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**AGENDA
VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
TUESDAY, AUGUST 16, 2016
6:30 PM
SUSSEX COMMUNITY CENTER, W240 N5765 MAPLE AVENUE
SUSSEX, WI 53089**

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Village of Sussex Park & Recreation Board, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.)

1. Call to order
2. Roll call
3. Citizen comments
4. Consideration and possible action on the minutes from the July 19, 2016 meeting minutes.
5. Consideration and possible action on the proposed Civic Center Rental Fees.
6. Consideration and possible action on the Badger Baseball Academy baseball field rental contract.
7. Civic Campus Update
8. Deputy Director Report
9. Director Report
10. Topics for future agenda items
11. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipalities may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jeremy Smith at 246-5200.

Village of Sussex
Sussex, Wisconsin
Park and Recreation Board Minutes
Tuesday, July 19, 2016

Meeting called to order: 6:32 p.m.

Members Present: Chairman Bob Fourness, Anne Golding, Kelly Tetting, Trustee Wendy Stallings and Don Spenner.

Members Absent: Melissa Gierach and Chris Prange-Morgan.

Also Present: Parks & Recreation Director Sasha Snapp, Interim Deputy Director Megan Sackett and Administrative Services Director Casey Griffiths.

Citizens Comments: None

Consideration and possible action on the minutes from the June 21, 2016 meeting:

A motion was made by Stallings, seconded by Spenner to approve the June 21, 2016 minutes as presented. Motion carried.

2017 Parks and Recreation Budget Discussion: Discussion was held on the proposed budget.

Civic Campus Update report was given by Director Snapp and discussion was held.

Deputy Director report was given by Deputy Director Sackett and discussion was held.

Director report was given by Director Snapp and discussion was held.

Next meeting discussion was to hold the August meeting at Weyer Park.

A motion was made by Stallings, seconded by Spenner to adjourn the meeting at 7:15pm. Motion carried.

Minutes respectfully submitted by,

Sasha Snapp
Parks and Recreation Director



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MEMORANDUM

To: Sussex Park and Recreation Board

Cc: Casey Griffiths, Administrative Services Director

From: Sasha Snapp, Parks and Recreation Director

Re: Proposed Rental Fees for Civic Center

Date: August 12, 2016

Please see the attached chart outlining the proposed rental fees for spaces in the Civic Center building. Staff researched rental costs associated with other Park and Recreation facilities and utilized those numbers in addition to the Village's current rental fees to assist with the proposed fee schedule, please see attached. Due to the amount of spaces that will be available to rent, and the potential that multiple areas will be rented at the same time, staff believes that it would be advantageous to have a site supervisor in the building during rentals that occur outside of regular business hours. Site supervisors are commonly used in similar municipal facilities for this work and the proposed hourly wage was collected from other municipalities and factored into the prices.

One of the more significant changes that staff is proposing is placing time limits on rentals. Currently, if an individual rents a facility, they are only required to give us a timeframe for their rental and the price does not change. We feel if we are able to set a reasonable time period for the base cost and provide an option for adding on, this will allow us to better recover our costs. Staff analyzed each space and the potential uses to determine a variety of time frames available based on those uses.

For example, Multipurpose space A is very similar to the current Community Center space and therefore we believed it would be used for similar rentals to what we have today. That fee is similar to what we have today, but limits the rental to four hours unless a renter would prefer to add additional time. Multipurpose space BC is a gymnasium style space, so it was priced similarly to the current rental fees for the Youth Hall. Also, it would have a shorter rental timeframe of two hours as staff feels that it would be advantageous to sports groups looking for a rental of this nature, with the option of adding additional time for a fee. The Board Room with the patio after 2pm has a higher price point than some of our other spaces as staff felt this space paired with the patio could be used for more formal events, such as weddings, and could include set up and cleaning.

Another proposed change includes non-resident fees that are 25% higher than the fees for Sussex renters. This is inline with our non-resident fees for recreation programming. With our growing population we feel as if we will have no issue renting our spaces.

It is our intention to include this information in our Winter Recreation Guide, list it on our website, and create a tri-fold pamphlet that outlines the pricing.

Rental Space	Resident Rate	Non-Resident Rate	Deposit	Additions	Notes
Parks & Rec Multipurpose - A	\$150 - 4 hrs \$40 - add'l hr	\$188- 4 hrs \$50 - add'l hr	\$ 150.00	\$50 -res kitchen \$63 - nr kitchen	
Parks & Rec Multipurpose - BC	\$75 - 2 hrs \$150 - 4 hrs \$40 - add'l hr	\$94 - 2 hrs \$188 - 4 hrs \$50 - add'l hr	\$ 150.00	\$50 -res kitchen \$62.50 - nr kitchen	gymnasium type space
Parks & Rec Multipurpose - ABC	\$300 - 4hrs \$80 - add'l hr	\$375 - 4hrs \$100 - add'l hr	\$ 150.00	\$50 -res kitchen \$63 - nr kitchen	
1st Floor Meeting Room	\$40 - 2 hrs \$75 - 4 hrs \$18 - add'l hr	\$50 - 2 hrs \$94- 4 hrs \$23 add'l hr	\$ 150.00		
Board Room w/ patio- pm (after 2pm)	\$400 - 4 hrs \$100-add'l hr	\$500 - 4 hrs \$125 - add'l	\$ 200.00	\$100 - patio set-up	set-up and cleaning included
Board Room w/ patio - am (end by 2pm)	\$75 per hr	\$94 per hr	\$ 200.00	\$100 - patio set-up	set-up and cleaning included
Yoga/Dance Room	\$40 - 2 hrs \$75 - 4 hrs \$18 - add'l hr	\$50 - 2 hrs \$94- 4 hrs \$23 add'l hr	\$ 150.00		no food/beverages allowed
Library Multipurpose	\$150 - 4 hrs \$40 - add'l hr	\$188- 4 hrs \$50 - add'l hr	\$ 150.00		

