



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

AGENDA
VILLAGE BOARD
VILLAGE OF SUSSEX
7:00 P.M. TUESDAY, SEPTEMBER 27, 2016
SUSSEX VILLAGE HALL – LOWER LEVEL

1. Roll call.
2. Pledge of Allegiance.
3. Consideration and possible action on minutes of the Budget meeting held on September 8, 2016 and the Village Board meeting held on September 13, 2016.
4. Communications
 - A. Village President Report. Report on meetings attended/up-coming, communications, and recognitions including Successfully Sussex Awards.
5. Committee Reports
 - A. Board of Fire Commissioners Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
 - B. Community Development Authority Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
 - C. Park & Recreation Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
 1. Recommendation and possible action on Mount Calvary Cross Country Meet contract.
 2. Recommendation and possible action on changes to the rental policies for Civic Campus and Park Rentals.
 - D. Pauline Haass Library Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
 - E. Plan Commission Report on discussion and action taken at the previous meeting, future agenda items and upcoming scheduled meetings.
 1. Recommendation and possible action on a Petition for Attachment and zoning determination Ordinance for the property located in the Town of Lisbon at W239N7542 Maple Avenue, east of Maple Avenue north of Good Hope Road.
 - F. Public Safety and Welfare Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

6. Staff Reports on upcoming events, projects in process, future agenda items and scheduled meetings.
7. Comments from citizens present.
8. Old Business.
9. New Business.
 - A. Consideration and possible action on resolution to establish a new polling location in the Village.
 - B. Consideration and possible action on application three Amusement Device Licenses – September 28, 2016 to June 30, 2017 for Sussex BP.
10. Consideration and possible action on resignations and appointments.
11. Adjournment

Greg Goetz
Village President

Jeremy Smith
Village Administrator

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality 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. 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

Minutes of the Village Board – Budget meeting held on September 8, 2016.

President Goetz called the meeting to order at 6:30 p.m.

Trustees present: Lee Uecker, Pat Tetzlaff, Tim Dietrich, Matt Carran, Wendy Stallings and Village President Greg Goetz.

Trustees absent: Bob Zarzynski.

Staff present: Village Administrator Jeremy Smith, Assistant Administrator Melissa Weiss, Administrative Services Director Casen Griffiths, Park and Recreation Director Sasha Snapp, Library Director Kathy Klager, Director of Police Services Capt. Lisa Panas, Interim Fire Chief Tony Emanuele and Deputy Fire Chief Greg Zoellick.

Comments from citizens present: None.

Jeremy Smith gave a presentation on the proposed 2017 Budget.

A motion by Goetz, seconded by Stallings, to adjourn the meeting at 8:15 p.m. Motion carried.

Respectfully submitted,

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

Minutes of the Village Board Meeting of September 13, 2016

The meeting was called to order at 7:00 p.m. by Greg Goetz

Members present: Bob Zarzynski, Wendy Stallings, Pat Tetzlaff, Tim Dietrich, Matt Carran, Lee Uecker and Greg Goetz.

Trustees excused: None

Others present: Administrator Jeremy Smith, Assistant Village Administrator Melissa Weiss, Attorney John Macy, Administrative Services Director Casen Griffiths, and members of the press.

A motion by Tetzlaff, seconded by Carran to approve the minutes of the Village Board meeting held on August 23, 2016 as presented. Motion carried.

Village President Report: President Goetz reported on the following. A ribbon cutting was held for Art Sawall's Mammoth Spring Development, a ribbon cutting was also held for the new "Corky Curtis Trail", Len Anhalt Village resident and founder of GRAEF engineering passed away on September 9th, Hamilton High School was again rated as one of the top high schools in the United States and the Plan Commission will meet at Village Hall this Thursday at 6:30 pm.

A motion by Zarzynski, seconded by Tetzlaff to approve the August Check Registers and P-card statement in the amount of \$4,674,024.21. Motion carried

A motion by Zarzynski, seconded by Stallings to approve the job descriptions and wage scale for the Special Events Coordinator, Deputy Park & Recreation Director and Park and Recreation Director. Motion carried.

A motion by Zarzynski, seconded by Uecker to approve the resolution establishing fees for various services in the Village of Sussex. Motion carried.

