

# VILLAGE of WINNECONNE

## TERMS of USE for PARKS, SHELTERS, and FACILITIES

### CANCELLATION POLICY:

- All payments for reservations are **NON-REFUNDABLE**
- Appeals may be presented to the Parks Committee if unusual circumstances arise.

### RESPONSIBILITIES OF THE “PERSON IN CHARGE”:

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

### KEYS and ACCESS

- Key Pick-up: **A \$100 refundable security deposit is required** (check or cash only). Keys must be picked up at the Village Office during regular business hours. Weekend reservation keys may be picked up no earlier than the Wednesday prior to the event date. Keys for weekday events may be picked up by 4 pm the day of the event.
- Key Return: Weekend reservation keys must be returned by the following Tuesday. Weekday reservation keys must be returned the following weekday. Return keys to the Village Office, 30 S. First Street, or deposit keys in the Village drop box located in the parking lot on the west side of the Village Office building.
- No setup or storage of items is allowed at Village facilities prior to the rental date.
- Park hours are 7 am - 11 pm. Restrooms, playgrounds, and parking lots are to remain available for use by the public during events.

### PARK EMPLOYEE ASSISTANCE

- Renters are responsible for all aspects involving the set-up and operation of events. If facility issues require assistance, please call (920) 540-5868.

### ELECTRICAL SERVICES:

- Each shelter offers a limited number of 20-amp duplex receptacles.

### PROHIBITED ACTIVITIES:

- Glass beverage containers are prohibited on all Village Park properties.
- Except for nonprofit organizations, no private group/organization is allowed to sell items on any Village property. Nonprofit organizations intending to sell items during an event are required to obtain prior written permission and to have the necessary insurance coverage.
- Parking is allowed in designated areas only. Parking on the grass or road is not allowed!
- Smoking is prohibited in all Village Facilities.
- Benches, tables, or other fixtures may not be removed without pre-event authorization.

### CLEAN-UP and SECURING OF FACILITIES:

- Trash/recycling generated by the event should be removed and placed in the facility dumpsters and new bags (provided) should be placed in the receptacles for the next user.
- Except for bathrooms, all lights should be shut-off and facilities should be locked.
- Facilities are to be left in ready-to-use condition with all decorations and user-owned supplies removed by 11 pm on the day of the event. Any clean-up completed by Village staff may result in forfeiture of the security deposit.
- Renters are responsible for any damages occurring during the event with the renter being responsible for all costs associated with repairs.