Facility	Location	Contact	Rental Cost	Deposit Amount	Size of Space	Charge Type (i.e. hourly, daily, etc.)	Kitchen included ?	Site Supervisor?	Notes
New Berlin CC- Cleveland Community Room	14750 W. Cleveland Ave. New Berlin	<u>E-Mail:</u> parkandrec@newberlin.org <u>Phone:</u> 262-797-2443 <u>Fax:</u> 262-797-2460	\$65.00 Hourly/R \$85.00 Hourly/NR	\$500	4,687 sq. feet Capacity 176	4hrs. min. (Fri., Sat. Sun.) 3hrs. min. (Mon.-Thurs.) Hourly and Daily Fees	Yes Refrigerator, Microwave, 2-small coffee makers (10-12 cup), round tables		This room is our premier banquet room featuring: *Large lobby and reception area. *Public address sound system (PA system w/micro., movie screen, hookup to PA for CD, iPod, or cassette player. *Tiled floor and carpeted areas. *Use of the adjacent Cleveland room kitchen.
New Berlin CC-Lions Conference Room	14750 W. Cleveland Ave. New Berlin	<u>E-Mail:</u> parkandrec@newberlin.org <u>Phone:</u> 262-797-2443 <u>Fax:</u> 262-797-2460	\$30 Hourly/R \$40 Hourly/NR	\$300	1,176 sq. feet Capacity 45	2hrs min. (Mon-Thurs.) 3hrs min. (Fri.-Sun.)	No (No food in this room)		This multi-function room features: *Round tables easily arranged for your group's meeting needs. *No food served in this room.
New Berlin CC- Trailside Room	14750 W. Cleveland Ave. New Berlin	<u>E-Mail:</u> parkandrec@newberlin.org <u>Phone:</u> 262-797-2443 <u>Fax:</u> 262-797-2460	\$50 Hourly/R \$60 Hourly/NR	\$500	1,614 sq. feet Capacity 80	2hrs min. (Mon-Thurs.) 3hrs min. (Fri.-Sun.)	Yes Refrigerator, Stove/Oven, 2- Microwave, 2- coffee makers (each 42 cup), 6 foot rectangular tables		This multi-function room features: *Public address sound system *Tiled floor *Use of the adjacent kitchen (great for smaller receptions, or large meetings)
New Berlin CC- Parkview Activity Room	14750 W. Cleveland Ave. New Berlin	<u>E-Mail:</u> parkandrec@newberlin.org <u>Phone:</u> 262-797-2443 <u>Fax:</u> 262-797-2460	\$20 Hourly/R \$30 Hourly/NR	\$100	480 sq. feet Capacity 16	2hrs min. (Mon-Thurs.) 3hrs min. (Fri.-Sun.)	No		This room is excellent for small group meetings.
Pewaukee-Wagner Park Building	N23 W23320 Green Rd. Pewaukee	262-691-7275	\$30hr/R \$60hr/NR Business- \$50hr/R \$180hr/NR ☐	\$200	Capacity 75	4hr min.	Yes		Full kitchen, electrical outlets, tables, chairs, heated, air conditioned and indoor restrooms.
Hartland- Room 1	Meeting 210 Cottonwood Ave.	Phone: 262-367-2714 Fax: 262-367-2430	Less than 2hrs-No charge 4hrs /\$20 8hrs/\$40 More than 8hrs/\$60	2- 4- More	\$75	Capacity 25	Daily	No	The charge for a combination of rooms will be as follows: Less than 2hrs-No charge 2- 4hrs/\$50 4- 8hrs/\$100 More than 8hrs/\$150
Hartland- Room 2	Meeting 210 Cottonwood Ave.	Phone: 262-367-2714 Fax: 262-367-2430	Less than 2hrs-No charge 4hrs /\$20 8hrs/\$40 More than 8hrs/\$60	2- 4- More	\$75	Capacity 50	Daily	No	The charge for a combination of rooms will be as follows: Less than 2hrs-No charge 2- 4hrs/\$50 4- 8hrs/\$100 More than 8hrs/\$150
Hartland- Room 3	Meeting 210 Cottonwood Ave.	Phone: 262-367-2714 Fax: 262-367-2430	Less than 2hrs-No charge 4hrs /\$20 8hrs/\$40 More than 8hrs/\$60	2- 4- More	\$75	Capacity 25 (Adult Group Only)	Daily	No	The charge for a combination of rooms will be as follows: Less than 2hrs-No charge 2- 4hrs/\$50 4- 8hrs/\$100 More than 8hrs/\$150
Hartland- Community Room (Hetznecker Hall)	210 Cottonwood Ave.	Phone: 262-367-2714 Fax: 262-367-2430	Less than 2hrs-No charge 4hrs /\$30 8hrs/\$60 More than 8hrs/\$90	2- 4- More	\$75	Capacity 200	Daily	No	The charge for a combination of rooms will be as follows: Less than 2hrs-No charge 2- 4hrs/\$50 4- 8hrs/\$100 More than 8hrs/\$150
Hartland- Kitchen/Counter Area	210 Cottonwood Ave.	Phone: 262-367-2714 Fax: 262-367-2430	Less than 2hrs-No charge 4hrs /\$20 8hrs/\$40 More than 8hrs/\$60	2- 4- More	\$75		Daily	Yes	The charge for a combination of rooms will be as follows: Less than 2hrs-No charge 2- 4hrs/\$50 4- 8hrs/\$100 More than 8hrs/\$150