A motion by Zarzynski, seconded by Goetz to approve the Initial Resolution Authorizing General Obligation Bonds in the Amount Not to Exceed \$3,100,000 for Community Development Projects in Tax Increment Financing District No. 6. Motion carried.

A motion by Zarzynski, seconded by Uecker to approve the Resolution Providing for the Sale of \$3,100,000 General Obligation Community Development Bonds Series 2016D. Motion carried.

A motion by Zarzynski, seconded by Carran to approve the agreement for copying equipment and services with Rhyme. Motion carried.

A motion by Dietrich, seconded by Uecker to approve Public Works bills for payment in the amount of \$1,482,219.72. Motion carried

A motion by Dietrich, seconded by Goetz to approve the purchase of a SnoGo WK-800 snow blower for the front end loader in the amount of \$125,930. Motion carried.

A motion by Dietrich, seconded by Uecker to approve a Resolution to Remove a Portion of Main Street from the County Trunk Highway System. Motion carried.

A motion by Dietrich, seconded by Carran to approve an Ordinance to Repeal and Recreate Section 7.02, 7.14(2), 7.13(3) and to Create Section 7.17(3) of the Village of Sussex Municipal Code related to the Official Traffic Map, Regulation of Heavy Traffic and Related Penalties. Motion carried.

A motion by Dietrich, seconded by Tetzlaff to approve an Ordinance to Repeal and Recreate Certain Penalty Provisions with the Village of Sussex Village Code. Motion carried.

A motion by Dietrich, seconded by Carran to approve the designation of a 1974 Sullair Sulliscrew 150 trailer mounted air compressor as surplus equipment. Motion carried.

A motion by Dietrich, seconded by Stallings to approve the awarding of the surveying and drafting services project for the Village Park Quad-Plex to Short Elliot Hendrickson (S.E.H), Inc. in the amount of \$21,199.80 with a contingency of \$3,800.20. Motion carried.

Ms. Weiss reported that the final stage of the Main Street project would be tomorrow, which will include the closure of Main Street in front of the library and the closure of Silver Spring from Hickory to Main Street. Attorney Macy reported on two issues that have been of note recently, these include transportation funding discussions at the state level and how the state plans to fund transportation in the future. The other item has been termed the "Dark Store" issue which relates to large retailers seeking to have their assessed values lowered based upon the thinking that their buildings are specialized in nature and only have value if they are vacant. The state legislature is likely to take up this issue. Mr. Griffiths noted that staff had conducted election inspector training two weeks ago and had nearly 50 participants and that absentee ballots for the November election will be going out next week.

Comments from Citizens Present: No one wished to be heard.

A motion by Goetz, seconded by Tetzlaff to approve the purchase of shelving from M&M for the Civic Campus in the amount of \$23,230.39. Motion carried

A motion by Goetz, seconded by Uecker to approve the Mixed Use Downtown Developers Agreement Amendment #3. Motion carried.

A motion by Goetz, seconded by Stallings to approve the Resolution Combining Wards for the November 8, 2016 Election. Motion carried.

A motion by Goetz, seconded by Stallings to accept the resignation of Melissa Gierach from the Park & Recreation Board. Motion carried.

A motion by Goetz, seconded by Uecker to approve the appointment of Election Inspectors from the list provided. Motion carried.

A motion by Goetz, seconded by Carran to convene into executive session pursuant to Wis. Stats. 19.82(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is to be likely to become involved with respect to the Village of Sussex v. Town of Lisbon regarding the Library.

President Goetz and all Trustees present voted "aye" Motion carried.

A motion by Zarzynski, seconded by Stallings to adjourn the meeting at 8:25 pm. Motion carried.

Respectfully Submitted,

Casen J. Griffiths
Administrative Services Director



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

MEMORANDUM

To: Village Board

From: Casey Griffiths, Administrative Services Director

Re: Village Board Meeting- September 27, 2016

Date: September 22, 2016

4.A. Village President Report. Report on meetings attended, communication, up-coming meetings and special recognitions including Successfully Sussex Awards.

5.C.1. The Park and Recreation Board recommends approval of the Mount Calvary Cross Country Meet contract. The proposed event will be on Wednesday, September 28th at Village Park. The event begins at 2:30 pm and will end approximately 5:45 pm. This event has run for many years without incident. Please see the enclosed contract for more information.

