



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, JANUARY 26, 2016
SUSSEX VILLAGE HALL – LOWER LEVEL

The Village Board may convene in a closed session to discuss the matter(s) listed on this agenda and under Wis. Stats. 19.85(2) provides notice that the Village Board will reconvene in open session after said closed session and may take action on items as listed on the agenda.

1. Roll call.
2. Pledge of Allegiance.
3. Consideration and possible action on minutes of the Committee of the Whole, Public Hearing and Village Board meetings held on January 12, 2016.
4. Communications
 - A. Village President Report. Report on meetings attended/up-coming, communications, and recognitions including Successfully Sussex Awards.
 1. Donations and Sponsorship Recognition
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 the following contracts:
 - A. British Car Field Day – July 19, 2016
 - B. Circlemasters Flying Club – 1st or 2nd Saturdays, April-Oct, 2016
 - C. Hamilton Volleyball 5K – July 30, 2016
 - D. HAWS Pet Walk – May 7, 2016
 - E. Lions Club Flag Football – Sept. 6 – Oct 27, 2016 (Tues. & Thurs.)
 - F. Lions Daze – July 11 – 17, 2016
 - G. Sussex Antique Power Show – August 25 – 28, 2016
 - H. Templeton Middle School Cross Country Meet – Sept 19, 2016
 - I. Pewaukee Sussex United Soccer Club
 - J. SLYBA Super Saturday Tournament – July 23, 2016
 2. Recommendation and possible action on the portable toilet contract.
 3. Recommendation and possible action on the Aging and Disability Resource Center of Waukesha County - Senior Dining Contract.

- 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. Consideration and possible action on a CSM for extra territorial review for properties located at N50W23001 Betker Drive and W230N5000 Betker Drive.
 - 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.
 - 1. Special Presentation from Director of Police Services Captain Lisa Panas about local policing efforts and drug usage impacts.
 - 7. Comments from citizens present.
 - 8. Old Business.
 - A. Access Easement with Waukesha County for Bugline Trail on Village right of way and in Village Easement on Mammoth Springs, LLC property.
 - 9. New Business.
 - A. Extended Well Abandonment Agreement until 2021 with the WDNR and the Village of Sussex for Well #1.
 - B. Intermunicipal Agreement between the Town of Lisbon and the Village of Sussex to utilize the Town of Lisbon Compost Site through 2018.
 - C. Lighting Improvements at the Public Works Garage
 - 10. Consideration and possible action on resignations and appointments.
 - 11. Consideration and possible action on a motion to convene into executive session under Wis. Stats. 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility with respect to annual evaluation of the Village Administrator.
 - 12. Consideration and possible action on items requiring action arising out of the executive session.
 - 13. 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 Committee of the Whole of the Village Board meeting held on January 12, 2016.

The meeting was called to order at 5:35 p.m.

Trustees present: Bob Zarzynski, Matt Carran, Tim Dietrich, Pat Tetzlaff, Wendy Stallings and President Greg Goetz.

Trustees excused: Lee Uecker

Staff present: Village Administrator Jeremy Smith, Asst. Village Administrator Melissa Weiss, Village Engineer Judith Neu, Asst. Village Engineer Secret Strobl and Village Attorney John Macy.

Others present: Steve Wurster – Ruckert & Mielke.

Comments from citizens present: None

Steve Wurster gave a presentation on the Main Street reconstruction project.

Discussion was held on the Main Street Reconstruction Project. Staff was directed to include burial of the power lines and coloring the crosswalk concrete Brownstone in the project.

Staff was directed to bid the project.

A motion by Tetzlaff, seconded by Zarzynski to adjourn the meeting at 6:47 p.m.

Motion carried.

Respectfully submitted,

Melissa Weiss
Asst. Village Administrator

VILLAGE OF SUSSEX
SUSSEX, WISCONSIN

Minutes of the public hearing held by the Village Board on January 12, 2016.

President Goetz called the public hearing to order at 7:00 p.m.

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

Trustees excused: Lee Uecker.

Others present: Administrator Jeremy Smith, Attorney John Macy, Assistant Administrator Melissa Weiss, Village Engineer Judith Neu, Financial Advisor David Anderson, and Clerk-Treasurer Susan Freiheit.

President Goetz read the notice of public hearing which is to hear comments from citizens on an ordinance to repeal and recreate subsection 17.0506(A)(10)(a) and repeal and recreate Subsection 17.0506(A)(16), of Section 17.0506 entitled "Conditional Uses", to repeal and recreate subsection 17.0807(C) of Section 17.0807 entitled "Signs Permitted In All Business and Industrial Districts With a Permit" and to repeal and recreate subsection 17.0603(F)(6) of Section 17.0603 entitled "Parking Requirements" of Chapter 17 of the Village of Sussex Municipal Code.

Mr. Smith reviewed the proposed ordinance.

President Goetz opened the hearing to take comments from citizens who wish to be heard.

As there was no one present who wished to be heard,

A motion by Carran, seconded by Tetzlaff, to adjourn the public hearing at 7:05 p.m. Motion carried.

Respectfully submitted,

Susan M. Freiheit
Clerk-Treasurer

VILLAGE OF SUSSEX
SUSSEX, WISCONSIN

Minutes of the regular Village Board meeting held on January 12, 2016.

President Goetz called the meeting to order at 7:05 p.m.

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

Trustees excused: Lee Uecker.

Others present: Administrator Jeremy Smith, Attorney John Macy, Assistant Administrator Melissa Weiss, Village Engineer Judith Neu, Financial Advisor David Anderson and Clerk-Treasurer Susan Freiheit.

A motion by Tetzlaff, seconded by Stallings, to approve the minutes of the Village Board Public Hearing, the Joint Public Hearing with the Plan Commission, the Joint Meeting with the Plan Commission and the Village Board meeting held on December 8, 2015, all as submitted. Motion carried.

Village President's Report. President Goetz had nothing to report.

A motion by Zarzynski, seconded by Stallings, to approve the December check register, the P-Card statement and the total disbursements in the amount of \$2,729,268.74 as submitted. Motion carried.

A motion by Zarzynski, seconded by Tetzlaff, to authorize the issuance of Operator's Licenses for Jenelle Habeck, Angela Pechanach, Matthew Anderson and Ashley Curtis. Motion carried.

A motion by Zarzynski, seconded by Goetz, to adopt the Red Flag Rules 2015 Annual Report as submitted. Motion carried.

Mr. Anderson of PFM reviewed the 9 bids received and recommended the bid of City Securities Corp. at a true interest cost of 1.71%.

A motion by Zarzynski, seconded by Carran, to adopt a resolution awarding the Sale of \$1,605,000 G.O. Promissory Notes, Series 2016A. This sale concludes the borrowing for the Civic Campus project. President Goetz and all Trustees present voted "aye." Motion carried.

A motion by Goetz, seconded by Carran, to approve payment of the public works bills on the list in the total amount of \$755,370.94. Motion carried.