Oconomowoc Community Center-Room A	220 W. Wisconsin Ave	Phone: 262-569-2199 Paige Brunclik	Mon-Fri-NA -add. hr. rate-\$31.25 Fri-Sat-\$300 -add. hr -\$75 Sun-\$240 -add hr -\$60 Holiday-\$490-add hr-\$60	No Deposit-Only a Non-Resident Fee if applicable of \$75	1,200 sq ft Capacity 72	Minimum 4hrs plus additional hrly fee over 4hrs.	Yes	Kitchen: Complete with a stove, refrigerator, microwave, dishwasher and sink with disposal and serving counter. The facility is solely a warming kitchen and can not be used for a major meal prep. Kitchen utensils are NOT supplied. Includes 26 round and 32 rectangle tables. *Hard Surface throughout the space.
Oconomowoc Community Center-Room C	220 W. Wisconsin Ave	Phone: 262-569-2199 Paige Brunclik	Mon-Fri-NA -add. hr. rate-\$35 Fri-Sat-\$350 -add. hr -\$86.75 Sun-\$290 -add hr -\$72.50 Holiday-\$600-add hr-\$86.75	No Deposit-Only a Non-Resident Fee if applicable of \$125	1260 sq ft Capacity 76	Minimum 4hrs plus additional hrly fee over 4hrs.	Yes	Kitchen: Complete with a stove, refrigerator, microwave, dishwasher and sink with disposal and serving counter. The facility is solely a warming kitchen and can not be used for a major meal prep. Kitchen utensils are NOT supplied. Includes 26 round and 32 rectangle tables. *Carpeting, projector and projection screen.
Oconomowoc Community Center-Room A&B	220 W. Wisconsin Ave	Phone: 262-569-2199 Paige Brunclik	Mon-Fri-NA -add. hr. rate-\$72.50 Fri-Sat-\$730 -add. hr -\$150 Sun-\$660 -add hr -\$110 Holiday-\$980-add hr-\$150	No Deposit-Only a Non-Resident Fee if applicable of \$125	2400 sq ft Capacity 160	Minimum 4hrs plus additional hrly fee over 4hrs.	Yes	Kitchen: Complete with a stove, refrigerator, microwave, dishwasher and sink with disposal and serving counter. The facility is solely a warming kitchen and can not be used for a major meal prep. Kitchen utensils are NOT supplied. Includes 26 round and 32 rectangle tables. *Hard surface flooring, w/adjacent balcony
Oconomowoc Community Center-Room B&C	220 W. Wisconsin Ave	Phone: 262-569-2199 Paige Brunclik	Mon-Fri-NA -add. hr. rate-\$76.25 Fri-Sat-\$780 -add. hr -\$175 Sun-\$710 -add hr -\$120 Holiday-\$1,030-add hr-\$150	No Deposit-Only a Non-Resident Fee if applicable of \$200	2460 sq ft Capacity 165	Minimum 4hrs plus additional hrly fee over 4hrs.	Yes	Kitchen: Complete with a stove, refrigerator, microwave, dishwasher and sink with disposal and serving counter. The facility is solely a warming kitchen and can not be used for a major meal prep. Kitchen utensils are NOT supplied. Includes 26 round and 32 rectangle tables. *Hard surface flooring w/adjacent balcony, carpeting, projector and projection screen.
Oconomowoc Community Center-Upper Hall	220 W. Wisconsin Ave	Phone: 262-569-2199 Paige Brunclik	Mon-Fri-NA -add. hr. rate-\$100 Fri-Sat-\$1,060 -add. hr -\$200 Sun-\$860 -add hr -\$155 Holiday-\$1,310-add hr-\$200	No Deposit-Only a Non-Resident Fee if applicable of \$200	3660 sq ft Capacity 230	Minimum 4hrs plus additional hrly fee over 4hrs.	Yes	Kitchen: Complete with a stove, refrigerator, microwave, dishwasher and sink with disposal and serving counter. The facility is solely a warming kitchen and can not be used for a major meal prep. Kitchen utensils are NOT supplied. Includes 26 round and 32 rectangle tables. *Hard surface flooring w/adjacent balcony, carpeting, projector and projection screen.
Oconomowoc Community Center-Activity Room	220 W. Wisconsin Ave	Phone: 262-569-2199 Paige Brunclik	Mon-Fri-\$28.75 Fri-Sat-\$47 Sun-\$44.50 Holiday-NA	No Deposit-Only a Non-Resident Fee if applicable of \$25	Capacity 25-30	None	No	Hardwood floors
Oconomowoc Community Center-Classroom	220 W. Wisconsin Ave	Phone: 262-569-2199 Paige Brunclik	Mon-Fri-\$23.75 Fri-Sat-\$42 Sun-\$40 Holiday-NA	No Deposit-Only a Non-Resident Fee if applicable of \$25	Capacity 25 Seating 20	None	No	This rectangular classroom is provided w/6" long banquet tables and chairs, cabinets, counter space and sink.
Oconomowoc Community Center-Aerobics/Dance	220 W. Wisconsin Ave	Phone: 262-569-2199 Paige Brunclik	Mon-Fri-\$28.75 Fri-Sat-\$47 Sun-\$44.50 Holiday-NA	No Deposit-Only a Non-Resident Fee if applicable of \$25	Capacity ?	None	No	This room is designed for dance and fitness activities. The capacity of the room varies based upon the activity. This space may only be rented for fitness activities. No food, beverages or furniture may be used in this space.
Oconomowoc Community Center-Meeting Room	220 W. Wisconsin Ave	Phone: 262-569-2199 Paige Brunclik	Mon-Fri-\$16.25 Fri-Sat-\$36.25 Sun-\$33.75 Holiday-NA	No Deposit-Only a Non-Resident Fee if applicable of \$25	Capacity 10	None	No	This space will accommodate smaller groups in a conference room setting. The room includes a conference table with seating for ten.
Delafield Fish Hatchery Building	417 Main St. Delafield	Phone: 262-303-4511 Susan Johnson	Saturday & Sunday Availability only 0-3 Hours- \$175 3-6 Hours-\$350 More than 6 Hours- \$575	\$150 Deposit	Capacity 125	Time blocks	Yes	The building is 2 floors and rental is for both floors. There are approximately 10 tables and 50 chairs.