5.C.2. The Park and Recreation Board recommends approval of the changes to park and facility rental policies. In anticipation of the opening of the Civic Center, staff has reviewed the current facilities rental form. As there will be multiple rooms to rent in the Civic Center and due to the difference in nature of outdoor parks facilities versus indoor facilities, it was determined that a new application form dedicated solely for Civic Center rentals is needed. Highlights of changes to policy include; the addition of language to allow the free use of conference rooms for S.O.S, Sussex Historical Society and Chamber of Commerce in the Civic Center. The removal of discounted rentals fees for off-peak use at the Community Center and Lions Building. A partial change to the start date of reservations for facilities, with large events and weddings being allowed to reserve a room no more than two years prior to the scheduled dates of the event. It was determined necessary to allow for events, such as weddings, enough time to plan for the event. The current policy for room reservations, for events other than weddings and special events still applies. Please see the enclosed facility use applications for more information.

5.E.1. The Plan Commission recommends approval on a Petition for Attachment and zoning determination Ordinance for the property located in the Town of Lisbon at W239N7542 Maple Avenue, east of Maple Avenue north of Good Hope Road. The owner of the property has requested to be attached into the Village of Sussex. The standard practice of the Village is to bring attached property into the Village under the appropriate zoning district, with the guidance of the Land Use Map. The Village's Land Use Map, designates this parcel with as Low Density Single Family Residential Sewered. The properties that surround this parcel are zoned Single Family Residential, therefore an appropriate zoning for this lot is RS-2 Single Family Residential District with isolated natural resource area. Once the property is attached, a petition to consider a permanent zoning of this property to RS-2 with a Plan Development Overlay and isolated natural

resource area will be reviewed at a later meeting. The property has a deferred assessment for water in the amount of \$41,951.16. Please see the enclosed petition for attachment and attachment ordinance for more information.

9.A. Staff recommend approval of the resolution to establish a new polling location in the Village. The Civic Center will be open for the General Election in November and staff has planned to have this be the new polling location. Per state statutes, polling places are required to be established by a governing body and must be established for each election at least 30 days before the election. The proposed resolution establishes the Sussex Civic Center as the polling location for the November election and all future elections. Please see the enclosed resolution for more information.

9.B. Staff recommends approval of three amusement device licenses, for the period from September 28, 2016 through June 30, 2017. The applicant is requesting the license of three video machines at the Sussex BP, N62W23456 Silver Spring Drive. Please see the enclosed application for more information.



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

[Terms of Use](#) | [Copyright Policy](#) | [Cookie Policy](#) | [Your Privacy Rights](#) | [Security](#)
Village of Sussex Parks & Recreation Department's Policies: [Terms of Use](#) | [Your Privacy Rights](#)
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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

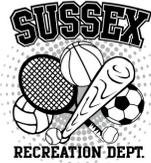
The responsibility for set-up and clean-up is assumed by the group using the facility **for all locations with the exception of an evening Board Room rental**. Failure to do so will result in loss of deposit as outlined in our Deposit Refund Policy. The person responsible must see that the procedures 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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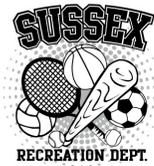
General Clean-up Fees

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>	

PETITION FOR

DETACHMENT AND ATTACHMENT

TOWN OF LISBON

VILLAGE OF SUSSEX

TO: The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, and
The Village Board of the Village of Sussex, Waukesha County, Wisconsin:

I/We, the undersigned, being the owner(s) of the land described within this petition, hereby petition the Town of Lisbon for detachment and the Village of Sussex for attachment of the following described real estate presently located within the Town of Lisbon,

Address of requested property See Attached

Tax Key # LSBT 01 99998

Pursuant to the approved Boundary Stipulation and Intergovernmental Cooperation Agreement dated January 22, 2001, and entered by the court on March 2, 2001 (Case No. 99 CV 2407).

The total area of the Land to be detached is 32.5 acres, more or less.

The number of people residing on the land to be detached is 2.

A legal description and scale map of the property is attached to this petition. Additional attached documents, if any.

