



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

**AGENDA
VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
TUESDAY, SEPTEMBER 20, 2016
6:30 PM
WEYER PARK, N64W23760 MAIN STREET
SUSSEX, WI 53089**

****Please note the Weyer Park location for the meeting this month.****

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 August 16, 2016 meeting minutes.
5. Consideration and possible action on the Mount Cavalry Cross Country contract for September 28.
6. Consideration and possible action on the changes to the rental policies.
7. Parks and Recreation Board Chair election.
8. Civic Campus Update
9. Deputy Director Report
10. Director Report
11. Topics for future agenda items

12. 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, August 16, 2016

Meeting called to order: 6:33 p.m.

Members Present: Chairman Bob Fourness, Trustee Wendy Stallings, Don Spenner, Chris Prange-Morgan and Kelly Tetting.

Members Absent: Melissa Gierach and Anne Golding.

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 July 19, 2016 meeting.

A motion was made by Spenner, seconded by Prange-Morgan to approve the minutes.
Motion carried.

Consideration and possible action on the proposed Civic Center Rental Fees.

Discussion was held. Chairman Fourness brought up, coming up with a plan for the other building users to rent the facilities. Staff will be bringing back changes to the policy reflecting that sentiment. A motion by Spenner, seconded by Stallings to recommend that the Village Board approve the fees as presented with the discussed changes. Motion carried.

Consideration and possible action on the Badger Baseball Academy baseball field rental contract.

Discussion was held. A motion by Stallings, seconded by Prange-Morgan to recommend that the Village Board approve the contract as presented. Motion carried.

Civic Campus Update report was given by Director Griffiths. 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 September meeting at Weyer Park and there will be a chairman election.

A motion was made by Spenner, seconded by Prange-Morgan adjourn the meeting at 7:23pm.
Motion carried.

Minutes respectfully submitted by,

Sasha Snapp
Parks and Recreation Director



Permit Contract

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

Permit #1180, Approved
 Aug 16, 2016 2:55 PM



Customer Type: General Public
 Prepared By: Kristy Pralle

Gregory Rebernick
 1941 Madison St.
 Waukesha, WI 53188
 Email: grebernick@mountcalvarywaukesha.org

Customer ID: 15230
 Home: (262) 547-6740

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$280.00	\$0	\$0	\$280.00	\$400.00	\$0	(\$680.00)	\$0	\$0

RESERVATIONS

Event		Resource		Center		Notes
Mount Calvary Cross Country Meet #1180 Type: Special Event Attend/Qty: 400		Village Park Disc Golf Course		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		Notes
Day	Date					
Wednesday	Sep 28, 2016	2:30 PM	3 hours, 15 minutes	Sep 28, 2016 at 5:45 PM		
Summary						Notes
Total Number of Dates: 1						--
Total Time: 3 hours, 15 minutes						

RESERVATIONS

Event		Resource		Center		Notes
Mount Calvary Cross Country Meet #1180 Type: Special Event Attend/Qty: 400		Village Park Green Lawn Space		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		Notes
Day	Date					
Wednesday	Sep 28, 2016	2:30 PM	3 hours, 15 minutes	Sep 28, 2016 at 5:45 PM		
Summary						Notes
Total Number of Dates: 1						--
Total Time: 3 hours, 15 minutes						

RESERVATIONS

Event		Resource		Center		Notes
Mount Calvary Cross Country Meet Type: Special Event Attend/Qty: 100		Village Park Lion's Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		Notes
Day	Date					
Wednesday	Sep 28, 2016	2:30 PM	3 hours, 15 minutes	Sep 28, 2016 at 5:45 PM		

Summary	Notes
Total Number of Dates: 1 Total Time: 3 hours, 15 minutes	--

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Disc Golf Course Tournament Rental Fee	Mount Calvary Cross Country Meet #1180 Village Park Disc Golf Course	\$100.00	1.00	--	\$100.00
Lion's Open Air Shelter Rental Fee	Mount Calvary Cross Country Meet #1180 Village Park Green Lawn Space	\$155.00	1.00	--	\$155.00
Village Park Open Space Area	Mount Calvary Cross Country Meet #1180 Village Park Green Lawn Space	\$25.00	1.00	--	\$25.00

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Disc Golf Course League Security Deposit	Mount Calvary Cross Country Meet #1180 Village Park Green Lawn Space	\$400.00	\$0	\$400.00	\$0	\$0