Hartford Community Center- Community Room A & B	125 North Rural St.	Phone: 262-670-3730 Fax: 262-673-8303	Up to 4 Hours- \$70R/\$140NR Per Hour Beyond the 4 hour rental- \$20R/\$40 per hour. Non-Profit, Service Clubs, Youth Groups-LIMIT UP TO 2 HOURS-\$35	\$30 Deposit	Capacity 80	Per Hour	Yes	Multipurpose w/kitchen
Hartford Community Center- Community Room B w/Kitchen	125 North Rural St.	Phone: 262-670-3730 Fax: 262-673-8303	Up to 4 Hours- \$45R/\$90NR Per Hour Beyond the 4 hour rental- \$14R/\$28NR per hour. Non-Profit, Service Clubs, Youth Groups-LIMIT UP TO 2 HOURS-\$25	\$30 Deposit	Capacity 50	Per Hour	Yes	Multipurpose w/kitchen
Hartford Community Center- Community Room A	125 North Rural St.	Phone: 262-670-3730 Fax: 262-673-8303	Up to 4 Hours- \$30R/\$60NR Per Hour Beyond the 4 hour rental- \$10R/\$20NR per hour. Non-Profit, Service Clubs, Youth Groups-LIMIT UP TO 2 HOURS-\$20	\$30 Deposit	Capacity 30	Per Hour	No	Multipurpose
Hartford Community Center- Activities Classroom (210 & 212)	125 North Rural St.	Phone: 262-670-3730 Fax: 262-673-8303	Up to 4 Hours- \$30R/\$60NR Per Hour Beyond the 4 hour rental- \$10R/\$20NR per hour. Non-Profit, Service Clubs, Youth Groups-LIMIT UP TO 2 HOURS-\$20	\$30 Deposit	Capacity 25	Per Hour	No	None
Hartford Community Center- Activities Classroom (217)	125 North Rural St.	Phone: 262-670-3730 Fax: 262-673-8303	Up to 4 Hours- \$45R/\$90NR Per Hour Beyond the 4 hour rental- \$14R/\$28NR per hour. Non-Profit, Service Clubs, Youth Groups-LIMIT UP TO 2 HOURS-\$25	\$30 Deposit	Capacity 25	Per Hour	No	None
Hartford Community Center- Aerobic/Fitness Room (208)	125 North Rural St.	Phone: 262-670-3730 Fax: 262-673-8303	Up to 4 Hours- \$55R/\$110NR Per Hour Beyond the 4 hour rental- \$16R/\$32NR per hour. Non-Profit, Service Clubs, Youth Groups-LIMIT UP TO 2 HOURS-\$30	\$30 Deposit	Capacity 25	Per Hour	No	None
Hartford Community Center- Conference Room (130) (meetings only)	125 North Rural St.	Phone: 262-670-3730 Fax: 262-673-8303	Up to 4 Hours- \$20R/\$40NR Per Hour Beyond the 4 hour rental- \$7R/\$14NR per hour. Non-Profit, Service Clubs, Youth Groups-LIMIT UP TO 2 HOURS- Free/Donation	\$30 Deposit	Capacity 20	Per Hour	No	None
Hartford Community Center- Educational Classroom (203, 206)	125 North Rural St.	Phone: 262-670-3730 Fax: 262-673-8303	Up to 4 Hours- \$60R/\$120NR Per Hour Beyond the 4 hour rental- \$18R/\$36NR per hour. Non-Profit, Service Clubs, Youth Groups-LIMIT UP TO 2 HOURS- \$30	\$30 Deposit	Capacity 25	Per Hour	No	None
Hartford Community Center- Gymnasium 1/2 gym	125 North Rural St.	Phone: 262-670-3730 Fax: 262-673-8303	Up to 4 Hours- \$35R/\$70NR Per Hour Non-Profit, Service Clubs, Youth Groups-LIMIT UP TO 2 HOURS- \$30	\$30 Deposit		Per Hour	No	None