Staff Reports. Mrs. Weiss reported that staff has been putting many hours into the Civic Campus project. Mrs. Weiss stated that with the winter weather the Public Works will be deploying the use of beet juice to help with the snow and ice. Mrs. Weiss stated that they will be keeping the community informed through emails and Facebook. President Goetz stated that he commends all the staff for their hours and weekends of work and their commitment to the Village. Mrs. Weiss reported that the transition to the new garbage and recycling process is improving as there were fewer calls after the Thursday pickup.

Mr. Smith stated that he continues to follow the Wisconsin Legislature and proposed bills. Mr. Smith stated that one of the bills had been changed and it is better than it was. Mr. Smith stated that he still doesn't know if this bill will make it through. Mr. Smith stated that the changes on Main Street when the project is done will be significant. Mr. Smith thanked all of the residents who provided comments recently on the plans. Mr. Smith stated that he sent the Village Board members the Moody's Reports on the Village. Mr. Smith stated that it is very complimentary of the Village and its strong financial management. Mr. Smith reminded residents to adopt a fire hydrant and keep it shoveled to allow quicker response in case of a fire.

Mr. Macy stated that the State Legislature had met in caucus to determine their final schedule and they will know what will be worked on in this session. Mr. Macy stated that there are so many proposed bills most people can't keep up with reading them. Mr. Macy stated that there are lots of proposed municipal bills involving liquor licenses, special interests, etc. Mr. Macy stated that he hoped to know the schedule on Thursday.

Mrs. Freiheit stated that she and her staff are learning the new WisVote software replacing the SVRS software. Mrs. Freiheit reminded voters that there will be a primary election on February 16, 2016 and that Photo ID will be required of all voters.

Comments from citizens present.

Mr. David Ailey, of N63W23789 Main Street, stated that he was here for the prior meeting of the Committee of the Whole and was able to get more information on the Civic Campus and the Main Street tree project. Mr. Ailey stated that the information on Main Street has been presented to the citizens pretty well and specifically Judy Neu was very informative. Mr. Ailey stated that he is a detail guy and has been in IT for 30 years. Mr. Ailey stated that a theme occurs to him that people like him, not kids, don't like change. Mr. Ailey stated that if you don't plan, move or act, you won't be able to jump on problems as they come up. Mr. Ailey stated that he agrees with the Village thinking, "don't sit on your money." Mr. Ailey stated that he is making changes to his business to correspond to the changes to the Civic Campus area, however, improvements in the street area won't be touched and will be put on hold. Mr. Ailey stated that the Historical Society's building will be moved to the park and that will have a significant impact on his operation. Mr. Ailey stated that he asks that the Village keep them in the loop on this plan. Mr. Ailey asked that the Village do more emails and subscription lists, and put updates on the website. Mr. Ailey asked that he be informed in writing when the Historical Society Building is planning to be moved. Mr. Ailey stated that the comments on Main Street he heard, is how he perceives Main Street. Mr. Ailey stated that Main Street is not just a signal and trees, but what kind of trees and who chooses. Mr. Ailey stated that the trees shouldn't look perfectly symmetrical but he is color blind so don't let him make the choice. Mr. Ailey stated that those decisions should be by the Village management realm and keep it in control. Mr. Ailey stated that his decision is on what is right for him. Mr. Ailey stated that the owners on Main Street should feel like they are matching the Village's goals. Mr. Ailey thanked the Village Board for letting him be here and give his series of thoughts. Mr. Ailey stated that he was amazed to be the only person here as this is such a big thing. Mr. Ailey stated that the Village is doing all the right stuff to make the Village right. Mr. Ailey stated that the Village Board should not get involved in the nitpicky stuff. Mr. Ailey stated that what he sees is what the citizens see and this project is going in the right direction.

Mr. Smith stated that he wanted to clarify that the Village is not buying the Historical Society building. Mr. Smith stated that the building is being bought by Mr. Sawall and it will be donated to the Village for use in the Park on Waukesha Avenue.

As there was no one present who wished to be heard, the Board resumed regular session.

A motion by Goetz, seconded by Zarzynski, to authorize the Village staff to set the Main Street Project for bid. Motion carried.

A motion by Goetz, seconded by Tetzlaff, to adopt an ordinance to repeal and recreate subsection 17.0506(A)(10)(a) and repeal and recreate Subsection 17.0506(A)(16), of Section 17.0506 entitled "Conditional Uses", to repeal and recreate subsection 17.0807(C) of Section 17.0807 entitled "Signs Permitted In All Business and Industrial Districts With a Permit" and to repeal and recreate subsection 17.0603(F)(6) of Section 17.0603 entitled "Parking Requirements" of Chapter 17 of the Village of Sussex Municipal Code. President Goetz and all Trustees present voted "aye." Motion carried.

President Goetz announced that the Village will convene into executive session under Wis. Stats. 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility with respect to annual evaluation of the Village Administrator.

A motion by Goetz, seconded by Tetzlaff, to convene into executive session under Wis. Stats. 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility with respect to annual evaluation of the Village Administrator.

On a roll call vote – President Goetz and all Trustees present voted "aye." Motion carried.

A motion by Zarzynski, seconded by Stallings, to adjourn the meeting at 9:17 p.m. Motion carried.

Respectfully submitted,

Susan M. Freiheit
Clerk-Treasurer

(A copy of all ordinances and resolutions adopted at this meeting can be found on file at the Village Clerk's Office.)



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Sussex, Wisconsin 53089
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MEMORANDUM

To: Village Board

From: Jeremy Smith, Village Administrator

Re: Village Board Meeting

Date: 1/21/2016

4.A. Village President Report. Report on meetings attended/up-coming, communications, and recognitions. At this meeting the 2015 Donations and Sponsorship Recognition will occur.

5.C.1. Staff recommends approval of the following contracts:

- A. British Car Field Day – July 19, 2016
- B. Circlemasters Flying Club – 1st or 2nd Saturdays, April-Oct., 2016
- C. Hamilton Volleyball 5K – July 30, 2016
- D. HAWS Pet Walk – May 7, 2016
- E. Lions Club Flag Football – Sept. 6 – Oct. 27, 2016 (Tues. & Thurs.)
- F. Lions Daze – July 11 – 17, 2016
- G. Sussex Antique Power Show – August 25 – 28, 2016
- H. Templeton Middle School Cross Country Meet – September 19, 2016
- I. Pewaukee Sussex United Soccer Club
- J. SLYBA Super Saturday Tournament – July 23, 2016

Please see the contracts for more information.

5.C.2. Staff recommends approval of the portable toilet contract with Port-a-Johns for \$470 per month for about 6 months per year (weather dependent). This is a 15% increase from 2015 prices and would be a three year term. It was the lowest price offered by four companies that submitted proposals. Port-a-John has a long track record of success with the Village. Please see the memo from Park and Recreation Director Sasha Snapp and the contract for more information.

5.C.3. Staff recommends approval of the Aging and Disability Resource Center of Waukesha County - Senior Dining Contract. This allows the meal program to operate in a Village building for 2016 and the terms are not changing. Please see the contract for more information.

