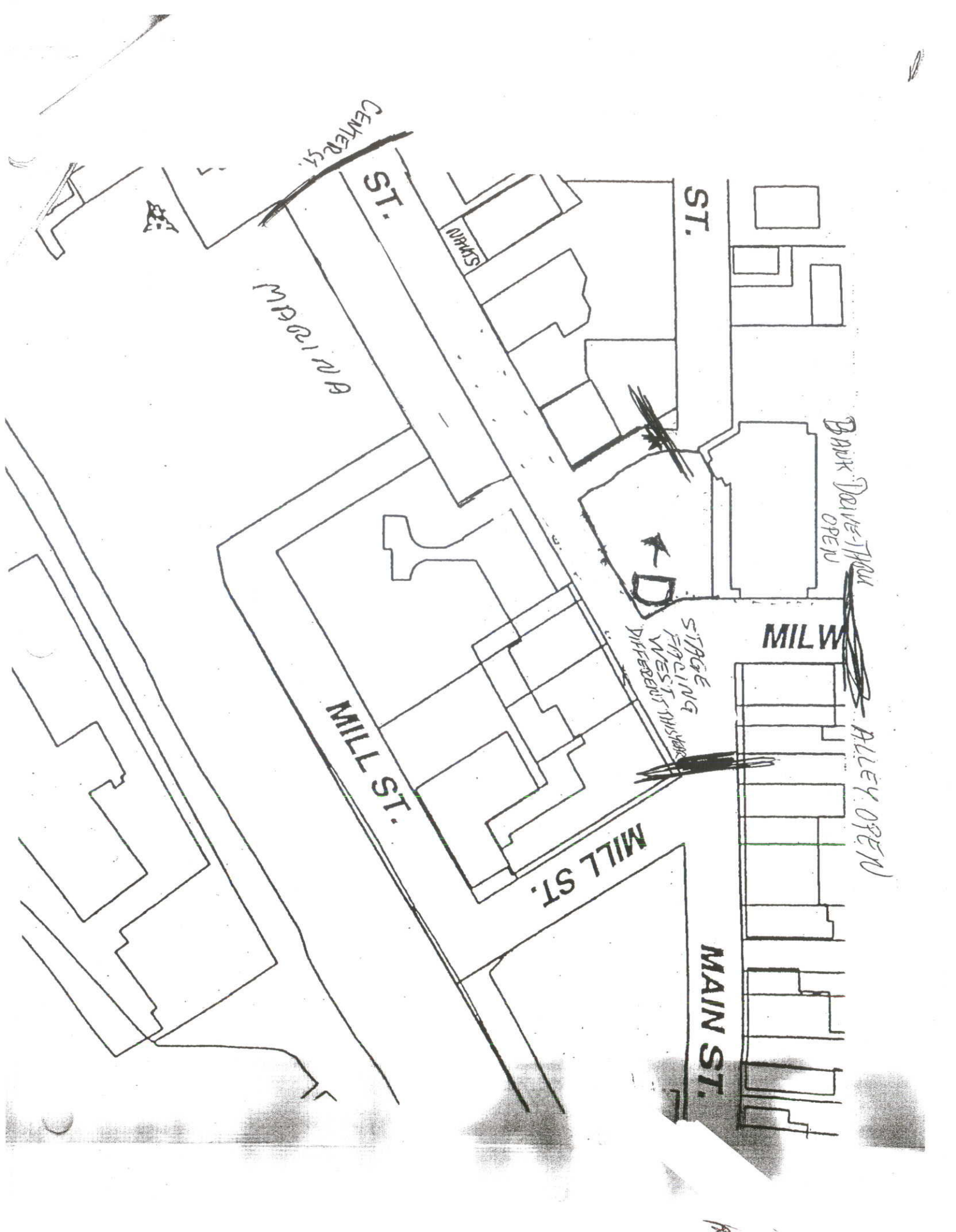
2008 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

Persons in Attendance	Resident	Non-Resident
1 - 20	No Charge	\$ 11.00
21 - 75	\$ 24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00