Payments and Refunds

Receipt #	Date	Charge Description	Resource Event	Payment
1009314.002	Aug 16, 2016	Disc Golf Course Tournament Rental Fee	Village Park Disc Golf Course Mount Calvary Cross Country Meet #1180	\$100.00
1009313.002	Aug 16, 2016	Disc Golf Course League Security Deposit	Village Park Green Lawn Space Mount Calvary Cross Country Meet #1180	\$400.00
1009314.002	Aug 16, 2016	Lion's Open Air Shelter Rental Fee	Village Park Green Lawn Space Mount Calvary Cross Country Meet #1180	\$155.00
1009314.002	Aug 16, 2016	Village Park Open Space Area	Village Park Green Lawn Space Mount Calvary Cross Country Meet #1180	\$25.00

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.).

: These restrooms are accessible from the outside of the building and are only available upon request. There is no charge for access to these restrooms. Concession stand restrooms at Village Park and Armory Park and port-a-johns are available without special request at most parks.

There is no charge for the use of these restroom facilities unless additional port-a-johns or additional maintenance are needed in which a fee will be determined and added to the rental.

WORKFLOW STAGES

Description	Status	Event
Administrative Approval	Approved	Mount Calvary Cross Country Meet #1180

CUSTOM QUESTIONS

Question	Answer
Do you want access to the Lion's Building restrooms?	Yes

WAIVERS

Facility Liability Waiver

Due Date: Sep 28, 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: _____

Statement of Liability and Understanding

Due Date: Sep 28, 2016

The undersigned, participant (adult), parent/guardian or a designee do hereby understand that I have registered the individuals herein to participate in the aforementioned activities. I further agree to completely indemnify and hold harmless the Village of Sussex and its employees, officers and agents from and against any and all liability. I understand the requested programs, like all activity, has some inherent risk involved. Furthermore, the individuals named herein are in good physical condition appropriate for the stated activity and the participants assume full responsibility for injuries incurred while taking part in an activity. No accident insurance is provided by the Village of Sussex. I have read and agree to the registration and related policies, procedures and/or guidelines. I understand that any intentional misrepresentation about residency or age will result in removal from programming (forfeiting all fees/costs). I agree to provide proof of residency upon request. I read the enclosed and accept. By signing this, I agree to comply with the Code of Conduct policy set forth by the Village of Sussex and will accept the ramifications should I not adhere to it. By signing this form, you are stating that you understand the importance of recognizing and responding to the signs, symptoms and behaviors of a concussion or head injury and have read the Parent Concussion and Head Injury information on the Village of Sussex website. I agree that my child must be removed from practice/play if a concussion is suspected and seek medical treatment. Adult Participant, Parent/Guardian, or an Adult Designee Signature is required for this registration to be valid.

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.

Sussex Parks & Recreation Department W240
N5765 Maple Ave., Sussex, WI 53089
recinfo@villagesussex.org
Tel. 262.246.6447 Office 262.246.6337 Fax
Email: recinfo@villagesussex.org

Methods of Payment
Visa, MasterCard, Discover Card, Other

Have Questions?
Online Registration FAQs

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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 Policy Changes

Date: September 12, 2016

As the opening of the new Civic Center building gets closer, we will have several new rental opportunities for the community. With those changes in spaces, staff is recommending some minor changes to our rental policy to reflect the uses of the new building. In addition, with the increased number of Civic Center facilities we have available to rent, we will now have two different forms, one for the Civic Center and another for Park Facilities. The Park Facilities form will reflect the suggested changes to the policy and the Civic Center will not only reflect those changes but also changes to the items that are only applicable to outdoor uses.