Hartford Community Center-Full Gym	125 North Rural St.	Phone: 262-670-3730 Fax: 262-673-8303	Up to 4 Hours- \$55R/\$110NR Per Hour Non-Profit, Service Clubs, Youth Groups-LIMIT UP TO 2 HOURS- \$50	\$30 Deposit	Per Hour	No	None
Germantown - Senior Center Main Room	W162 N11960 Park Ave.	Kate Rodger Phone: 262-253-7799	\$135R/\$195NR	\$100 Deposit	Capacity 155	Maximum 5 hour block of time with \$20R/\$30NR for each additional hour.	Yes Full Kitchen:24 Circular 5' tables, 3 rectangle 8' tables, 155 chairs, Kitchen, sinks, stoves, refrigerator, freezer and counters. Kitchenette:Stove, Coffee Maker, Microwave, Counter, pool table
Germantown - Senior Center - Multipurpose Room	W162 N11960 Park Ave.	Kate Rodger Phone: 262-253-7799	\$65R/\$102.50NR	\$100 Deposit	Capacity 32	Maximum 5 hour block of time with \$20R/\$30NR for each additional hour.	Yes
Waukesha -Rotary Building	1150 Baxter St.	Phone: 262-524-3737 Fax: 262-524-3713	\$75R/\$100NR	\$200 Deposit	Capacity 120	Per Hour- 3 hr minimum- Over 6 hours or 120 people a \$150 cleaning fee will be assessed.	Yes 12-eight ft tables, 6-six ft. tables, 6-60" round tables, 120 chairs, podium w/microphone, refrigerator, sink, microwave, projection screen, fireplace, dimmer lighting.
Waukesha -E.B. Shurts Building	810 W. College Ave.	Phone: 262-524-3737 Fax: 262-524-3713	\$55R/\$80NR	\$200 Deposit	Capacity 120	Per Hour- 3 hr minimum- Over 6 hours or 120 people a \$150 cleaning fee will be assessed.	Yes 8-eight foot tables, 16-card tables, 120 chairs, podium with microphone, refrigerator, sink, microwave, TV, VCR, DVD, and projection screen, 95' attached outdoor deck.
Waukesha-Schuetze Rec. Center- Riverview Rm.	1120 Baxter St.	Phone: 262-524-3737 Fax: 262-524-3713	\$30R/\$55NR	\$200 Deposit	Capacity 120	Per Hour- 3 hr minimum- Over 6 hours or 120 people a \$150 cleaning fee will be assessed.	No
Waukesha-Schuetze Rec. Center- Conference Rm	1120 Baxter St.	Phone: 262-524-3737 Fax: 262-524-3713	\$25R/\$50NR	\$200 Deposit	Capacity 120	Per Hour- 3 hr minimum- Over 6 hours or 120 people a \$150 cleaning fee will be assessed.	No
Waukesha-Schuetze Rec. Center-Activity Rm.	1120 Baxter St.	Phone: 262-524-3737 Fax: 262-524-3713	\$35R/\$60NR	\$200 Deposit	Capacity 120	Per Hour- 3 hr minimum- Over 6 hours or 120 people a \$150 cleaning fee will be assessed.	No
Waukesha-Schuetze Rec. Center- Kitchen/Mtg. Rm.	1120 Baxter St.	Phone: 262-524-3737 Fax: 262-524-3713	\$25R/\$50NR	\$200 Deposit	Capacity 120	Per Hour- 3 hr minimum- Over 6 hours or 120 people a \$150 cleaning fee will be assessed.	Yes
Waukesha-Schuetze Rec. Center-Gym	1120 Baxter St.	Phone: 262-524-3737 Fax: 262-524-3713	\$40R/\$65NR	\$200 Deposit	Capacity 120	Per Hour- 3 hr minimum- Over 6 hours or 120 people a \$150 cleaning fee will be assessed.	No
Waunakee Village Center- Activity Room	333 S. Madison St. Waunakee, WI 53597	Phone: 608-850-5992	Weekdays-Mon-Fri-\$30R/\$60 NR Weekends-Sunday \$40R/\$65NR Weekends-Fri Evening & Sat.- \$50R/\$75NR	None Listed	Capacity 25 (square) or (40 classroom)	4 Hour Time Limit Weekdays & 6 Hour time limit on Weekends Over the 4 hour time limit \$25 per additional hour & Over the 6 hr limit \$50 per additional hour.	No Designed for arts & craft projects, general meetings and great for childrens birthday parties.
Waunakee Village Center-Community Room A	333 S. Madison St. Waunakee, WI 53597	Phone: 608-850-5992	Weekdays-Mon-Fri-\$55R/\$105 NR Weekends-Sunday \$125R/\$200NR Weekends-Fri Evening & Sat.- \$190R/\$250NR	Not noted	Capacity 60	4 Hour Time Limit Weekdays & 6 Hour time limit on Weekends Over the 4 hour time limit \$25 per additional hour & Over the 6 hr limit \$50 per additional hour.	No Community Room A is used for a variety of events such as exercise classes that are too big to take place in the studio. This room has a roll down scree and sound system. This room can be joined with rooms B & C.
Waunakee Village Center-Community Room B	333 S. Madison St. Waunakee, WI 53597	Phone: 608-850-5992	Weekdays-Mon-Fri-\$45R/\$75 NR Weekends-Sunday \$85R/\$140NR Weekends-Fri Evening & Sat.- \$140R/\$190NR	Not noted	Capacity 60	4 Hour Time Limit Weekdays & 6 Hour time limit on Weekends Over the 4 hour time limit \$25 per additional hour & Over the 6 hr limit \$50 per additional hour.	No Community Room B also can hold up to 60 people. The room is equipped with a roll down screen. This allows movies to be shown as well as slideshows. There is also a sink in this room, which allows for easy clean up if there is an art class taking place in this room, or something to that effect.