* Indicates need for key

** Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-5153).





PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

Menasha Parks & Recreation Department
140 Main Street
Menasha, WI 54952-3190

Questions? Call: 967-3640
8:00 AM - 4:00 PM Monday - Friday
Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: COMMUNITY FORWARD INC. Date of Event: 7-26/8-2/8-9/8-16/8-23/8-30
Event Coordinator: JAMES TAYLOR Daytime Telephone: 7254857
Address: 340 BROAD ST. Home Telephone: _____
Time of Event: From 8 AM to 10:30 PM Group Size: _____ Fees: (see attached page)
Does your group qualify for resident rates? ☐ No ☒ Yes (City of Menasha, Neenah, Appleton & Town of Menasha residents only)
Do you plan to consume beer or wine? ☐ No ☒ Yes (Fill out permit below - see #5, page 3)
Do you plan to sell beer or wine? ☐ No ☒ Yes (You will need more than a Beer Permit, see #6, page 3)
Certificate of Insurance needed? ☐ No ☒ Yes (For tournaments, public events, rides, etc. - see #4, page 3)
Are you planning "kiddie" rides or other amusements? ☒ No ☐ Yes (Carnival Permit required, contact City Clerk)
Do you plan to have an amplified sound system? ☐ No ☒ Yes (See #12, page 3) Describe: CONCERT ON THE SQUARE
Parks & Recreation Board approval needed? ☐ No ☒ Yes (When selling beer and multi-day events, contact Director)
Building Keys Needed? ☐ No ☐ Yes (usually for kitchen use, available during normal business hours only. City Hall closes at 4:00 p.m.)

Facility (circle all that apply)	
Jefferson	
Pavili	Shelter
Picnic	Launch Shelter
	Pool
Smil	
Pavili	Memorial Building
Diam	(pre-wedding ceremony only)
	Start Time: _____
	End Time: _____
Hart	
Shelte	Clovis
	Shelter
Kosl	Diamond/Field
Shelte	Pleasants
	Diamond/Field
Bark	Shepard
Shelte	Diamond/Field

Office Notes:

STAGE - FACING WEST - Small
TIGHT TO FLOOR FOR TAILGATE
3-4 PINE TREES
7-11-08 Received, Routed to Brian for review
& for fees. KH
7-14-08-

OFFICE USE ONLY

Facility Fee: \$ _____
User Fee: \$ _____
Area Fee: \$ _____
Beer Permit: \$ _____
Total: \$ _____
Receipt # _____
Permit # _____

HOLD HARMLESS AGREEMENT

I, JAMES TAYLOR, agree and bind COMMUNITY FORWARD INC.
(person in charge) (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature: *James Taylor*

Date: 7-11-08

BEER PERMIT

For Consumption Only!

Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)

The below named assumes responsibility for exercising control over attendees behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name: (print) TAYLOR JAMES R DOB: 11-6-52
Last First M.I.

Address: 340 BROAD ST. MENASHA Phone: _____

Area that beer and/or wine can be consumed: CURTIS REED SQUARE

Signature: *James Taylor*

Permittee has read list of City ordinances pertaining to alcohol ☐ Yes ☒ No Dept. Initials _____

2008 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

<u>Pavilion/Shelter Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
Jefferson Park		
Large Pavilion	\$ 50.00	\$ 80.00
Kitchen*	30.00	50.00
West Shelter	35.00	55.00
East Shelter*	20.00	40.00
Launch Shelter	15.00	32.00
Picnic Area #3 & #5 with electric	20.00	40.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	100.00	110.00
Smith Park		
Pavilion	45.00	70.00
Kitchen*	30.00	50.00
Wedding Set-Up**	90.00	135.00
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour
Hart Park Shelter*	25.00	45.00
Clovis Grove Shelter	20.00	40.00
Koslo Park Shelter (no electric)	20.00	40.00
Barker Farm Park Shelter	25.00	45.00
Curtis Reed Square	20.00	40.00
Beer Permit (Jefferson and Koslo only)	4.00	4.00
Amplifier w/microphone (per event/season)	20.00	20.00
<i>(Jefferson East/West Diamonds only)</i>		
Jefferson Volleyball Courts N & S	5.00	5.00
<i>Koslo, Municipal Beach, Smith Park VB Courts</i>	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds	Without Lights 12.00/hour	12.00/hour
	With Lights 20.00/hour	20.00/hour
Softball Diamonds	Without Lights 8.00/hour	8.00/hour
	With Lights 15.00/hour	15.00/hour
Building/Shelter Key Deposit	20.00	20.00