Proposed changes to current policy:

LIMITS TO RESERVATION TIME

- All parks close at 9 pm with the exception of Village Park and Armory Park which close at 11 pm. Our indoor facilities can be rented until 11 pm.
- Programs and facility needs of the Village of Sussex, Village Board/Committees, and the Pauline Haass Library/Committees take precedence over private reservations. In the event a Village need conflicts with an already approved reservation, an alternate will be provided. If that alternative does not meet the expectations of the renter, a refund will be given.
- Tenants of the Civic Center building (i.e. SOS, Historical Society, Chamber of Commerce) will have free use of the first floor meeting room and second floor conference room.
- The Village can not guarantee privacy to any group.
- Reservations may be limited on 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 time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled rental 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 contract.
- ~~Off - Peak times are Friday evenings from 4 pm - 11pm at the Community Center. If permitted to rent the Community Center or Lion's Building, renters may pay a \$25 per day discounted rate. Only one discount will apply per rental.~~

HOW TO APPLY

Make your reservation online by clicking on the link on the Village of Sussex webpage at www.villagesussex.org to fill out the form and pay or complete the rental permit form and submit it with the required fees and deposits to the Parks and Recreation Department. The reservation must be submitted at least five (5) business days prior to the reservation date. Reservations are processed on a first-come, first-serve basis and/or with respect to the priority system that has been established. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the contract. Reservation requests for the months of January - March for enclosed facilities will be accepted the first working day in November. All other reservations can be made starting the first working day in January. Requests to hold large reoccurring special events or weddings may be submitted prior to the first working day in January, however no earlier than two years prior to the event date. These events may need approval from the Park and Recreation Board. All rental fees include Wisconsin sales tax (where applicable).

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 30 days 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 can be picked up at the Civic Center during normal business hours. Failure of the responsible party to pick up the key and 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 Civic Center the next business day during the hours of 8:00 a.m. - 5:00 p.m. 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 Parks and 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. Rain cancellations can be rescheduled at no cost. All Village activities (i.e. youth sports, special events, **special board meetings**) supersede any outside reservation. All reservations are subject to review.

SET-UP & CLEAN-UP

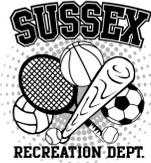
The responsibility for set-up and clean-up is assumed by the group using the facility **for all locations with the exception of an evening Board Room rental**. Failure to do so will result in loss of deposit as outlined in our Deposit Refund Policy. The person responsible must see that the procedures listed for cleaning are carried out, including but not limited to the following:

- Assume responsibility for the contents and security of the building. 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 in the next morning to clean-up. Renters must bag and remove all garbage from the cans and deposit the trash and/or recyclables into the appropriate dumpsters that are provided at each location.
- Sweep the floor of the facility, wipe the tables and surfaces after use, and clean up and mop/vacuum any stains or spills. Janitorial supplies are available for use (sink, paper towels, broom, mop, etc.)

Village of Sussex Civic Center Facility Rental Application



N64 W23760 Main Street
Sussex, WI 53089
Office: (262) 246-5200 Fax: (262) 246-5222
info@villagesussex.org www.villagesussex.org



Contact Information

Renter or Responsible Party _____

Home/Cell Phone _____ **Email** _____

Address _____ **City/Zip** _____

Rental Information

Event Date _____ **Event Type** _____

Arrival Time _____ **Departure Time** _____
(include set-up time) *(include clean-up time)*

Estimated Attendance _____ **Fees: Resident (R)** _____ **Non-Resident (NR)** _____
(please check one)

Rental Fees

Check, cash and credit card are accepted (checks payable to: **Village of Sussex**). A convenience fee will be added to transactions completed online. Fees and deposits must be paid at the time of reservation.

Parks & Rec Multipurpose - A

- Capacity (100)
- _____ \$150 Deposit Required
- _____ \$150 Rental Fee - 4 hrs (R)
- _____ \$188 Rental Fee - 4 hrs (NR)
- _____ \$40/additional hour (R)
- _____ \$50/additional hour (NR)
- _____ \$50 Add on Kitchen (R)
- _____ \$63 Add on Kitchen (NR)

Parks & Rec Multipurpose - BC

- Capacity (200)
- Gymnasium Type Space**
- _____ \$150 Deposit Required
- _____ \$75 Rental Fee - 2 hrs (R)
- _____ \$94 Rental Fee - 2 hrs (NR)
- _____ \$150 Rental Fee - 4 hrs (R)
- _____ \$188 Rental Fee - 4 hrs (NR)
- _____ \$40/additional hour (R)
- _____ \$50/additional hour (NR)
- _____ \$50 Add on Kitchen (R)
- _____ \$63 Add on Kitchen (NR)

Parks & Rec Multipurpose - ABC

- Capacity (300)
- _____ \$150 Deposit Required
- _____ \$300 Rental Fee - 4 hrs (R)
- _____ \$375 Rental Fee - 4 hrs (NR)
- _____ \$80/additional hour (R)
- _____ \$100/additional hour (NR)
- _____ \$50 Add on Kitchen (R)
- _____ \$63 Add on Kitchen (NR)