5.E.1. Staff recommends approval of the CSM for extra territorial review for properties located at N50W23001 Betker Drive and W230N5000 Betker Drive subject to the standard conditions of approval for CSM's. This property does not come in the Village, has no stormwater or traffic concerns and by combining the lots will provide a code compliant development as the building currently crosses property lines. Please see the CSM for more information.

6.1. Captain Panas is going to give a brief presentation about the influence of drugs in the area (particularly heroin) and what we are trying to do about it in Sussex. Drug use is of concern throughout the U.S., and Sussex is no different than the rest of Southeast Wisconsin when it comes to impacts.

8.A. Staff recommends approval of the Access Easement with Waukesha County for Bugline Trail on Village right of way and in Village Easement on Mammoth Springs, LLC. property. The Bugline is running in Village right of way and on an easement on Mammoth Springs property from approximately the Napa Store to Waukesha Avenue. The County as part of approving the conversion of the bugline trail wanted assurance we would allow the trail to continue to operate in our right of way and on the portion of the Mammoth Springs site adjacent therein. The Village agreed to this and now the formal agreement is ready for approval. Please see the Easement more information.

9.A. Staff recommends approval of the Extended Well Abandonment Agreement until 2021 with the WDNR and the Village of Sussex for Well #1. This agreement runs every five years and allows the Village to maintain the well as an emergency source of water. The terms have not changed. Please see the memo from Assistant Public Works Director Dennis Wolf and the agreement for more information.

9.B. Staff recommends approval of the Intermunicipal Agreement between the Town of Lisbon and the Village of Sussex to utilize the Town of Lisbon Compost Site through 2018. The deal as worked out will save the Village about \$3,400 over 2015 prices and was negotiated by Administrative Assistant Anne Pulvermacher on behalf of the Village. A great deal of credit goes to Anne for her efforts on the same. Please see the agreement for more information.

9.C. Staff recommends acceptance of the contract with CJM Lighting and Electrical Inc. for an amount after rebates of \$18,975.00. The project replaces 55 fluorescent lights with LED lights and will recover its costs in energy savings in nineteen months. The project was approved as part of the 2016 budget with funds coming from the Public Works Garage cash capital line item. Please see the memo from Assistant Public Works Director Dennis Wolf and the proposal for more information.

11. Consideration and possible action on a motion to convene into executive session under Wis. Stats. 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility with respect to annual evaluation of the Village Administrator.

12. Consideration and possible action on items requiring action arising out of the executive session.

Permit Contract

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

Permit #9000829, Pending approval
 Jan 7, 2016 2:40 PM



Company: British Car Field Day
 W266S3399 Hazelwood
 Waukesha, WI 53189

Customer Type: General Public
 Prepared By: Kristy Pralle

Agent: John Stockinger
 Email: jstockinger4@wi.rr.com

Work: (262) 521-1072 Home: (414) 550-9492

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$200.00	\$0	\$0	\$200.00	\$400.00	\$0	\$0	\$0	\$600.00

RESERVATIONS

Event	Resource	Center	Notes																														
British Car Field Day Type: Special Event Attend/Qty: 2000	Village Park Disc Golf Course	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--																														
<table border="1"> <thead> <tr> <th colspan="2">Days Requested</th> <th>Event Begins</th> <th>Duration</th> <th>Event Ends</th> </tr> <tr> <th>Day</th> <th>Date</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Sunday</td> <td>Jun 19, 2016</td> <td>7:30 AM</td> <td>10 hours</td> <td>Jun 19, 2016 at 5:30 PM</td> </tr> <tr> <td colspan="4" style="text-align: center;">Summary</td> <td style="text-align: center;">Notes</td> </tr> <tr> <td colspan="4">Total Number of Dates: 1</td> <td style="text-align: center;">--</td> </tr> <tr> <td colspan="4">Total Time: 10 hours</td> <td></td> </tr> </tbody> </table>				Days Requested		Event Begins	Duration	Event Ends	Day	Date				Sunday	Jun 19, 2016	7:30 AM	10 hours	Jun 19, 2016 at 5:30 PM	Summary				Notes	Total Number of Dates: 1				--	Total Time: 10 hours				
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CHARGES

Description	Unit Fee	Units	Tax	Charge
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	Event / Resource				
Lion's Building Rental Fee	British Car Field Day #9000829 Village Park Lion's Building	\$100.00	1.00	--	\$100.00
Disc Golf Course Tournament Rental Fee	British Car Field Day #9000829 Village Park Disc Golf Course	\$100.00	1.00	--	\$100.00

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Disc Golf Course League Security Deposit	British Car Field Day #9000829 Village Park Lion's Building	\$400.00	\$0	\$0	\$0	\$400.00

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	In process (email sent)	British Car Field Day #9000829

CUSTOM QUESTIONS

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	No
Would you like to use electricity?	No
Do you want to set up an inflatable?	No
Do you want access to the Lion's Building restrooms?	Yes

Will you be selling alcoholic beverages?	No
Would you like to have water available to you?	No

WAIVERS

Facility Liability Waiver

Due Date: Jun 19, 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: Jun 19, 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.

Permit Contract

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

Permit #9000830, Pending approval
 Jan 7, 2016 2:56 PM



Company: Circlemasters Flying Club
 W242N6231 Oak St.
 Sussex, WI 53089

Customer Type: General Public
 Prepared By: Kristy Pralle

Agent: Jason Nettesheim
 Email: jason@reichtool.com

Work: (262) 252-3440

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$175.00	\$0	\$0	\$175.00	\$100.00	\$0	\$0	\$0	\$275.00

RESERVATIONS

Event	Resource	Center	Notes
Circle Masters Flying Club Type: Village Park Open Space Area Attend/Qty: 15	Village Park Open Space Area	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--
		--	
Days Requested	Event Begins	Duration	Event Ends
Day	Date		
Saturday	Apr 2, 2016	10:00 AM	5 hours
Saturday	May 14, 2016	10:00 AM	5 hours
Saturday	Jun 4, 2016	10:00 AM	5 hours
Saturday	Jul 2, 2016	10:00 AM	5 hours
Saturday	Aug 6, 2016	10:00 AM	5 hours
Saturday	Sep 10, 2016	10:00 AM	5 hours
Saturday	Oct 1, 2016	10:00 AM	5 hours
Summary	Notes		
Total Number of Dates: 7 Total Time: 35 hours	West of Lion's Den, north of Lion's Open Air Shelter, east of Weaver Dr.		

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Village Park Open Space Area	Circle Masters Flying Club #9000830 Village Park Open Space Area	\$25.00	7.00	--	\$175.00

DEPOSITS

Deposit Charge	Event / Resource	Charge Tax	Amount paid	Refunds	Balance
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Village Park Open Space Area Security Deposit	Circle Masters Flying Club #9000830 Village Park Open Space Area	\$100.00	\$0	\$0	\$0	\$100.00
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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.).