Waunakee Village Center-Community Room C	333 S. Madison St. Waunakee, WI 53597	Phone: 608-850-5992	Weekdays-Mon-Fri-\$45R/\$75NR Weekends-Sunday \$85R/\$140NR Weekends-Fri Evening & Sat.-\$140R/\$190NR	Not noted	Capacity 60	4 Hour Time Limit Weekdays & 6 Hour time limit on Weekends Over the 4 hour time limit \$25 per additional hour & Over the 6 hr limit \$50 per additional hour.	Yes Weekdays & Weekends-Sun-\$35R/50NR Weekends Fri. Eve & Sat.-\$50R/\$100NR If catered 10% of total bill. Takes place of kitchen fee.	Community Room C also holds up to 60 people. There is also a screen in this room between the two doors in this picture. This room has a kitchen attached to it so people prepare food for an event if you wish.
Waunakee Village Center- Conference Room	333 S. Madison St. Waunakee, WI 53597	Phone: 608-850-5992	Weekdays-Mon-Fri-\$20R/\$30NR Weekends-Sunday \$20R/\$30NR Weekends-Fri Evening & Sat.-\$20R/\$30NR	Not noted	Capacity 14 16 x 13	4 Hour Time Limit Weekdays & 6 Hour time limit on Weekends Over the 4 hour time limit \$25 per additional hour & Over the 6 hr limit \$50 per additional hour.	No	There is a small conference room that is furnished with one conference table and 8 chairs at the table. This room is used for a number of activities. If the employees of the Village Center are not using the room, it is free for othersto use. There are eight chairs currently in the conference room, however, more can be to seat to 14 comfortably. This room is also used for committeemeetings. The room is 16 feet by 13 feet.
Waunakee Village Center- Computer Room	333 S. Madison St. Waunakee, WI 53597	Phone: 608-850-5992	Not Noted	Not noted	Capacity 14 28 x 17	4 Hour Time Limit Weekdays & 6 Hour time limit on Weekends Over the 4 hour time limit \$25 per additional hour & Over the 6 hr limit \$50 per additional hour.	No	This room is used for computer classes and is available for rental on a limited basis. MATC offers classes that are taken in this room; they offer basic computer classes for beginners, digital scrapbook classes, Spanish classes, and much more! This room is 28 feet by 17 feet.
Waunakee Village Center- Studio	333 S. Madison St. Waunakee, WI 53597	Phone: 608-850-5992	Weekdays-Mon-Fri-\$30R/\$60 NR Weekends-Sunday \$40R/\$65NR Weekends-Fri Evening & Sat.-\$50R/\$75NR	Not noted	Depends on the activity 38 x 27	4 Hour Time Limit Weekdays & 6 Hour time limit on Weekends Over the 4 or 6 hour time limit \$25 per additional hour	No	This room is designed for group exercise classes, dance, martial arts and other fitness activities, equipped with hard wood floors, mirrored walls and a stereo system. The capacity of the room will depend upon the activity. This room will be mainly used for Village Center activities but may be rented based on availability. The room is 38 feet by 27 feet.
Waunakee Village Center- KidCare	333 S. Madison St. Waunakee, WI 53597	Phone: 608-850-5992	Exact Fee not noted	Not noted	14 x 20		No	This is a service offered so that parents can come and participate in both classes or just work out and have a safe and exciting place to pass a couple hours. This room is 14 feet by 20 feet. This room is filled with toys donated by citizens of Waunakee. There is a small fee for this service, daily or monthly.
Waunakee Village Center- Regulation Size Gym	333 S. Madison St. Waunakee, WI 53597	Phone: 608-850-5992	Weekdays-Mon-Fri-\$40R/\$60NR Weekends-Sunday \$40R/\$600NR Weekends-Fri Evening & Sat.-\$40R/\$60NR	Not noted	80 x 100	Per Hour	No	The gymnasium is dividable into two ¼ courts and may be rented as a full court, or half court. This space is very multi-functional and may be used for a variety of sports and activities. The gym is 80 feet by 100 feet and highlights include: <input checked="" type="checkbox"/> Built in Soccer Goals and Rounded Gym Corners for Indoor Soccer <input checked="" type="checkbox"/> Benches behind Half Wall <input checked="" type="checkbox"/> Batting/Golf Cages <input checked="" type="checkbox"/> Built in Volleyball Nets <input checked="" type="checkbox"/> Built in Tennis Nets <input checked="" type="checkbox"/> Divider to split Gymnasium in half <input checked="" type="checkbox"/> Basketball Courts with Capability to lower Baskets <input checked="" type="checkbox"/> All Equipment Available <input checked="" type="checkbox"/> Scoreboard
Waunakee Village Center-Large Rooms - Community Rooms A & B, B & C, or A, B & C	333 S. Madison St. Waunakee, WI 53597	Phone: 608-850-5992	Weekdays-Mon-Fri-\$125R/\$220NR Weekends-Sunday \$280R/\$450NR Weekends-Fri Evening & Sat.-\$450R/\$600NR	Not noted	Not noted	4 Hour Time Limit Weekdays & 6 Hour time limit on Weekends Over the 4 or 6 hour time limit \$25 per additional hour	Yes Weekdays & Weekends-Sun-\$35R/50NR Weekends Fri. Eve & Sat.-\$50R/\$100NR If catered 10% of total bill. Takes place of kitchen fee.	