1st Floor Meeting Room

- Capacity (12-18)
- _____ \$150 Deposit Required
- _____ \$40 Rental Fee - 2 hrs (R)
- _____ \$50 Rental Fee - 2 hrs (NR)
- _____ \$75 Rental Fee - 4 hrs (R)
- _____ \$94 Rental Fee - 4 hrs (NR)
- _____ \$18/additional hour (R)
- _____ \$23/additional hour (NR)
- _____ \$20 flat fee during business hours

2nd Floor Conference Room

- Capacity (12-18)?
- _____ \$150 Deposit Required
- _____ \$40 Rental Fee - 2 hrs (R)
- _____ \$50 Rental Fee - 2 hrs (NR)
- _____ \$75 Rental Fee - 4 hrs (R)
- _____ \$94 Rental Fee - 4 hrs (NR)
- _____ \$18/additional hour (R)
- _____ \$23/additional hour (NR)
- _____ \$20 flat fee during business hours

Yoga/Dance Room

- Capacity (Not listed on plan)
- No food/beverages allowed**
- _____ \$150 Deposit Required
- _____ \$40 Rental Fee - 2 hrs (R)
- _____ \$50 Rental Fee - 2 hrs (NR)
- _____ \$75 Rental Fee - 4 hrs (R)
- _____ \$94 Rental Fee - 4 hrs (NR)
- _____ \$18/additional hour (R)
- _____ \$23/additional hour (NR)

Library Multipurpose Room

- Capacity (210)
- _____ \$150 Deposit Required
- _____ \$150 Rental Fee - 4 hrs (R)
- _____ \$188 Rental Fee - 4 hrs (NR)
- _____ \$40/additional hour (R)
- _____ \$50/additional hour (NR)

Board Room w/ patio (End by 2 pm)

- Capacity (240 Board Room, 190 Patio)
- _____ \$200 Deposit Required
- _____ \$75 Rental Fee - per hour (R)
- _____ \$94 Rental Fee - per hour (NR)
- _____ \$100 Add on Patio Set Up

Board Room w/ patio (After 2 pm)

- Capacity (240 Board Room, 190 Patio)
- Set-up and cleaning included**
- _____ \$200 Deposit Required
- _____ \$400 Rental Fee - 4 hrs (R)
- _____ \$500 Rental Fee - 4 hrs (NR)
- _____ \$100/additional hour (R)
- _____ \$125/additional hour (NR)
- _____ \$100 Add on Patio Set Up

_____ \$15 Alcohol Beverage Permit
(see page 2 for details)

TOTAL FEES: _____

Special Requirements

\$15 Beer/Beverage Permit: Village ordinances stipulate that the consumption of liquor will be allowed in any Village park/facility by permit only. Checking this section on the Park/Facility Rental Permit will request your desire for a beer/beverage permit and will inform the staff to issue/deny permission to issue a permit. All individuals requesting the beer/beverage permit must be 21 years old or older. Proof required. The issuance of the permit will be incorporated into this contract for signature. No other documents will be issued.

If applicable to this application, sales of alcoholic beverages are regulated by the State of Wisconsin and the Village. Groups who would like to sell beer or wine must be bonafide clubs, fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least 6 months. Renters must comply with all relevant state statutes and municipal ordinances. The Village Clerk's office must be contacted to obtain appropriate rules and regulations regarding sales and service, as it relates to the sales of alcoholic beverages and permit applications must be submitted no later than thirty (30) days prior to the exhibition.

Birthdate _____

Driver's License # _____

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex, as stated on page three and four of this document. 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. Upon approval, a permit will be issued to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Individuals must be a least 18 years of age to request a rental permit.

Renter's Signature

Renter's Name (please print)

Date

Payment Method
(Check all that apply.)

- Checks Payable to:
Village of Sussex
- Cash
- Gift Certificate
- Credit Card

If for any reason payment is returned as "not payable" a service fee of \$30 is charged for each returned submission. Full payment plus accrued service fees must be paid in full to become registered.

Required Information for Credit Card Transactions (write legibly)

Circle One: Visa MasterCard Discover American Express **Total Amount:** \$ _____

Card #: _____ **Expiration Date:** _____

Entire **name is it appears on the credit card** (please print legibly):

I Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.