WORKFLOW STAGES

Description	Status	Event
Administrative Approval	In process (email sent)	Circle Masters Flying Club #9000830

CUSTOM QUESTIONS

Question	Answer
Will you be serving beer, wine or fermented beverages?	No
Do you want to set up an inflatable?	No
Do you want access to the Lion's Building restrooms?	No
Would you like to have water available to you?	No

WAIVERS

Facility Liability Waiver

Due Date: Apr 2, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

Signature: _____

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

Permit Contract

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

Permit #1014, Approved
 Jan 7, 2016 3:50 PM



Ashley Pfeifer
 N60W22664 Silver Spring Dr
 Sussex, WI 53089
 Email: mrs.pfeifer@gmail.com

Customer Type: General Public
 Prepared By: Kristy Pralle

Customer ID: 9362
 Home: (262) 804-7319

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$255.00	\$0	\$0	\$255.00	\$400.00	\$0	\$0	\$0	\$655.00

RESERVATIONS

Event		Resource		Center		Notes
Hamilton Volleyball 5K Type: Special Event Attend/Qty: 200		Village Park Disc Golf Course		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		Notes
Day	Date	6:00 AM	7 hours	Jul 30, 2016 at 1:00 PM		
		Summary				Notes
Total Number of Dates: 1				--		
Total Time: 7 hours						

RESERVATIONS

Event		Resource		Center		Notes
Hamilton Volleyball 5K Type: Special Event Attend/Qty: 200		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	6:00 AM	7 hours	Jul 30, 2016 at 1:00 PM		
		Summary				Notes
Total Number of Dates: 1				--		
Total Time: 7 hours						

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Disc Golf Course Tournament Rental Fee		\$100.00	1.00	--	\$100.00

	Hamilton Volleyball 5K #1014 Village Park Disc Golf Course				
Lion's Open Air Shelter Rental Fee	Hamilton Volleyball 5K #1014 Village Park Disc Golf Course	\$155.00	1.00	--	\$155.00

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Disc Golf Course League Security Deposit	Hamilton Volleyball 5K #1014 Village Park Disc Golf Course	\$400.00	\$0	\$0	\$0	\$400.00

DISCLAIMERS

Electricity is available in the rafters of the open air shelters and by the stage in the Lion's Open Air Shelter. The responsible party must provide their own ladder and extension cords if they wish to use electricity. Fees may be invoiced at the discretion of the Village, depending on the type, size and duration of the event.

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.).

Inflatables are allowed in Village Park contingent on location approval by Village staff. Renter(s) must provide proof to the Community Center of homeowner's insurance policy naming the Village of Sussex as an additional insured. There is no charge for inflatables.

: 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.

CUSTOM QUESTIONS

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	No
Would you like to use electricity?	Yes
What will the electricity be used for?	Timing Services
Do you want to set up an inflatable?	Yes

What inflatables will be set up?	Not indicated-Placement in parking lot
Do you want access to the Lion's Building restrooms?	Yes
Will you be selling alcoholic beverages?	No
Would you like to have water available to you?	No

WAIVERS

Facility Liability Waiver

Due Date: Jul 30, 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: Jul 30, 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.

Permit Contract

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

Permit #1013, Approved
 Jan 7, 2016 2:19 PM



Company: Humane Animal Welfare Society Of Waukesha (HAWS)
 701 Northview Road
 Waukesha, WI 53188

Prepared By: Kristy Pralle

Agent: Nancy Mayo
 Email: nmayolee@hotmail.com

Work: (262) 542-8851 Home: (262) 691-1682

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$370.00	\$0	\$0	\$370.00	\$400.00	\$0	\$0	\$0	\$770.00

RESERVATIONS

Event	Resource	Center	Notes																														
HAWS Pet Walk Type: Special Event Attend/Qty: 1300	Village Park Disc Golf Course	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--																														
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RESERVATIONS

Event		Resource		Center	Notes
HAWS Pet Walk Type: Special Event Attend/Qty: 1300		Village Park Lion's Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date	6:00 AM	11 hours	May 7, 2016 at 5:00 PM	
Summary			Notes		
Total Number of Dates: 1		\$100.00 Administrative fee for moving tables			
Total Time: 11 hours					

CHARGES						
Description	Event / Resource	Unit Fee	Units	Tax	Charge	
Administrative Fee	HAWS Pet Walk #1013 Village Park Lion's Building	\$100.00	0	--	\$0	
Beer/Beverage Permit Fee	HAWS Pet Walk #1013 Village Park Lion's Building	\$15.00	1.00	--	\$15.00	
Disc Golf Course Tournament Rental Fee	HAWS Pet Walk #1013 Village Park Lion's Building	\$100.00	1.00	--	\$100.00	
Lion's Building Rental Fee	HAWS Pet Walk #1013 Village Park Lion's Building	\$100.00	1.00	--	\$100.00	
Lion's Open Air Shelter Rental Fee	HAWS Pet Walk #1013 Village Park Lion's Building	\$155.00	1.00	--	\$155.00	

DEPOSITS						
Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Special Event/Tournament Security Deposit	HAWS Pet Walk #1013 Village Park Disc Golf Course	\$400.00	\$0	\$0	\$0	\$400.00

DISCLAIMERS

Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. 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. No other documents/permits 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 six (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 or event.

Electricity is available in the rafters of the open air shelters and by the stage in the Lion's Open Air Shelter. The responsible party must provide their own ladder and extension cords if they wish to use electricity. Fees may be invoiced at the discretion of the Village, depending on the type, size and duration of the event.

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.

CUSTOM QUESTIONS

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	Yes
Please provide driver's license number and date of birth.	
Would you like to use electricity?	Yes
What will the electricity be used for?	audio, crock pots, lights
Do you want to set up an inflatable?	No
Do you want access to the Lion's Building restrooms?	Yes
Please specify any special setup requests you may have:	Paid \$100 administrative fee to have tables moved
Will you be selling alcoholic beverages?	No
Would you like to have water available to you?	No

WAIVERS

Facility Liability Waiver

Due Date: May 7, 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: _____

Beer/Beverage Permit Waiver

Due Date: May 7, 2016

I understand that:

Village ordinances stipulate that the consumption of beer 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 agreement for signature. No other documents will be issued.

Waiver Signed

Signature: _____

Statement of Liability and Understanding

Due Date: May 7, 2016

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Permit Contract

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

Permit #1018, Approved
 Jan 8, 2016 11:13 AM



Company: Sussex Lions Club
 PO Box 22
 Sussex, WI 53089

Prepared By: Kristy Pralle

Agent: Rick Vodicka
 Email: rickbvodicka@gmail.com

Home: (262) 246-4151

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$320.00	\$0	\$0	\$320.00	\$100.00	\$0	\$0	\$0	\$420.00