Alcohol Service Fees 333 S. Madison St. Waunakee, WI 53597 Phone: 608-850-5992

Weekdays & Weekends-Sun.-2 rooms-\$75 / 3 rooms \$100
Weekends-Fri. Eve & Sat.- 2 rooms-\$100 / 3 rooms-\$150

Not noted

Charged to renters serving alcohol without the use of our bar vendor



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

MEMORANDUM

To: Sussex Park and Recreation Board

Cc: Casey Griffiths, Administrative Services Director

From: Sasha Snapp, Parks and Recreation Director

Re: Badger Baseball Academy Field Rental Contract

Date: August 12, 2016

Josh Stoffel from Badger Baseball Academy is looking to use a baseball field for several dates in the months of August and September for fall baseball practice. Due to shortage of staff, we have made him aware that we will not be able to provide the portable mound and he is fine with that.

Staff recommends approval of the contract as presented.

Permit Contract

Sussex Recreation Department
 W240N5765 Maple Ave
 Sussex, WI 53089
 Phone: (262) 246-6447
 FAX: (262) 246-6337
 Email: recinfo@villagesussex.org

Permit #1176, Approved
 Aug 12, 2016 4:05 PM



Josh Stoffel
 12356 W. Holt Ave
 West Allis, WI 53227
 Email: jstoffel@badgerbaseballacademy.com

Customer Type: General Public
 Prepared By: Kim Angelroth

Customer ID: 15204
 Home: (920) 948-5499

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$140.00	\$0	\$0	\$140.00	\$100.00	\$0	\$0	\$0	\$240.00

RESERVATIONS

Event		Resource		Center		Notes
Badger Baseball Type: Baseball Diamond Rental Attend/Qty: 30		Armory Park - Ball Diamond #1		Armory Park W237N5930 Maple Ave. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Wednesday	Aug 24, 2016	4:00 PM	3 hours	Aug 24, 2016 at 7:00 PM		
Thursday	Aug 25, 2016	4:00 PM	3 hours	Aug 25, 2016 at 7:00 PM		
Tuesday	Aug 30, 2016	4:00 PM	3 hours	Aug 30, 2016 at 7:00 PM		
Wednesday	Aug 31, 2016	4:00 PM	3 hours	Aug 31, 2016 at 7:00 PM		
Thursday	Sep 1, 2016	4:00 PM	3 hours	Sep 1, 2016 at 7:00 PM		
Tuesday	Sep 6, 2016	4:00 PM	3 hours	Sep 6, 2016 at 7:00 PM		
Wednesday	Sep 7, 2016	4:00 PM	3 hours	Sep 7, 2016 at 7:00 PM		
Thursday	Sep 8, 2016	4:00 PM	3 hours	Sep 8, 2016 at 7:00 PM		
Tuesday	Sep 13, 2016	4:00 PM	3 hours	Sep 13, 2016 at 7:00 PM		
Wednesday	Sep 14, 2016	4:00 PM	3 hours	Sep 14, 2016 at 7:00 PM		
Thursday	Sep 15, 2016	4:00 PM	3 hours	Sep 15, 2016 at 7:00 PM		
Tuesday	Sep 20, 2016	4:00 PM	3 hours	Sep 20, 2016 at 7:00 PM		
Wednesday	Sep 21, 2016	4:00 PM	3 hours	Sep 21, 2016 at 7:00 PM		
Thursday	Sep 22, 2016	4:00 PM	3 hours	Sep 22, 2016 at 7:00 PM		
Summary						Notes
Total Number of Dates: 14						--
Total Time: 42 hours						