Signature (REQUIRED): _____

(This portion of the form will be destroyed after transaction is complete.)

General Rental Regulations

RESERVATIONS

All groups shall make a reservation before utilizing Civic Center rooms. To guarantee facility availability all 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 facilities. Non-profit and fund raising events are required to pay fees. Fees may be invoiced at the discretion of the Village, depending on the type, size and duration of the event.

LIMITS TO RESERVATION TIME

- Hours for rentals: Sunday through Thursday (8am - 8pm), Friday through Saturday (8am - 11 pm)
- Programs and facility needs of the Village of Sussex, Village Board/Committees, and the Pauline Haass Library/Committees take precedence over private reservations. In the event a Village need conflicts with an already approved reservation, an alternate will be provided. If that alternative does not meet the expectations of the renter, a refund will be given.
- Tenants of the Civic Center (i.e. Sussex Outreach Services, Historical Society, Chamber of Commerce) will have free use of the first floor meeting room and second floor conference room between hours of 8:00 a.m.—5:00 p.m.
- The Village can not guarantee privacy to any group.
- Reservations may be limited on 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 time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled rental time.
- To keep facilities accessible, renters may reserve facilities for a limit of two times a month unless otherwise allowed through contract.

LIMITS ON USE OF FACILITIES

- Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Administrative Services Department.
- Smoking is prohibited inside all Village buildings. Violations of these prohibitions may be punishable by law. All smoking refuse must be disposed of properly into the appropriate trash containers outside the building, as to not litter.
- Groups that include children who are under age 18 are required to have the rental contract signed by a sponsoring adult who must be present during 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 Village of Sussex facility.
- To preserve our facility, the use of glue, tape, tacks, nails, staples, confetti, glitter or similar products are prohibited. Decorations are not allowed to be adhered on walls or windows.
- Candles must be dripleless and enclosed in a glass container of sufficient height to cover potential flame.
- Any facility decorations 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 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 THAT NEED PARK BOARD APPROVAL—These events are required to complete a special event rental form along with this application.

- Events open to the public
- Rentals consisting of more than two days per month
- Rentals that will involve soliciting/selling or for fundraising

General Rental Regulations

HOW TO APPLY

Make your reservation online by clicking on the link on the Village of Sussex webpage at www.villagesussex.org to fill out the form and pay or complete the rental permit form and submit it with the required fees and deposits to the Village of Sussex. The reservation must be submitted at least five (5) business days prior to the reservation date. Reservations are processed on a first-come, first-serve basis and/or with respect to the priority system that has been established. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the contract. Reservation requests for the months of January - March for enclosed facilities will be accepted the first working day in November. All other reservations can be made starting the first working day in January. Requests to hold large reoccurring special events or weddings may be submitted prior to the first working day in January, however no earlier than two years prior to the event date. These events may need approval from the Park and Recreation Board. All rental fees include Wisconsin sales tax (where applicable).

KEY & DEPOSIT REFUND POLICY: Providing no damage 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 30 days 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 can be picked up at the Civic Center during normal business hours. Failure of the responsible party to pick up the key and 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 Civic Center no later than the next business day. A drop box in the vestibule is accessible after 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. All Village activities (i.e. youth sports, special events, special board meetings) supersede 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. Participants will be removed from reservation list until the issuer "makes good" on the amount of the returned checks and pays the accrued service charges in full.

TAX EXEMPT: If your group is tax-exempt, a Wisconsin Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the final signed contract. 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 day's event, contact the Civic Center at 262-246-5200. If the problem occurs when the office is closed, please call the **Village's on-call employee immediately at 414-587-1965.**

SET-UP & CLEAN-UP

The responsibility for set-up and clean-up is assumed by the group using the facility for all locations with the exception of an evening Board Room rental. Failure to do so will result in loss of deposit as outlined in our Deposit Refund Policy. The person responsible must see that the procedures listed for cleaning are carried out, including but not limited to the following:

- Assume responsibility for the contents and security of the building. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.
- Leave the facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early in the next morning to clean-up. Renters must bag and remove all garbage from the cans and deposit the trash and/or recyclables into the appropriate receptacles that are provided at each location.
- Sweep the floor of the facility, wipe the tables and surfaces after use, and clean up and mop/vacuum any stains or spills. Janitorial supplies are available for use (sink, paper towels, broom, mop, etc.)