2008 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

<u>Persons in Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
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* Indicates need for key

** Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-5153).

POLICY ON THE USE OF THE CITY STAGE, PICNIC TABLES, BLEACHERS, REFUSE CONTAINERS AND PARK BENCHES BY NON-PROFIT GROUPS

- Events conducted by the following non-profit and government groups may use and are exempt from all equipment fees, except park facility rental and beer permit fees. Any group claiming affiliation with any of the listed entities shall be required to provide a letter from an official certifying that affiliation in order to qualify as an exempt user. *Only the exempt users listed below may use the City PA system.*

Menasha Action Council

City of Appleton

City of Neenah

Town of Menasha

Menasha Joint School District

Armed Forces of the United States of America

- Other non-profit groups and government entities not listed above may request to use such equipment so long as the event is open to the public and held on City property. The group must pay the full cost of the delivery and set up of the equipment (see last paragraph). City staff only shall be responsible for set up and take down of the stage. Such cost shall be determined by the Director of Parks and Recreation to include the cost of the labor, including fringe benefits, depreciation and the set up of the equipment. The Director of Parks and Recreation may allow such use without Park Board approval provided the requesting group is a bona fide non-profit group. Charges are for equipment requests beyond what is normally provided at a park location.
- Other groups that can demonstrate a significant benefit to the Menasha community may request to use such equipment with Park Board approval so long as they pay the full cost of the delivery and set up of the equipment. Such cost shall be determined by the Director of Parks and Recreation to include the cost of the labor, including fringe benefits, depreciation and the set up of the equipment. Charges are for equipment requests beyond what is normally provided at a park location.
- City of Menasha events have first priority for reserving the stage, picnic tables, bleachers, refuse containers and park benches. Requests should be made to the Parks and Recreation Department as soon as possible.
- All groups using the stage or park equipment must fill out a reservation form, which includes a hold harmless agreement.
- Any non-governmental user shall be required to file a Certificate of Insurance naming the City of Menasha as an additional insured with limits as per City ordinance.
- No fee shall be waived for any group other than those specified in the list in the first paragraph unless such waiver is *recommended by the Parks and Recreation Board and approved made* by the Common Council upon a finding that it is in the public interest to do so. (*See Event Sponsorship and Fee Waiver Policy*)



