

RESERVING A FACILITY: Facility reservations can be made at the Parks and Recreation Office, 2nd Floor, City Hall, Monday-Friday, 8:00am-4:00pm. Groups affiliated with City of Menasha families, organizations and businesses can reserve park facilities for rentals within that calendar year starting the first working day in January. Non-city groups can reserve facilities starting the first full week in February. Reservations must be made 72 hours in advance and fees paid in full at the time of application. **Telephone reservations or "holding" a date will not be accepted.**

DETERMINING FEES FOR A RESIDENT RESERVATION: Menasha has fee reciprocity with City of Appleton, City of Neenah and Fox Crossing for many City recreation services. In order to be granted resident fee status, an event or picnic must be sponsored by a City of Menasha, Appleton, Neenah or Fox Crossing business or organization. Family picnics must show an association with family residing in Menasha, Appleton, Neenah or Fox Crossing. **Only City of Menasha residents/organizations are eligible for the early reservation period.**

PARK FACILITY RENTAL FEES					
(all fees are "per day" unless otherwise stated)					
Pavilion/Shelter		Resident	Non-Resident		
Jefferson Park					
Pavilion	1-99 people	80.00	100.00		
	100+ people	110.00	145.00		
	Kitchen*	35.00	55.00		
	West Shelter*	55.00	80.00		
	East Shelter	25.00	40.00		
	Launch Shelter	25.00	40.00		
	Picnic Areas #1,2,3,4 or 5 with electric*	20.00	35.00		
	Picnic Area – no electricity	10.00	20.00		
	Pool Rental (1 hour)	155.00	155.00		
Smith Park					
Pavilion	1-99 people	80.00	100.00		
	100+ people	110.00	145.00		
	Kitchen*	35.00	55.00		
	Gardens/Gazebo***	250.00	400.00		
	Gardens/Gazebo with Pavilion rental***	300.00	450.00		
Memorial Building (pre-ceremony) - Use of 1 st floor only			20.00/hr		

Pavilion/Shelter		Resident	Non-Resident
Hart Park Shelter*		35.00	65.00
Clovis Grove Shelter		30.00	60.00
Koslo Park Shelter (no electric)		30.00	60.00
Barker Farm Park Shelter		35.00	65.00
Curtis Reed Square		30.00	60.00
Beer Permit (Jefferson, Koslo, Curtis Reed Square only)		5.00	5.00
Marina Terrace (on Main Street)		20.00	20.00
Park Openspace		15.00	25.00
Jefferson Volleyball Courts N & S		5.00/hr	5.00/hr
Building/Shelter Key Deposit		25.00	25.00
* Indicates need for key			
*** Includes set up of 50 benches, comfortably seating about 100 people.			

RENTAL POLICIES AND REGULATIONS

PARK PAVILION HOURS: The City of Menasha park pavilions and shelters are available to rent for use May 1-September 30. Park hours are 6:00am-11:00pm (hours at Hart Park are 7:00am-10:00pm). Premises must be cleaned and vacated by park close time. **Under no circumstances will you be allowed to place items in the kitchen/refrigerator prior to your date of rental!**

CANCELLATION / REFUND POLICY: Failure to cancel a reservation at least fourteen (14) days in advance will result in forfeiture of the entire rental fee. If an event is cancelled prior to fourteen (14) days in advance, the group will forfeit a \$10 administrative fee, which will be deducted from the refund. One-time rescheduling of an event will be accepted, as long as arrangements are made at least fourteen (14) days prior to the original booking date.

KEYS: Keys may be obtained for kitchen areas and shelters/picnic areas with electricity from the MPRD office no earlier than two days prior to the event and returned no later than two days after the event. **There will be a \$25 deposit fee for all keys and power cords.** This deposit will be returned when keys and/or power cords are brought back to our office.

CONSUMING ALCOHOLIC BEVERAGES: Fermented malt beverages may be consumed only in Jefferson Park, Koslo Park, and Curtis Reed Square. Glass bottles/containers are not allowed in any city park. Before beer or wine can be consumed in one of these parks, a permit must be obtained from the MPRD office. **The permit fee is \$5 per day.** Alcoholic beverages may only be consumed in the area clearly defined on the permit. **As a reminder, alcohol may not be consumed in Smith Park.**

DECORATING INFORMATION: No sign, banner, poster, tarp, etc. can be nailed, stapled or tacked to the exterior of any park building or structure. Some permanent hardware is attached to the Jefferson Park pavilion for tying banners, etc. Signs, banners, etc. wrongfully attached will be removed by Park staff. **Throwing silk flower petals or other non-biodegradable items is prohibited. Using such items may result in responsible party being invoiced for clean-up.**

CLEAN UP & DAMAGE POLICY: Renter is responsible for cleaning kitchen and all areas utilized, including wiping off picnic tables, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any clean-up, losses, or damages. The City of Menasha is not responsible for any equipment or other items left in the pavilion. Removal of City property from the facility is prohibited. Please note: Cleaning supplies/brooms are not available at our facilities.

SETTING UP TENTS OR INFLATABLES: Groups planning to pound stakes, etc. below ground shall contact **Digger's Hotline at 811** at least five (5) days prior to their event. (Small, pop-up tents usually do not fall under this category.) Stakes shall not be pounded into asphalt surfaces. A Park Openspace fee will be assessed. Large tent questions should be directed to Neenah-Menasha Fire Rescue at (920)886-6200.

RECYCLING IN CITY PARKS IS MANDATORY! Place items loose into provided recycling container.

AMPLIFIED SOUND SYSTEM: No voice or music amplifying system shall be allowed in any of the parks without permission from the Parks and Recreation Director. Voice or music amplifying equipment must be controlled so that sound is not heard beyond the confines of the park. Note that a strong wind and its direction will cause sound to carry further and may become objectionable to neighbors. Violators will be warned and/or cited by the Menasha Police Department.