RESERVATIONS

Event	Resource	Center	Notes	
Lion's Club Flag Football #1018 Type: Baseball Diamond Rental Attend/Qty: 50	Village Park - Lighted Diamond	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--	
		--		
Days Requested	Event Begins	Duration	Event Ends	
Day	Date			
Tuesday	Sep 6, 2016	6:00 PM	3 hours	Sep 6, 2016 at 9:00 PM
Thursday	Sep 8, 2016	6:00 PM	3 hours	Sep 8, 2016 at 9:00 PM
Tuesday	Sep 13, 2016	6:00 PM	3 hours	Sep 13, 2016 at 9:00 PM
Thursday	Sep 15, 2016	6:00 PM	3 hours	Sep 15, 2016 at 9:00 PM
Tuesday	Sep 20, 2016	6:00 PM	3 hours	Sep 20, 2016 at 9:00 PM
Thursday	Sep 22, 2016	6:00 PM	3 hours	Sep 22, 2016 at 9:00 PM
Tuesday	Sep 27, 2016	6:00 PM	3 hours	Sep 27, 2016 at 9:00 PM
Thursday	Sep 29, 2016	6:00 PM	3 hours	Sep 29, 2016 at 9:00 PM
Tuesday	Oct 4, 2016	6:00 PM	3 hours	Oct 4, 2016 at 9:00 PM
Thursday	Oct 6, 2016	6:00 PM	3 hours	Oct 6, 2016 at 9:00 PM
Tuesday	Oct 11, 2016	6:00 PM	3 hours	Oct 11, 2016 at 9:00 PM
Thursday	Oct 13, 2016	6:00 PM	3 hours	Oct 13, 2016 at 9:00 PM
Tuesday	Oct 18, 2016	6:00 PM	3 hours	Oct 18, 2016 at 9:00 PM
Thursday	Oct 20, 2016	6:00 PM	3 hours	Oct 20, 2016 at 9:00 PM
Tuesday	Oct 25, 2016	6:00 PM	3 hours	Oct 25, 2016 at 9:00 PM
Thursday	Oct 27, 2016	6:00 PM	3 hours	Oct 27, 2016 at 9:00 PM
Summary			Notes	
Total Number of Dates: 16			--	
Total Time: 48 hours				

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Lighting Fee - Lighted Diamond	Lion's Club Flag Football #1018 Village Park - Lighted Diamond	\$10.00	16.00	--	\$160.00
Village Park-Lighted Ball Diamond Rental Fee Non P	Lion's Club Flag Football #1018 Village Park - Lighted Diamond	\$10.00	16.00	--	\$160.00

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Village Park-Lighted Ball Diamond Security Deposit	Lion's Club Flag Football #1018 Village Park - Lighted Diamond	\$100.00	\$0	\$0	\$0	\$100.00

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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.).

WORKFLOW STAGES

Description	Status	Event
Administrative Approval	Approved	Lion's Club Flag Football #1018

WAIVERS

Facility Liability Waiver

Due Date: Sep 6, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the

exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

Signature: _____

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

Permit Contract

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

Permit #1017, Approved
 Jan 8, 2016 10:43 AM



Company: Sussex Lions Club
 PO Box 22
 Sussex, WI 53089

Prepared By: Kristy Pralle

Agent: Rick Vodicka
 Email: rickbvodicka@gmail.com

Home: (262) 246-4151

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$4,365.00	\$0	\$0	\$4,365.00	\$400.00	\$0	\$0	\$0	\$4,765.00

RESERVATIONS

Event	Resource	Center	Notes																																								
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000	Village Park - Ball Diamond #1 South	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--																																								
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RESERVATIONS

Event	Resource	Center	Notes																																								
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000	Village Park - Ball Diamond #2 Central	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--																																								
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RESERVATIONS

Event		Resource	Center		Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park - Ball Diamond #3 North	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM	
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM	
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM	
Summary					Notes
Total Number of Dates: 3					--
Total Time: 51 hours					

RESERVATIONS

Event		Resource	Center		Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park - Hardball Diamond	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM	
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM	
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM	
Summary					Notes
Total Number of Dates: 3					--
Total Time: 51 hours					

RESERVATIONS

Event		Resource	Center		Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park - Lighted Diamond	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM	
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM	
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM	
Summary					Notes
Total Number of Dates: 3					--
Total Time: 51 hours					

RESERVATIONS

Event	Resource	Center	Notes

Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Disc Golf Course		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Monday	Jul 11, 2016	6:00 AM	17 hours	Jul 11, 2016 at 11:00 PM		
Tuesday	Jul 12, 2016	6:00 AM	17 hours	Jul 12, 2016 at 11:00 PM		
Wednesday	Jul 13, 2016	6:00 AM	17 hours	Jul 13, 2016 at 11:00 PM		
Thursday	Jul 14, 2016	6:00 AM	17 hours	Jul 14, 2016 at 11:00 PM		
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM		
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM		
Summary						Notes
Total Number of Dates: 7						--
Total Time: 119 hours						

RESERVATIONS

Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Early Days Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM		
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM		
Summary						Notes
Total Number of Dates: 3						--
Total Time: 51 hours						

RESERVATIONS

Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Lion's Building		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Wednesday	Jul 13, 2016	6:00 AM	17 hours	Jul 13, 2016 at 11:00 PM		
Thursday	Jul 14, 2016	6:00 AM	17 hours	Jul 14, 2016 at 11:00 PM		
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM		
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM		
Summary						Notes
Total Number of Dates: 5						--
Total Time: 85 hours						

RESERVATIONS

Event		Resource		Center		Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Lion's Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Monday	Jul 11, 2016	6:00 AM	17 hours	Jul 11, 2016 at 11:00 PM		
Tuesday	Jul 12, 2016	6:00 AM	17 hours	Jul 12, 2016 at 11:00 PM		
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Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM		
Summary						Notes
Total Number of Dates: 7						--
Total Time: 119 hours						

RESERVATIONS

Event		Resource		Center		Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park North Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM		
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM		
Summary						Notes
Total Number of Dates: 3						--
Total Time: 51 hours						

RESERVATIONS

Event		Resource		Center		Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Open Space Area		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Friday	Jul 15, 2016	6:00 AM	17 hours	Jul 15, 2016 at 11:00 PM		
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM		
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Summary						Notes
Total Number of Dates: 3						--
Total Time: 51 hours						

RESERVATIONS

Event		Resource		Center	Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Volleyball Court #1		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM	
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM	
Summary					Notes
Total Number of Dates: 2					--
Total Time: 34 hours					

RESERVATIONS

Event		Resource		Center	Notes
Lion's Daze 2016 Type: Special Event Attend/Qty: 5000		Village Park Volleyball Court #2		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Saturday	Jul 16, 2016	6:00 AM	17 hours	Jul 16, 2016 at 11:00 PM	
Sunday	Jul 17, 2016	6:00 AM	17 hours	Jul 17, 2016 at 11:00 PM	
Summary					Notes
Total Number of Dates: 2					--
Total Time: 34 hours					

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Disc Golf Course Tournament Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	7.00	--	\$700.00
Early Days Open Air Shelter Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$55.00	3.00	--	\$165.00
Lion's Building Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	5.00	--	\$500.00
Lion's Open Air Shelter Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$155.00	7.00	--	\$1,085.00
North Open Air Shelter Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$80.00	3.00	--	\$240.00
Village Park - Ball Diamond #1 So Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	3.00	--	\$300.00

Village Park - Ball Diamond #2 Ce Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	3.00	--	\$300.00
Village Park - Ball Diamond #3 North Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	3.00	--	\$300.00
Village Park - Hardball Diamond Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	3.00	--	\$300.00
Village Park Open Space Area	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$25.00	3.00	--	\$75.00
Village Park-Lighted Ball Diamond Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$100.00	3.00	--	\$300.00
Volleyball Courts Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$25.00	2.00	--	\$50.00
Volleyball Courts Rental Fee	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$25.00	2.00	--	\$50.00

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Special Event/Tournament Security Deposit	Lion's Daze 2016 #1017 Village Park Disc Golf Course	\$400.00	\$0	\$0	\$0	\$400.00

DISCLAIMERS

Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. 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. No other documents/permits 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 six (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 or event.