Owner signature X Thomas Ennen Date 07 22 2016

Print name Thomas Ennen

Address 1478 W. Sand Pebble Dr., Oro Valley, AZ 85737

Daytime # 843 855-2248

Owner signature X Erika Ennen Date 07 22 2016

Print name Erika Ennen

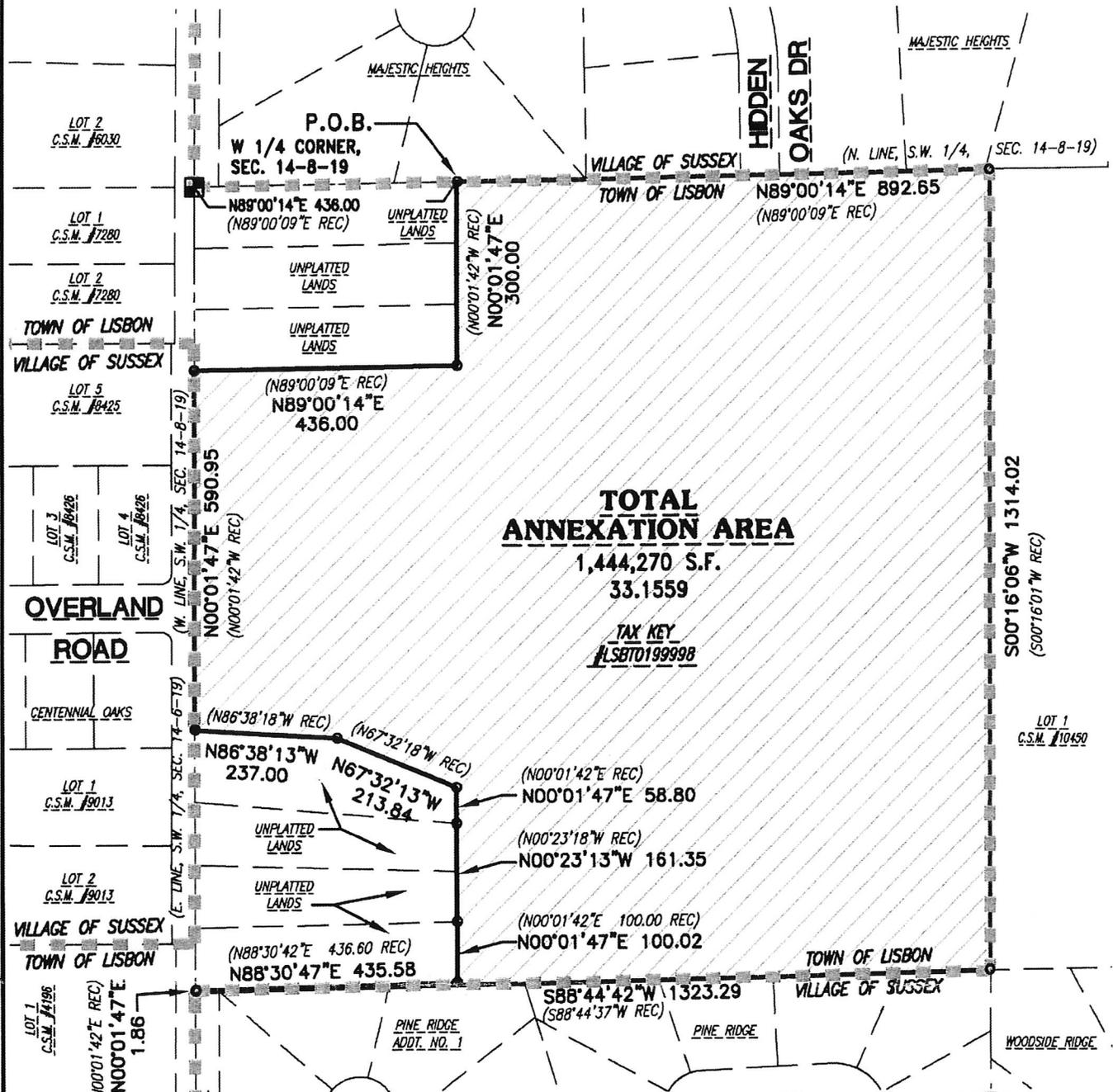
Address 1478 W. Sand Pebble Dr., Oro Valley, AZ 85737

Daytime phone# 843 855-2248

Attach additional copies of this petition as needed for signatures.