Facility Deposit Return Policy

A portion of the rental deposit may be kept if a facility is damaged or not cleaned appropriately after a rental. If any or all of the deposit is kept, an invoice will be sent to the renter itemizing the fees taken from the deposit and any remaining deposit will be returned. If itemized fees exceed the deposit, the Village will determine if the renter will be responsible for the additional amount based on the condition of the facility.

Key Deposit

Failure to return key	\$25
Failure to pick up key during business hours and staff was contacted for key	\$50

Trash Deposit

Failure to empty trash receptacles	\$50
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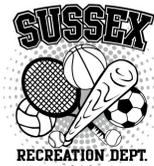
General Clean-up Fees

Clean-up per hour on a weekday between 7:00 a.m. and 3:30 p.m.	\$40
*Clean-up per hour on a weeknight after 3:30 p.m. or weekend anytime	\$60
<i>*2 hour minimum</i>	

Village of Sussex Park Facility Rental Application



N64 W23760 Main Street
Sussex, WI 53089
Office: (262) 246-5200 Fax: (262) 246-5222
info@villagesussex.org www.villagesussex.org



Contact Information

Renter or Responsible Party _____

Home/Cell Phone _____ **Email** _____

Address _____ **City/Zip** _____

Rental Information

Event Date _____ **Event Type** _____

Arrival Time _____ **Departure Time** _____
(include set-up time) *(include clean-up time)*

Estimated Attendance _____

Rental Fees

Check, cash and credit card are accepted (checks payable to: **Village of Sussex**). A convenience fee will be added to transactions completed online. Fees and deposits must be paid at the time of reservation.

\$100 SECURITY DEPOSIT REQUIRED WITH ALL RENTALS

Park Open Air Shelters

- _____ \$155 Village Park Lion's Open Air Shelter (Cap. 240)
- _____ \$55 Village Park Early Days Open Air Shelter (Cap. 40)
- _____ \$80 Village Park North Open Air Shelter (Cap. 60)
- _____ \$55 Armory Park Open Air Shelter (Cap. 40)

Enclosed Facilities

- _____ \$100 Village Park Lion's Building (Cap. 40)
- _____ \$50 Armory Concession Stand

Alcoholic Beverage Permit

- *see page 2 for details*
- _____ \$15 Beer Permit Fee per day

Disc Golf & Softball - Tournaments and Leagues

- _____ \$100 Tournament/Closure for special event
- _____ \$25 League (3 hour period per facility per day)

Non-designated Field Rental/Open Space

- *Approval needed*
- _____ \$25 Field Rental/Open Space (max of \$100)

Soccer Fields (3 hour period per rental)

- _____ \$25 Armory #1-6 _____ \$5 Armory #7

Baseball Diamonds (3 hour period per field)

- _____ \$10 Village Park #1 South
- _____ \$10 Village Park #2 Central
- _____ \$10 Village Park #3 North
- _____ \$10 Village Park Lighted Diamond
- _____ \$10 Lights for Lighted Diamond (fee/day)
- _____ \$10 Hardball Diamond
- _____ \$10 Armory Park #1
- _____ \$10 Armory Park #2
- _____ \$10 Armory Park #3
- _____ \$10 Armory Park #4 (T-ball/Little League)
- _____ \$15 Field Prep Per Diamond

Tennis Courts (fee per court)

- _____ \$10 Village Park #1
- _____ \$10 Village Park #2
- _____ \$10 Melinda Weaver #1
- _____ \$10 Melinda Weaver #2

Volleyball Courts (fee per court)

- _____ \$10 Village Park #1
- _____ \$10 Village Park #2
- _____ \$10 Armory Park #1

FEES + SECURITY DEPOSIT =

General Rental Regulations

RESERVATIONS

All organized groups shall reserve a field/court before utilizing Village of Sussex facilities. 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 facilities. Non-profit and fund raising events are required to pay fees just like all other groups. Water available from an outside faucet at the Lion's Building and the Lion's Den only. Fees may be invoiced at the discretion of the Village, depend on the type, size and duration of the event.