Electricity is available in the rafters of the open air shelters and by the stage in the Lion's Open Air Shelter. The responsible party must provide their own ladder and extension cords if they wish to use electricity. Fees may be invoiced at the discretion of the Village, depending on the type, size and duration of the event.

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

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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.

CUSTOM QUESTIONS

Question	Answer
Do you need the baseball fields prepped?	No

WAIVERS

Facility Liability Waiver

Due Date: Jul 11, 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: _____

Beer/Beverage Permit Waiver

Due Date: Jul 11, 2016

I understand that:

Village ordinances stipulate that the consumption of beer 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 agreement for signature. No other documents will be issued.

Waiver Signed

Signature: _____

Sales of Alcoholic Beverages Waiver

Due Date: Jul 11, 2016

I understand the following:

If applicable to this permit request, sales of alcoholic beverages are regulated by the State of Wisconsin and the Village of Sussex. 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. Responsible parties 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 or event.

Waiver Signed

Signature: _____

Statement of Liability and Understanding

Due Date: Jul 11, 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.

Permit Contract

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

Permit #1015, Approved
 Jan 7, 2016 4:06 PM



Company: Sussex Antique Power Association
 W247 N7929 Sharon Dr
 Sussex, WI 53089

Prepared By: Kristy Pralle

Agent: Kevin Riemer
 Email: farmall53h@yahoo.com

Home: (262) 246-3245

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$1,140.00	\$0	\$0	\$1,140.00	\$400.00	\$0	\$0	\$0	\$1,540.00

RESERVATIONS

Event		Resource		Center		Notes
Sussex Antique Power Type: Special Event Attend/Qty: 2000		Village Park Disc Golf Course		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM		
Friday	Aug 26, 2016	7:00 AM	13 hours	Aug 26, 2016 at 8:00 PM		
Saturday	Aug 27, 2016	7:00 AM	13 hours	Aug 27, 2016 at 8:00 PM		
Sunday	Aug 28, 2016	7:00 AM	13 hours	Aug 28, 2016 at 8:00 PM		
Summary						Notes
Total Number of Dates: 4						--
Total Time: 52 hours						

RESERVATIONS

Event		Resource		Center		Notes
Sussex Antique Power Type: Special Event Attend/Qty: 2000		Village Park Early Days Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date					
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM		
Friday	Aug 26, 2016	7:00 AM	13 hours	Aug 26, 2016 at 8:00 PM		
Saturday	Aug 27, 2016	7:00 AM	13 hours	Aug 27, 2016 at 8:00 PM		
Sunday	Aug 28, 2016	7:00 AM	13 hours	Aug 28, 2016 at 8:00 PM		
Summary						Notes
						--

Total Number of Dates: 4
 Total Time: 52 hours

RESERVATIONS

Event		Resource		Center	Notes
Sussex Antique Power Type: Special Event Attend/Qty: 2000		Village Park Lion's Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM	
Friday	Aug 26, 2016	7:00 AM	13 hours	Aug 26, 2016 at 8:00 PM	
Saturday	Aug 27, 2016	7:00 AM	13 hours	Aug 27, 2016 at 8:00 PM	
Sunday	Aug 28, 2016	7:00 AM	13 hours	Aug 28, 2016 at 8:00 PM	
Summary					Notes
Total Number of Dates: 4					--
Total Time: 52 hours					

RESERVATIONS

Event		Resource		Center	Notes
Sussex Antique Power Type: Special Event Attend/Qty: 2000		Village Park North Open Air Shelter		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM	
Friday	Aug 26, 2016	7:00 AM	13 hours	Aug 26, 2016 at 8:00 PM	
Saturday	Aug 27, 2016	7:00 AM	13 hours	Aug 27, 2016 at 8:00 PM	
Sunday	Aug 28, 2016	7:00 AM	13 hours	Aug 28, 2016 at 8:00 PM	
Summary					Notes
Total Number of Dates: 4					--
Total Time: 52 hours					

RESERVATIONS

Event		Resource		Center	Notes
Sussex Antique Power Type: Special Event Attend/Qty: 2000		Village Park Open Space Area		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM	
Friday	Aug 26, 2016	7:00 AM	13 hours	Aug 26, 2016 at 8:00 PM	
Saturday	Aug 27, 2016	7:00 AM	13 hours	Aug 27, 2016 at 8:00 PM	
Sunday	Aug 28, 2016	7:00 AM	13 hours	Aug 28, 2016 at 8:00 PM	
Summary					Notes

Total Number of Dates: 4	--
Total Time: 52 hours	

RESERVATIONS

Event		Resource		Center	Notes
Sussex Antique Power Type: Special Event Attend/Qty: 0		Village Park - Ball Diamond #3 North		Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--
--					
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Thursday	Aug 25, 2016	7:00 AM	13 hours	Aug 25, 2016 at 8:00 PM	
Friday	Aug 26, 2016	7:00 AM	13 hours	Aug 26, 2016 at 8:00 PM	
Saturday	Aug 27, 2016	7:00 AM	13 hours	Aug 27, 2016 at 8:00 PM	
Sunday	Aug 28, 2016	7:00 AM	13 hours	Aug 28, 2016 at 8:00 PM	
Summary					Notes
Total Number of Dates: 4					--
Total Time: 52 hours					

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Beer/Beverage Permit Fee	Sussex Antique Power #1015 Village Park Disc Golf Course	\$15.00	4.00	--	\$60.00
Lion's Open Air Shelter Rental Fee	Sussex Antique Power #1015 Village Park Disc Golf Course	\$155.00	4.00	--	\$620.00
North Open Air Shelter Rental Fee	Sussex Antique Power #1015 Village Park Disc Golf Course	\$80.00	4.00	--	\$320.00
Village Park Open Space Area	Sussex Antique Power #1015 Village Park Disc Golf Course	\$25.00	4.00	--	\$100.00
Village Park - Ball Diamond #3 North Rental Fee	Sussex Antique Power #1015 Village Park Disc Golf Course	\$10.00	4.00	--	\$40.00

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Special Event/Tournament Security Deposit	Sussex Antique Power #1015 Village Park Disc Golf Course	\$400.00	\$0	\$0	\$0	\$400.00

DISCLAIMERS

Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. 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. No other documents/permits 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 six (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 or event.

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

RESERVATIONS

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

FEES & DEPOSITS

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

LIMITS TO RESERVATION TIME

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

To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through permit.