This form and attached information must be filed with both the Town Clerk and the Village Clerk

ANNEXATION EXHIBIT "A"

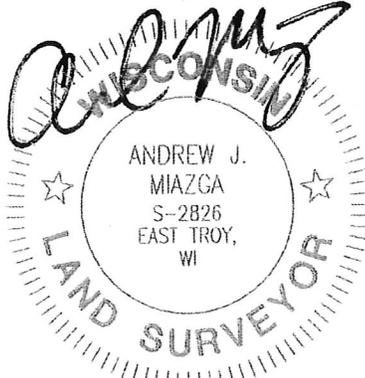
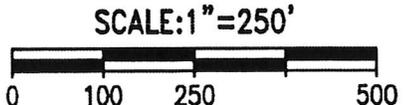


TOTAL ANNEXATION AREA

1,444,270 S.F.
33.1559

TAX KEY
#LSBT0199998

MAPLE AVENUE



12660 W. NORTH AVE.
Building "D"
Brookfield, WI 53005
Phone: (262) 790-1480
Fax: (262) 790-1481

THIS EXHIBIT WAS PREPARED BY ANDREW J. MIAZGA, R.L.S. (S-2826) DATE: 7-26-16

H:\C1000\1013\16037-01\Exhibits\885DEX01_ANNEXATION.dwg

ANNEXATION EXHIBIT "B"

LEGAL DESCRIPTION:

That part of the Northwest 1/4 of the Southwest 1/4 of Section 14, Town 8 North, Range 19 East, Town of Lisbon, County of Waukesha, State of Wisconsin, bounded and described as follows:

Commencing at the Northwest corner of the Southwest 1/4 of said Section 14; Thence North 89°00'14" East along the North line of said Southwest 1/4 436.00 feet to the place of beginning of lands hereinafter described;

Thence continuing North 89°00'14" East along said North line 892.65 feet to a point on the West line of "Certified Survey Map No. 10450"; Thence South 00°16'06" West along said West line 1314.02 feet to a point on the North line of "Pine Ridge Subdivision"; Thence South 88°44'42" West along said North line and its extension 1323.29 feet to a point on the West line of said Southwest 1/4; Thence North 00°01'47" East along said West line 1.86 feet to a point; Thence North 88°30'47" East 435.58 feet to a point; Thence North 00°01'47" East 100.02 feet to a point; Thence North 00°23'13" West 161.35 feet to a point; Thence North 00°01'47" East 58.80 feet to a point; Thence North 67°32'13" West 213.84 feet to a point; Thence North 86°38'13" West 237.00 feet to a point on the West line of said 1/4 Section; Thence North 00°01'47" East along said West line 590.95 feet to a point; Thence North 89°00'14" East 436.00 feet to a point; Thence North 00°01'47" East 300.00 feet to the point of beginning of this description

Said Parcel contains 1,444,270 Square Feet (or 33.1559 Acres) of land, more or less.

Date: 7/26/2016



A handwritten signature in black ink, appearing to read "Andrew J. Miazga", written over a horizontal line.

Andrew J. Miazga, P.L.S.
Professional Land Surveyor, S-2826
TRIO ENGINEERING, LLC
12660 W. North Avenue, Building "D"
Brookfield, WI 53005
Phone: (262)790-1480 Fax: (262)790-1481

STATE OF WISCONSIN

VILLAGE OF SUSSEX

WAUKESHA COUNTY

ORDINANCE _____

**APPROVING THE ATTACHMENT OF PROPERTY
WITHIN THE VILLAGE GROWTH AREA UNDER THE BOUNDARY STIPULATION
AND INTERGOVERNMENTAL COOPERATION AGREEMENT
WITH THE TOWN OF LISBON**

WHEREAS, the Village of Sussex and the Town of Lisbon entered into a Boundary Stipulation and Intergovernmental Cooperation Agreement (“Agreement”) on January 22, 2001, pursuant to §66.0225, and;

WHEREAS, the Waukesha County Circuit Court incorporated the Agreement as the judgment of the Court which was entered on March 12, 2001, (Case No. 99 CV 2407) which is its effective date, and;

WHEREAS, the Agreement provides in Article II, C. 1., a process by which property owners within the Village Growth Area (“VGA”) may detach from the Town of Lisbon and attach to the Village of Sussex, and;

WHEREAS, the Village of Sussex has received a petition for detachment and attachment from Thomas and Erika Ennen, hereinafter collectively referred as “Petitioner”, owners of the property located at W239N7542 Maple Avenue, Tax Key No. LSBT0199.998, as shown on the attached petition, legal description and map, and;