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Are you planning "kiddie" rides or other amusements? _____ No ☒ Yes (Carnival Permit required, contact City Clerk)
Do you plan to have an amplified sound system? _____ No ☒ Yes (See #12, page 3) Describe: BAND
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Facility (circle all that apply)	
<u>Jefferson</u> Pavilion Kitchen West Shelter East Shelter Launch Shelter Pool Picnic Area # _____ Diamond(s) _____	
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8 PICNIC TABLES = \$24
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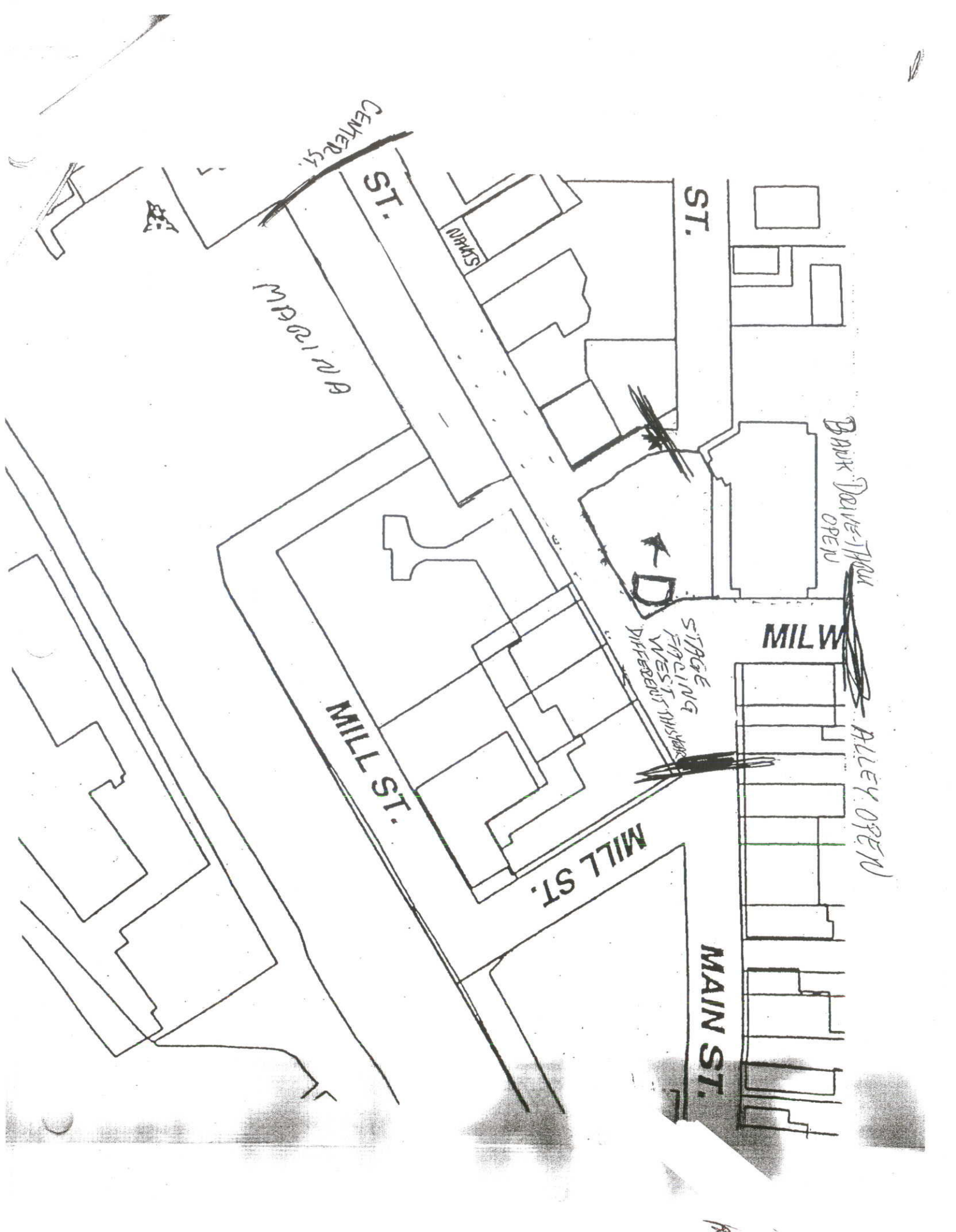
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Building Keys Needed? _____ No _____ Yes (usually for kitchen use, available during normal business hours only. City Hall closes at 4:00 p.m.)

Facility (circle all that apply)	
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Pavili	Shelter
Picnic	Launch Shelter
	Pool
Smil	
Pavili	Memorial Building
Diam	(pre-wedding ceremony only)
	Start Time: _____
	End Time: _____
Hart	
Shelte	Clovis
	Shelter
Kosl	Diamond/Field
Shelte	Pleasants
	Diamond/Field
Bark	Shepard
Shelte	Diamond/Field

Office Notes:

STAGE - FACING WEST - Small
TIGHT TO FLOOR FOR TROOP
3-4 PINE TREES
7-11-08 Received, Routed to Brian for review
& for fees. KH
7-14-08-

OFFICE USE ONLY

Facility Fee: \$ _____
User Fee: \$ _____
Area Fee: \$ _____
Beer Permit: \$ _____
Total: \$ _____
Receipt # _____
Permit # _____

HOLD HARMLESS AGREEMENT

I, JAMES TAYLOR, agree and bind COMMUNITY FORWARD INC.
(person in charge) (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature: James Taylor

Date: 7-11-08

BEER PERMIT

For Consumption Only!

Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)

The below named assumes responsibility for exercising control over attendees behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name: (print) TAYLOR JAMES R DOB: 11-6-52
Last First M.I.

Address: 340 BROAD ST. MENASHA Phone: _____

Area that beer and/or wine can be consumed: CURTIS REED SQUARE

Signature: James Taylor

Permittee has read list of City ordinances pertaining to alcohol ☐ Yes Dept. Initials _____

2008 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

Pavilion/Shelter Fees	Resident	Non-Resident
Jefferson Park		
Large Pavilion	\$ 50.00	\$ 80.00
Kitchen*	30.00	50.00
West Shelter	35.00	55.00
East Shelter*	20.00	40.00
Launch Shelter	15.00	32.00
Picnic Area #3 & #5 with electric	20.00	40.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	100.00	110.00
Smith Park		
Pavilion	45.00	70.00
Kitchen*	30.00	50.00
Wedding Set-Up**	90.00	135.00
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour
Hart Park Shelter*	25.00	45.00
Clovis Grove Shelter	20.00	40.00
Koslo Park Shelter (no electric)	20.00	40.00
Barker Farm Park Shelter	25.00	45.00
Curtis Reed Square	20.00	40.00
Beer Permit (Jefferson and Koslo only)	4.00	4.00
Amplifier w/microphone (per event/season)	20.00	20.00
(Jefferson East/West Diamonds only)		
Jefferson Volleyball Courts N & S	5.00	5.00
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds	Without Lights 12.00/hour	12.00/hour
	With Lights 20.00/hour	20.00/hour
Softball Diamonds	Without Lights 8.00/hour	8.00/hour
	With Lights 15.00/hour	15.00/hour
Building/Shelter Key Deposit	20.00	20.00

2008 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

Persons in Attendance	Resident	Non-Resident
1 - 20	No Charge	\$ 11.00
21 - 75	\$ 24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00

* Indicates need for key

** Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-5153).

POLICY ON THE USE OF THE CITY STAGE, PICNIC TABLES, BLEACHERS, REFUSE CONTAINERS AND PARK BENCHES BY NON-PROFIT GROUPS

- Events conducted by the following non-profit and government groups may use and are exempt from all equipment fees, except park facility rental and beer permit fees. Any group claiming affiliation with any of the listed entities shall be required to provide a letter from an official certifying that affiliation in order to qualify as an exempt user. *Only the exempt users listed below may use the City PA system.*

Menasha Action Council

City of Appleton

City of Neenah

Town of Menasha

Menasha Joint School District

Armed Forces of the United States of America

- Other non-profit groups and government entities not listed above may request to use such equipment so long as the event is open to the public and held on City property. The group must pay the full cost of the delivery and set up of the equipment (see last paragraph). City staff only shall be responsible for set up and take down of the stage. Such cost shall be determined by the Director of Parks and Recreation to include the cost of the labor, including fringe benefits, depreciation and the set up of the equipment. The Director of Parks and Recreation may allow such use without Park Board approval provided the requesting group is a bona fide non-profit group. Charges are for equipment requests beyond what is normally provided at a park location.
- Other groups that can demonstrate a significant benefit to the Menasha community may request to use such equipment with Park Board approval so long as they pay the full cost of the delivery and set up of the equipment. Such cost shall be determined by the Director of Parks and Recreation to include the cost of the labor, including fringe benefits, depreciation and the set up of the equipment. Charges are for equipment requests beyond what is normally provided at a park location.
- City of Menasha events have first priority for reserving the stage, picnic tables, bleachers, refuse containers and park benches. Requests should be made to the Parks and Recreation Department as soon as possible.
- All groups using the stage or park equipment must fill out a reservation form, which includes a hold harmless agreement.
- Any non-governmental user shall be required to file a Certificate of Insurance naming the City of Menasha as an additional insured with limits as per City ordinance.
- No fee shall be waived for any group other than those specified in the list in the first paragraph unless such waiver is *recommended by the Parks and Recreation Board and approved ~~made~~* by the Common Council upon a finding that it is in the public interest to do so. (*See Event Sponsorship and Fee Waiver Policy*)