LIMITS ON USE OF FACILITIES

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

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

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

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

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

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

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

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

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

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

ACTIVITIES REQUIRING PARK BOARD APPROVAL

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

YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

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

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

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

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

RETURNED CHECKS

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

TAX EXEMPT

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

FACILITY PROBLEMS

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you MUST call the Village's

on-call employee IMMEDIATELY at 414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

SET-UP & CLEAN-UP

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

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

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

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

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

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

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

CUSTOM QUESTIONS

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	Yes
Please provide driver's license number and date of birth.	
Would you like to use electricity?	No
Do you want to set up an inflatable?	No
Do you want access to the Lion's Building restrooms?	No
Will you be selling alcoholic beverages?	No
Would you like to have water available to you?	No

WAIVERS

Facility Liability Waiver

Due Date: Aug 25, 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: _____

Beer/Beverage Permit Waiver

Due Date: Aug 25, 2016

I understand that:

Village ordinances stipulate that the consumption of beer 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 agreement for signature. No other documents will be issued.

Waiver Signed

Signature: _____

Statement of Liability and Understanding

Due Date: Aug 25, 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.

Permit Contract

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

Permit #1016, Approved
 Jan 7, 2016 4:37 PM



Company: Templeton Middle School
 N59 W22490 Silver Spring Dr.
 Sussex, WI 53089

Prepared By: Kristy Pralle

Agent: Rhonda Watton
 Email: wattrh@hamilton.k12.wi.us

Work: (262) 246-6477x4525

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$125.00	\$0	\$0	\$125.00	\$400.00	\$0	\$0	\$0	\$525.00

RESERVATIONS

Event	Resource	Center	Notes
Templeton Middle School Cross Country Meet Type: Special Event Attend/Qty: 900	Village Park Disc Golf Course	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--
Days Requested	Event Begins	Duration	Event Ends
Day Date			
Monday Sep 19, 2016	1:30 PM	5 hours	Sep 19, 2016 at 6:30 PM
Tuesday Sep 20, 2016	1:30 PM	5 hours	Sep 20, 2016 at 6:30 PM
Summary		Notes	
Total Number of Dates: 2		Rain date is scheduled for 9/20	
Total Time: 10 hours			

RESERVATIONS

Event	Resource	Center	Notes
Templeton Middle School Cross Country Meet Type: Special Event Attend/Qty: 900	Village Park Open Space Area	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--
Days Requested	Event Begins	Duration	Event Ends
Day Date			
Monday Sep 19, 2016	1:30 PM	5 hours	Sep 19, 2016 at 6:30 PM
Tuesday Sep 20, 2016	1:30 PM	5 hours	Sep 20, 2016 at 6:30 PM
Summary		Notes	
Total Number of Dates: 2		Rain date is scheduled for 9/20	
Total Time: 10 hours			

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Disc Golf Course Tournament Rental Fee	Templeton Middle School Cross Country Meet #1016 Village Park Disc Golf Course	\$100.00	1.00	--	\$100.00
Village Park Open Space Area	Templeton Middle School Cross Country Meet #1016 Village Park Disc Golf Course	\$25.00	1.00	--	\$25.00

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Special Event/Tournament Security Deposit	Templeton Middle School Cross Country Meet #1016 Village Park Disc Golf Course	\$400.00	\$0	\$0	\$0	\$400.00

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.

CUSTOM QUESTIONS

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	No
Would you like to use electricity?	No
Do you want to set up an inflatable?	No
Do you want access to the Lion's Building restrooms?	Yes

Will you be selling alcoholic beverages?	No
Would you like to have water available to you?	No

WAIVERS

Facility Liability Waiver

Due Date: Sep 19, 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 19, 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.

Permit Contract

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

Permit #1016, Approved
 Jan 7, 2016 4:37 PM



Company: Templeton Middle School
 N59 W22490 Silver Spring Dr.
 Sussex, WI 53089

Prepared By: Kristy Pralle

Agent: Rhonda Watton
 Email: wattrh@hamilton.k12.wi.us

Work: (262) 246-6477x4525

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$125.00	\$0	\$0	\$125.00	\$400.00	\$0	\$0	\$0	\$525.00

RESERVATIONS

Event	Resource	Center	Notes
Templeton Middle School Cross Country Meet Type: Special Event Attend/Qty: 900	Village Park Disc Golf Course	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--
Days Requested		Event Begins	Duration
Day	Date		Event Ends
Monday	Sep 19, 2016	1:30 PM	5 hours Sep 19, 2016 at 6:30 PM
Tuesday	Sep 20, 2016	1:30 PM	5 hours Sep 20, 2016 at 6:30 PM
Summary		Notes	
Total Number of Dates: 2		Rain date is scheduled for 9/20	
Total Time: 10 hours			

RESERVATIONS

Event	Resource	Center	Notes
Templeton Middle School Cross Country Meet Type: Special Event Attend/Qty: 900	Village Park Open Space Area	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--
Days Requested		Event Begins	Duration
Day	Date		Event Ends
Monday	Sep 19, 2016	1:30 PM	5 hours Sep 19, 2016 at 6:30 PM
Tuesday	Sep 20, 2016	1:30 PM	5 hours Sep 20, 2016 at 6:30 PM
Summary		Notes	
Total Number of Dates: 2		Rain date is scheduled for 9/20	
Total Time: 10 hours			

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Disc Golf Course Tournament Rental Fee	Templeton Middle School Cross Country Meet #1016 Village Park Disc Golf Course	\$100.00	1.00	--	\$100.00
Village Park Open Space Area	Templeton Middle School Cross Country Meet #1016 Village Park Disc Golf Course	\$25.00	1.00	--	\$25.00

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Special Event/Tournament Security Deposit	Templeton Middle School Cross Country Meet #1016 Village Park Disc Golf Course	\$400.00	\$0	\$0	\$0	\$400.00

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.

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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.

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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.

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CUSTOM QUESTIONS

Question	Answer
Do you need the baseball fields prepped?	No
Will you be serving beer, wine or fermented beverages?	No
Would you like to use electricity?	No
Do you want to set up an inflatable?	No
Do you want access to the Lion's Building restrooms?	Yes

Will you be selling alcoholic beverages?	No
Would you like to have water available to you?	No

WAIVERS

Facility Liability Waiver

Due Date: Sep 19, 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 19, 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.