WHEREAS, the Village Clerk reviewed the petition and the property description and verified that the subject property is within the VGA, and;

WHEREAS, Article II, B provides that the Village of Sussex may attach any lands for which the Village receives a petition for detachment and attachment which are located within the VGA without contest by the Town, and:

WHEREAS, in accordance with the Land Use Map this parcel is designated with a Low Density Single Family Residential Sewered Use and the properties surrounding this property are zoned Residential therefore the appropriate zoning would be RS-2 Single Family Residential District with Isolated Natural Resource Area, and

WHEREAS, a deferred assessment for water is owed on this property. The total amount of \$41,951.16 is due prior to the attachment being finalized and is a condition therein, and

WHEREAS, any development to the property will require extending public utilities and shall be done in accordance with Village practices, policies and procedures, and

THEREFORE BE IT ORDAINED, that the Village Board of the Village of Sussex finds that the subject land proposed for detachment and attachment in the petition meets all applicable

requirements and conditions required under the Agreement, and hereby approves the attachment of the property described above pursuant to Article II of the Agreement and directs the Village Clerk to forward a certified copy of this Ordinance to the Town of Lisbon Clerk.

BE IT FURTHER ORDAINED that this property is placed in Ward 10.

BE IT FURTHER ORDAINED that this property is zoned RS-2 Single Family Residential District with Isolated Natural Resource area all hereto and incorporated herein.

BE IT FINNALLY ORDAINED, as part of this attachment to the Village said property owner is now placed on notice of the advanced utility work, the costs and obligations of the same, the public purpose for said work and acknowledges the same.

Dated this ___ day of _____, 2016.

Gregory L. Goetz
Village of Sussex President

Attest: _____
Casen J. Griffiths
Village Clerk-Treasurer

RESOLUTION NO. 16 - _____

- WHEREAS: Section 5.25(3) Wisconsin Statutes provides that the polling place the General Election shall be established at least 30 days before the election; and
- WHEREAS: The Village would like to make the voting experience more convenient for the electors with less disruption for the Wisconsin Army National Guard; and
- WHEREAS: The construction of the Sussex Civic Center will be completed on October 14, 2016; and
- WHEREAS: The Sussex Civic Center is a public building which is available for the General Election and meets the criteria for handicapped accessibility; and
- WHEREAS: There will be a General Election on November 8, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Sussex, Waukesha County, Wisconsin, that:

1. The location of the November 8, 2016 General Election will be at the Sussex Civic Center located at N64W23760 Main Street, Sussex WI 53089.
2. The Village Clerk is directed to notify each household within the Village regarding the new polling location.
3. This polling location shall apply to all future elections held in the Village of Sussex.
4. The Village Clerk is hereby authorized and directed to submit a certified copy of this resolution to the Waukesha County Clerk upon the adoption of this resolution.

Adopted this _____ day of _____, 2016.

VILLAGE OF SUSSEX

Village President

ATTEST: _____
Village Clerk

Village of Sussex

Email: info@villagesussex.org
N64W23760 Main Street, Sussex WI 53089
Phone 262-246-5200 Fax 262-246-5222

Amusement Device License

Valid for 1 year beginning July, 20

APPLICANT INFORMATION

Name Jeremy Hahn Date 9/19/16
Street 3035 Smith Lake Rd. Apt. Number
City West Bend, WI 53090 State WI Zip Code 53090
Email Jeremy@youavis.com Phone 262-343-0245

LOCATION ADDRESS (if different from above)

Street N62W 23456 Silver Spring Dr. Sussex, WI 53089

NUMBER & DESCRIPTION OF AMUSEMENT DEVICES (Space Invaders, Pool Table, etc.)

Video

Total of 3 machines at \$35 each = \$105

Arcade License = \$ 0

If you have 15 (fifteen) machines or more, you must apply for an arcade license (Arcade License is \$250) and submit an application to the Plan Commission for a conditional use permit and pay the required \$210 fee. All Fees are non-refundable.

Please contact this office for further information.

LOCATION OF THE AMUSEMENT DEVICES IN YOUR PLACE OF BUSINESS

BP

The fee for these permits must be paid after your application has been approved.

Signature of Applicant

Date 9/19/16

Print Form

Clear Form