LIMITS TO RESERVATION TIME

- All parks close at 9 pm with the exception of Village Park and Armory Park which close at 11 pm. Our indoor facilities can be rented until 11 pm.
- Programs and facility needs of the Village of Sussex, Village Board/Committees, and the Pauline Haass Library/Committees take precedence over private reservations. In the event a Village need conflicts with an already approved reservation, an alternate will be provided. If that alternative does not meet the expectations of the renter, a refund will be given.
- The Village can not guarantee privacy to any group.
- Reservations may be limited on 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 time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled rental time.
- To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through contract.

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 Request process.
- Smoking is prohibited inside all Village public buildings. Violations of these prohibitions may be punishable by law. All smoking refuse must be disposed of properly into the appropriate trash containers, as to not litter.
- There will be no parking on the grass or vehicles driven on the grass; unless otherwise agreed upon.
- Groups of young people under 18 are required to have the rental contract signed by a sponsoring adult who must be present during 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 Village of Sussex 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 receptacle.
- Charcoal must be properly disposed of in the labeled containers.
- Any facility decorations 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 6 of the Village Code.
- All announcements, press releases, flyers, etc. related to groups using a Village of Sussex facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

ACTIVITIES THAT NEED PARK BOARD APPROVAL

Events open to the public, overnight camping, fundraising, driving/parking automobiles on the grass, rentals consisting of more than two days per month 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 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 Request Form at the beginning of the calendar year. 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 Parks 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 Parks and Recreation Director at 262-246-6447.

General Rental Regulations

HOW TO APPLY

Make your reservation online by clicking on the link on the Village of Sussex webpage at www.villagesussex.org to fill out the form and pay or complete the rental permit form and submit it with the required fees and deposits to the Parks and Recreation Department. The reservation must be submitted at least five (5) business days prior to the reservation date. Reservations are processed on a first-come, first-serve basis and/or with respect to the priority system that has been established. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the contract. Reservation requests for the months of January - March for enclosed facilities will be accepted the first working day in November. All other reservations can be made starting the first working day in January. Requests to hold large reoccurring special events or weddings may be submitted prior to the first working day in January, however no earlier than two years prior to the event date. These events may need approval from the Park and Recreation Board. All rental fees include Wisconsin sales tax (where applicable).

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 30 days 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 can be picked up at the Civic Center during normal business hours. Failure of the responsible party to pick up the key and 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 Civic Center by the end of the next business day. The key may be placed in the drop box in the Civic Center vestibule. 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 Parks and 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. Rain cancellations can be rescheduled at no cost. All Village activities (i.e. youth sports, special events, special board meetings) supersede 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. Participants will be removed from reservation list until the issuer "makes good" on the amount of the returned checks and pays the accrued service charges in full.

TAX EXEMPT: If your group is tax-exempt, a Wisconsin Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the final signed contract. 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 day's event, contact the Community Center at 262-246-6447. If the problem occurs the day of the event, please call the **Village's on-call employee immediately at 414-587-1965.**

SET-UP & CLEAN-UP

The responsibility for set-up and clean-up is assumed by the group using the facility for all locations with the exception of an evening Board Room rental. Failure to do so will result in loss of deposit as outlined in our Deposit Refund Policy. The person responsible must see that the procedures listed for cleaning are carried out, including but not limited to the following:

- Assume responsibility for the contents and security of the building. 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 in the next morning to clean-up. Renters must bag and remove all garbage from the cans and deposit the trash and/or recyclables into the appropriate dumpsters that are provided at each location.
- Sweep the floor of the facility, wipe the tables and surfaces after use, and clean up and mop/vacuum any stains or spills. Janitorial supplies are available for use (sink, paper towels, broom, mop, etc.)

Facility Deposit Return Policy

A portion of the rental deposit may be kept if a facility is damaged or not cleaned appropriately after a rental. If any or all of the deposit is kept, an invoice will be sent to the renter itemizing the fees taken from the deposit and any remaining deposit will be returned. If itemized fees exceed the deposit, the Village will determine if the renter will be responsible for the additional amount based on the condition of the facility.

Key Deposit

Failure to return key	\$25
Failure to pick up key during business hours and staff was contacted for key	\$50

Trash Deposit

Failure to empty trash receptacles	\$50
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General Clean-up Fees

Clean-up per hour on a weekday between 7:00 a.m. and 3:30 p.m.	\$40
*Clean-up per hour on a weeknight after 3:30 p.m. or weekend anytime	\$60
<i>*2 hour minimum</i>	