

Parks, Recreation & Forestry Department Rental Contract for Use of Picnic Shelter

Renter Information

Name _____
(Last, First, Middle) Home Phone # _____

Address _____
(Street, City, Zip Code) Cell Phone # _____

Email _____

Organization / Business
Represented (if applicable) _____

Details of Rental Request

Purpose or Function of Rental _____

Date of Rental (Preferred Date) _____ Est. Attendance _____

Rental to **start** at _____ AM / PM Rental to **end** at _____ AM / PM

Total Hours of Use (Please include your set up / decorating / take down / clean up time) _____ Hours

Shelter Requested (check one)

Ashwaubomay #1	Ashwaubenon Sports Complex
Ashwaubomay #2	Other (name park) _____
Ashwaubomay #4	

I agree to indemnify and save harmless the Village of Ashwaubenon and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the Village of Ashwaubenon properties herein specified. I have received a copy of the rental information located on the back of this agreement and agree to abide by all the rules and regulations for the use of buildings and facilities; and to adhere to all specifications and limits listed.

***Businesses and Public Events shall provide proof of insurance outlining the above.**

Lessee Signature _____ **Date** _____

Request should be dropped off or mailed to:

Ashwaubenon Parks & Recreation – 900 Anderson Drive - Green Bay, WI 54304
Contract is not valid without Full Payment, Department Signature AND Stamp!!!!!!

For Office Use Only	
Rental Fees \$ _____ + Tax \$ _____ = Total \$ _____	Deposit \$ _____
Department Approval Signature/Stamp _____	Date _____

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FACILITY USE ELIGIBILITY:

1. Residents and non-residents, businesses/companies and organizations may reserve the community center.
2. Non-profit organizations not based in Ashwaubenon, but who serve Ashwaubenon residents, may reserve the community center up to 2X per year. Reservations of this type are only taken 30 days in advance. Copy of non-profit status must be provided.
3. The community center may be reserved a maximum of 2X per month on any repeating day by the same individual, or for the same purpose/function by *multiple* individuals representing one organization.
(Ashwaubenon School District and Village sponsored programs are exempt)
4. Rentals for the purpose of for-profit ventures are not allowed.
5. Fundraising activities are not allowed unless prior approval is granted by the Ashwaubenon Park Board.

FEES: (state sales tax will be added in addition to listed fees unless tax exempt)

1. Ashwaubomay #4, Ash. Sports Complex: **\$85 residents; \$100 non-residents**
2. Ashwaubomay Shelter 1 & 2, all neighborhood Parks: **\$50 resident, \$65 non-resident**
3. "Special events" will have additional fees and potential permit fees. Inquire for further information.

*Official meetings of "Ashwaubenon" co-sponsored and the Ashwaubenon School District are fee exempt.
Clean-up is required. Failure to clean-up will result in a service fee being billed to the organization.*

CANCELLATIONS: We require a thirty (30) day notification to cancel your rental. If a cancellation occurs for any reason, the Village shall return all fees paid less a \$20 administrative fee.

BEER & LIQUOR LIMITATIONS:

1. Alcohol is allowed at Ashwaubomay and the Ashwaubenon Sports Complex only. Alcohol is not allowed in neighborhood parks.
2. Alcohol may be consumed by adults only. No admission fee, contribution, or other charge shall be collected or be permitted to be collected by the Renter where intoxicating liquor or fermented malt beverages, as defined by the Wisconsin Statutes, are consumed. No intoxicating liquor or fermented malt beverage shall be consumed on the rented premises by any person who has not attained the age of 21 years.

CLEAN-UP & DAMAGE POLICY: The facility is expected to be left in the condition the Renter found it in. Renter is required to remove any decorations, tape, string, twine, etc. at end of permit. Renter is responsible and will be billed for any damage and/or unusual or unnecessary clean-up that may be required.

PARK RULES – MUST BE OBSERVED AT ALL TIMES

1. Park hours are 6 a.m. – 10 p.m.
2. Tents and amusement devices, (i.e... inflatables, dunk tanks, rides, etc...are not permitted in the parks without **written** permission from the Director of Parks, Recreation & Forestry.
3. Glass containers are not allowed in any park.
4. Vehicles permitted only on roads & parking areas. Observe the 15 mph speed limit.
5. Excessive noise prohibited. Vehicle radios and portable radios must be turned low at all times so as not to be heard from a distance beyond 20 feet from the source. No portable DJ systems allowed without prior written approval from Director of Parks, Recreation & Forestry (special events only).
6. Dogs or pets are prohibited in parks.

***** FAILURE TO OBSERVE THE ABOVE RULES WILL RESULT IN ISSUING OF CITATIONS BY ASHWAUBENON PUBLIC SAFETY.**

NOTE: *The Parks and Recreation Director, or designee, reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facility due to; 1) misrepresentation of information on application, 2) unsafe facility conditions, 3) weather conditions.*

IMPORTANT PHONE #'s:

To be used if your building supervisor is not on site and you are not able to get into the building at your **scheduled** rental time.

**** Please place calls in this order until you are able to reach a contact person.**

- | | | | |
|---|--------------|-----------------------------------|--------------|
| 1) Saturday & Sunday On-Call (June - August only) | 920-609-0213 | 3) Rex Mehlberg | 920-371-1701 |
| 2) David Roehrig | 262-353-8320 | 4) Dan DeBauche, Park Maintenance | 920-606-5629 |