

# HORICON PARK FACILITIES RULES AND REGULATIONS

## GENERAL INFORMATION

The City of Horicon, or any of its officers, agencies or employees, will not be responsible for injuries, loss, or damage to personal property occurring as a result of any activity being conducted on City property.

Violation of any segment of this policy and/or City Codes will be just cause for the denial of future reservations of Park and Recreation facilities and the forfeiture of deposits made. Rowdy behavior or disturbances of the residential neighborhood adjacent to the park facility will be just cause for immediate cancellation of the activity by the local Police Department. **(One warning will be given to the sponsoring organization before cancellation.)**

## RESERVATION OF FACILITIES

1. Facilities may be reserved at City Hall.
2. Telephone Number: 920-485-3500.
3. Office hours: 7:30 a.m. to 4:00 p.m., Monday through Friday.
4. Tentative reservations will not be held beyond 10 days.
5. Reservations are confirmed only after payment is made in full, and the signed agreement is on file at City Hall.
6. At all public dances, two deputies must be in attendance and must be approved by the Chief of Police one week before the dance is held, except: When a Class "B" license has been issued to sell fermented malt beverages, the dance will be required to have three deputies in attendance, such deputies having been approved by the Chief of Police one week thereto.
7. The Park and Recreation Board reserve the right to require the presence of a uniformed police officer(s) on site when it is deemed necessary. Expense of the officer(s) will be the responsibility of the rentee.

## RENTAL FEES/SECURITY DEPOSITS/REFUNDS

**Fees** are based on rental of facilities, as is, and do not include special preparations, set-ups, or use of equipment which does not ordinarily belong to that facility.

There will be no refunds of rental fees due to cancellations, unless the City Hall is notified **two weeks prior to a reservation**; or where, in the opinion of the Park and Recreation Board, inclement weather prevents the scheduled activity from occurring and there has been no cost to the City.

**Security Deposits** will be refunded, in part or in full, depending upon the condition the facilities are left in and upon compliance with this policy.

# **HORICON PARK FACILITIES RULES AND REGULATIONS**

Charges for abnormal amounts of cleaning by maintenance personnel will be deducted from the security deposit and/or billed to the rentee. **ALL CLEANING IS TO BE DONE IMMEDIATELY AFTER THE CONCLUSION OF THE EVENT UNLESS OTHER APPROVED ARRANGEMENTS HAVE BEEN NOTED ON THE RENTAL AGREEMENT**, as maintenance personnel report for work at 7:00 a.m. the next working day. **See Specific Conditions on page 4.**

**Security Deposits** will not be refunded until all keys are returned to City Hall and the Park facilities have been checked by maintenance personnel. **Refund of security deposit may take up to 30 days.**

Decisions as to the fitness of buildings and/or grounds will be made by the Park Inspector.

## **KEYS AND LOCKS**

Rentee is responsible for all keys in his/her possession and has sole authority for their use. Key may not be used by unauthorized persons.

Padlocks should never be left hanging open on the clasp of a door. After unlocking a padlocked door, always relock the padlock to the clasp immediately. This way you will be sure that the lock will be there when it is time to secure the building.

All **Exit** doors shall be unlocked and not blocked off or fastened shut so as to impede traffic in case of an emergency during hours of activity.

## **LIGHTS AND ELECTRICITY**

Rentee is responsible for turning off all lights, with the exception of night lights. No alteration of the electrical wiring is permitted.

## **HOURS OF USE**

Activities should be over by park closing hours (10:00 p.m.). If extended hours are desired, they must be noted on the rental agreement. The Horicon Police Department will be notified of rental agreements and will monitor the premises as necessary.

## **SALE OF REFRESHMENTS**

If any type of refreshments is to be sold, appropriate City licenses and permits must be secured.

All beverages must be dispensed in paper, plastic or metal containers only. All opened beverages must be consumed on the park premises.

# HORICON PARK FACILITIES RULES AND REGULATIONS

## GENERAL CONDITIONS OF USE

### LITTER AND TRASH

1. All litter and trash must be placed in appropriate trash receptacles.
2. All trash must be removed from Park facility by the renter.
3. In the event of all-day activities, litter around rented facilities should be policed throughout the day.

### FIRES

Open fires on the ground in any park **will not be permitted.**

### ANIMALS

**Unleashed pets**, including animals of any species, are prohibited in all City parks. **Owners of leashed pets** are responsible for the pickup and removal of all animal waste associated with their pet.

### DECORATIONS

Decorating will be permitted with the approval of the **Department of Public Works Supervisor** and must be removed at the conclusion of the event. All decorations must conform to State and Municipal fire codes and must be put up with **TACKS OR TAPE. NO STAPLES OR NAILS, MAY BE USED.**

### INSURANCE

If, in the opinion of the Park and Recreation Board, the activity requested implies any form of hazard, risk or liability, the rentee shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the City of Horicon. Such insurance must name the City of Horicon as “additional insured” and shall specify that the City shall receive **ten days prior notice, in writing, in the event of cancellation of the policy.**

# **HORICON PARK FACILITIES RULES AND REGULATIONS**

## **OTHER RESPONSIBILITIES**

Any materials or equipment belonging to the rentee must be removed from the facility and the grounds at the conclusion of the activity unless written permission has been granted to store it.

Items such as soda, beer, food, etc., purchased from dealers must not be delivered to rental facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless renter is there to receive any items.

Individuals or groups renting Park and Recreation facilities will be held responsible for the conduct of the people admitted to their activity.

## **SPECIFIC CONDITIONS OF USE**

### **BUILDING**

Rentee will be held responsible for leaving the facility in the same condition as it was found. General cleanup to be done by rentee is as follows:

1. Tables and chairs should be wiped and returned to the proper places.
2. All kitchen facilities cleaned, including stove, refrigerator, sink and counter tops.
3. All paper and garbage cleaned up and put into the proper outdoor receptacles and removed following the event.
4. Floors swept as necessary and mopped if there is excessive water and mud.
5. No dancing power may be used on floors. **(Kiwanis Park only)**
6. All decorations, posters, and signs put up with thumb tacks and tape must be removed.

### **GROUNDS**

Rentee will be held responsible for leaving the grounds in as good condition as they were found.

1. All litter will be put into the proper receptacles and removed from the Park following the event.
2. Tents or canopies must be placed west of playground area in Discher Park.
3. Heavy use of the low section between the Teen Center building and the Aquatic Center shall be avoided, if possible. This section has high susceptibility to damage in wet weather.
4. All damage to grounds will be charged to rentee.
5. No vehicle travel or parking is permitted north of Discher Park Dance Hall.
6. Vehicles within the grounds shall be used for service and maintenance of activities only.

# **HORICON PARK FACILITIES RULES AND REGULATIONS**

## **ATHLETIC FIELDS**

No Vehicles shall be driven on the athletic field.

If an activity requires more than three buses, one or more parking attendants shall reserve space and direct bus parking. Bus parking shall be at the parking lot adjoining the southeast corner of the athletic field. Attendant shall advise all vehicles not to enter the athletic field gate.

## **ADMINISTRATION OF POLICY**

The Park and Recreation Board recognizes that there are exceptions to all rules, thus, under special circumstances, reserves the right to modify and alter these rules by a majority vote of said Park and Recreation Board.