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
		\$10.00	14.00	--	\$140.00

Armory Park - Ball Diamond #1 Rental Fee	Badger Baseball #1176 Armory Park - Ball Diamond #1
--	--

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Armory Park - Ball Diamond #1 Security Deposit	Badger Baseball #1176 Armory Park - Ball Diamond #1	\$100.00	\$0	\$0	\$0	\$100.00

DISCLAIMERS

CLEAN-UP, TRASH & RECYCLABLE REMOVAL POLICY-IMPORTANT!

RESERVATIONS

All organized groups shall reserve a facility, field or court before utilizing any Village of Sussex facility, field or court. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

FEES & DEPOSITS

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of park facilities. Non-profit and fund raising events are required to pay fees just like all other groups.

LIMITS TO RESERVATION TIME

All parks & facilities close at 11:00 p.m. Programs sponsored by the Village of Sussex take precedence over private reservations. The Village does not guarantee privacy to any group. No reservations are accepted for Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day. Reservations are made for a specific time frame. Set-up and clean-up times must be included in the scheduled time. The Community Center may be used without the requirement of a rental fee (deposit required) on a weekday afternoon if available. However, the rental event must be open to the public and free of charge. To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through permit.

LIMITS ON USE OF FACILITIES

Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park & Facility Rental Permit process.

Smoking is prohibited inside all enclosed Village-owned public buildings. All smoking refuse must be disposed of safely & properly into the appropriate trash containers, as to not litter.

No person, except a sheriff, police officer or their deputies, or a member of the Military in the line of duty shall enter or remain in any part of a building owned, occupied or controlled by the Village of Sussex while carrying a firearm or any weapon. Violations of these prohibitions may be punishable by law.

There will be no parking on the grass; or vehicles driven on the grass, unless otherwise agreed upon & written into the permit.

Groups of young people under 18 are required to have the permit signed by a sponsoring adult who must be present during the entire duration of the rental. Additional security may be required and would be a cost incurred by the renter.

The Village is not responsible for private equipment or material used in a park facility.

All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacles.

Charcoal must be properly disposed of in the labeled containers at Sussex Village Park.

Facility decorations may exist & must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.

All activities must follow Chapter 19 of the Village Code. All announcements, press releases, flyers, etc. related to groups using a Sussex facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

ACTIVITIES REQUIRING PARK BOARD APPROVAL

Large events, overnight camping, fires not in approved grills, fundraising, driving/parking automobiles on the grass, and soliciting/selling.

YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

Youth organizations within the Hamilton School District may use the Lion's Building at Village Park free of charge for weekly, biweekly, or monthly meetings with Park Board approval. All other park and recreation buildings will require the appropriate fee if rented. To be considered a youth organization, groups must consist of school aged children (examples: Boy Scouts, Girl Scouts, 4-H Club). Also, the group must have an adult supervisor at all meetings. All groups must fill out a Park/Facility Rental Permit Form at the beginning of the calendar year (January 1). Groups must pay a \$100 deposit at the time of the rental request. The deposits may be transferred to the next year upon request.

Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Park and Recreation Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Director of Recreational Services at 262-246-6447.

KEY & DEPOSIT REFUND POLICY Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 2-4 weeks after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key must be picked up & returned to the Community Center Monday-Friday, 8:00 a.m.-5:00 p.m. Failure of the responsible party to pick up the key and village staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Community Center the next business day after the reservation, during business hours. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

CANCELLATION POLICY Cancellations will be issued ONLY if the department is notified in writing 30 days or more prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible arrangements can be made for another date, or a refund may be issued minus an administrative fee. All Village activities (i.e. youth sports, special events) supercede any outside reservation. All reservations are subject to review.

RETURNED CHECKS

Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-payable submission and pays the accrued service charges in full.

TAX EXEMPT

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the reservation request. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

FACILITY PROBLEMS

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you **MUST** call the Village's on-call employee **IMMEDIATELY** at 414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

SET-UP & CLEAN-UP

The open air shelter electricity is located in the rafters of each shelter. If the use of the electricity is requested on permit application, it is the responsibility of the renter to bring a ladder & extension cords to reach the electrical outlets located in the rafters of each shelter.

Village Park outdoor water spigots are available near the shelter(s).

Village Park indoor restroom facilities are open and located in the concession stand. The Lion's Building restrooms are only opened upon request on permit application. Port-a-potties are located throughout the park for public use.

The responsibility for set-up and clean-up is assumed by the group using the facility. The person responsible must see that the procedures listed for cleaning are carried out. To receive the full deposit the responsible party must:

assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.

Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

CUSTOM QUESTIONS

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	No
Will you be selling alcoholic beverages?	No

WAIVERS

Facility Liability Waiver

Due Date: Aug 24, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties.

This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

Signature: _____

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.