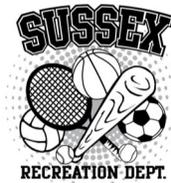


# Village of Sussex Parks & Recreation Department

## Park/Facility Rental Application



N64W23760 Main St.  
 Sussex, WI 53089  
 Office: (262) 246-5200 Fax: (262) 246-5222  
 recinfo@villagesussex.org www.villagesussex.org



### Contact Information

Renter or Responsible Party \_\_\_\_\_

Home / Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

### Rental Information

Event Date \_\_\_\_\_ Event Planned \_\_\_\_\_

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
*(include set-up)* *(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.

**Park Open Air Shelters**

- \_\_\_\_\_ \$100 Deposit Required
- \_\_\_\_\_ \$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 Deposit Required
- \_\_\_\_\_ \$150 Community Center - no kitchen (Cap. 80)
- \_\_\_\_\_ \$100 Village Park Lion's Building (Cap. 40)
- \_\_\_\_\_ \$50 Armory Concession Stand
- \_\_\_\_\_ \$75 Craft/Meeting Room (Cap. 20)
- \_\_\_\_\_ \$50 Craft/Meeting Room - add on to main room rental
- \_\_\_\_\_ \$125 *Off-Peak Hours @ Community Center—see page 3*
- \_\_\_\_\_ \$25 *DISCOUNT of 10 or more rentals of single facility*

**Alcoholic Beverage Permit - see page 2 for details**

- \_\_\_\_\_ \$15 Beer Permit Fee per day

**Disc Golf & Softball - Tournaments and Leagues**

- \_\_\_\_\_ \$400 Deposit Required for rental
- \_\_\_\_\_ \$100 Tournament/Closure for special event
- \_\_\_\_\_ \$25 League (3 hour period per facility per day)

**Non-designated Field Rental/Open Space - Approval needed**

- \_\_\_\_\_ \$100 Deposit Required for rental
- \_\_\_\_\_ \$25 Field Rental/Open Space (max of \$100)

**Baseball Diamonds (3 hour period per field)**

- \_\_\_\_\_ \$100 Deposit Required for rental
- \_\_\_\_\_ \$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

**Soccer Fields (3 hour period per rental)**

- \_\_\_\_\_ \$100 Deposit Required for rental
- \_\_\_\_\_ \$25 Armory #1-6 \_\_\_\_\_ \$5 Armory #7



# 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 invoice 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 sponsored by the Village of Sussex take precedence over private reservations.
- 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 Sussex Civic Center. If permitted to rent the Civic Center or Lion's Building, renters may pay a \$25 per day discounted rate. Only one discount will apply per rental.

## **LIMITS ON USE OF FACILITIES**

- Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Sussex Civic 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 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**

Large events, 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 (January 2). 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 262-246-5200.

# General Rental Regulations

## **HOW TO APPLY**

Make your reservation online by clicking on the link on the Village of Sussex web page at [www.villagesussex.org](http://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 special events or weddings in the park may be submitted prior to the first working day in January, but 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 Sussex 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 Sussex 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 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) 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. 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 WI 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 Sussex Civic Center at 262-246-5200. 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. 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.)