Permit Contract

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

Permit #9000835, Pending approval
 Jan 14, 2016 11:31 AM



Company: Pewaukee Sussex United Soccer Club
 PO Box 277
 Pewaukee, WI 53072

Customer Type: General Public
 Prepared By: Kristy Pralle

Agent: Andy Berlinski
 Email: andyberlinski@northwesternmutual.com

Home: (262) 408-8788

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$4,491.60	\$0	\$0	\$4,491.60	\$100.00	\$0	\$0	\$0	\$4,591.60

RESERVATIONS

Event		Resource		Center	Notes
Pewaukee Sussex United Soccer Club Type: Soccer Field Rental Attend/Qty: 0		Armory Park Soccer Fields 1-6		Armory Park W237N5930 Maple Ave. Sussex, WI 53089	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Monday	Apr 4, 2016	5:00 PM	3 hours	Apr 4, 2016 at 8:00 PM	
Tuesday	Apr 5, 2016	5:00 PM	3 hours	Apr 5, 2016 at 8:00 PM	
Wednesday	Apr 6, 2016	5:00 PM	3 hours	Apr 6, 2016 at 8:00 PM	
Thursday	Apr 7, 2016	5:00 PM	3 hours	Apr 7, 2016 at 8:00 PM	
Friday	Apr 8, 2016	5:00 PM	3 hours	Apr 8, 2016 at 8:00 PM	
Monday	Apr 11, 2016	5:00 PM	3 hours	Apr 11, 2016 at 8:00 PM	
Tuesday	Apr 12, 2016	5:00 PM	3 hours	Apr 12, 2016 at 8:00 PM	
Wednesday	Apr 13, 2016	5:00 PM	3 hours	Apr 13, 2016 at 8:00 PM	
Thursday	Apr 14, 2016	5:00 PM	3 hours	Apr 14, 2016 at 8:00 PM	
Friday	Apr 15, 2016	5:00 PM	3 hours	Apr 15, 2016 at 8:00 PM	
Monday	Apr 18, 2016	5:00 PM	3 hours	Apr 18, 2016 at 8:00 PM	
Tuesday	Apr 19, 2016	5:00 PM	3 hours	Apr 19, 2016 at 8:00 PM	
Wednesday	Apr 20, 2016	5:00 PM	3 hours	Apr 20, 2016 at 8:00 PM	
Thursday	Apr 21, 2016	5:00 PM	3 hours	Apr 21, 2016 at 8:00 PM	
Friday	Apr 22, 2016	5:00 PM	3 hours	Apr 22, 2016 at 8:00 PM	
Saturday	Apr 23, 2016	9:00 AM	6 hours	Apr 23, 2016 at 3:00 PM	
Sunday	Apr 24, 2016	1:00 PM	2 hours	Apr 24, 2016 at 3:00 PM	
Monday	Apr 25, 2016	5:00 PM	3 hours	Apr 25, 2016 at 8:00 PM	
Tuesday	Apr 26, 2016	5:00 PM	3 hours	Apr 26, 2016 at 8:00 PM	
Wednesday	Apr 27, 2016	5:00 PM	3 hours	Apr 27, 2016 at 8:00 PM	
Thursday	Apr 28, 2016	5:00 PM	3 hours	Apr 28, 2016 at 8:00 PM	

Friday	Apr 29, 2016	5:00 PM	3 hours	Apr 29, 2016 at 8:00 PM
Saturday	Apr 30, 2016	9:00 AM	6 hours	Apr 30, 2016 at 3:00 PM
Sunday	May 1, 2016	1:00 PM	2 hours	May 1, 2016 at 3:00 PM
Monday	May 2, 2016	5:00 PM	3 hours	May 2, 2016 at 8:00 PM
Tuesday	May 3, 2016	5:00 PM	3 hours	May 3, 2016 at 8:00 PM
Wednesday	May 4, 2016	5:00 PM	3 hours	May 4, 2016 at 8:00 PM
Thursday	May 5, 2016	5:00 PM	3 hours	May 5, 2016 at 8:00 PM
Friday	May 6, 2016	5:00 PM	3 hours	May 6, 2016 at 8:00 PM
Saturday	May 7, 2016	9:00 AM	6 hours	May 7, 2016 at 3:00 PM
Sunday	May 8, 2016	1:00 PM	2 hours	May 8, 2016 at 3:00 PM
Monday	May 9, 2016	5:00 PM	3 hours	May 9, 2016 at 8:00 PM
Tuesday	May 10, 2016	5:00 PM	3 hours	May 10, 2016 at 8:00 PM
Wednesday	May 11, 2016	5:00 PM	3 hours	May 11, 2016 at 8:00 PM
Thursday	May 12, 2016	5:00 PM	3 hours	May 12, 2016 at 8:00 PM
Friday	May 13, 2016	5:00 PM	3 hours	May 13, 2016 at 8:00 PM
Saturday	May 14, 2016	9:00 AM	6 hours	May 14, 2016 at 3:00 PM
Sunday	May 15, 2016	1:00 PM	2 hours	May 15, 2016 at 3:00 PM
Monday	May 16, 2016	5:00 PM	3 hours	May 16, 2016 at 8:00 PM
Tuesday	May 17, 2016	5:00 PM	3 hours	May 17, 2016 at 8:00 PM
Wednesday	May 18, 2016	5:00 PM	3 hours	May 18, 2016 at 8:00 PM
Thursday	May 19, 2016	5:00 PM	3 hours	May 19, 2016 at 8:00 PM
Friday	May 20, 2016	5:00 PM	3 hours	May 20, 2016 at 8:00 PM
Saturday	May 21, 2016	9:00 AM	6 hours	May 21, 2016 at 3:00 PM
Sunday	May 22, 2016	1:00 PM	2 hours	May 22, 2016 at 3:00 PM
Monday	May 23, 2016	5:00 PM	3 hours	May 23, 2016 at 8:00 PM
Tuesday	May 24, 2016	5:00 PM	3 hours	May 24, 2016 at 8:00 PM
Wednesday	May 25, 2016	5:00 PM	3 hours	May 25, 2016 at 8:00 PM
Thursday	May 26, 2016	5:00 PM	3 hours	May 26, 2016 at 8:00 PM
Friday	May 27, 2016	5:00 PM	3 hours	May 27, 2016 at 8:00 PM
Saturday	May 28, 2016	9:00 AM	6 hours	May 28, 2016 at 3:00 PM
Sunday	May 29, 2016	1:00 PM	2 hours	May 29, 2016 at 3:00 PM
Monday	May 30, 2016	5:00 PM	3 hours	May 30, 2016 at 8:00 PM
Tuesday	May 31, 2016	5:00 PM	3 hours	May 31, 2016 at 8:00 PM
Wednesday	Jun 1, 2016	5:00 PM	3 hours	Jun 1, 2016 at 8:00 PM
Thursday	Jun 2, 2016	5:00 PM	3 hours	Jun 2, 2016 at 8:00 PM
Friday	Jun 3, 2016	5:00 PM	3 hours	Jun 3, 2016 at 8:00 PM
Saturday	Jun 4, 2016	9:00 AM	6 hours	Jun 4, 2016 at 3:00 PM
Sunday	Jun 5, 2016	1:00 PM	2 hours	Jun 5, 2016 at 3:00 PM
Monday	Jun 6, 2016	5:00 PM	3 hours	Jun 6, 2016 at 8:00 PM
Tuesday	Jun 7, 2016	5:00 PM	3 hours	Jun 7, 2016 at 8:00 PM
Wednesday	Jun 8, 2016	5:00 PM	3 hours	Jun 8, 2016 at 8:00 PM
Thursday	Jun 9, 2016	5:00 PM	3 hours	Jun 9, 2016 at 8:00 PM
Friday	Jun 10, 2016	5:00 PM	3 hours	Jun 10, 2016 at 8:00 PM
Saturday	Jun 11, 2016	9:00 AM	6 hours	Jun 11, 2016 at 3:00 PM
Sunday	Jun 12, 2016	1:00 PM	2 hours	Jun 12, 2016 at 3:00 PM
Monday	Aug 15, 2016	5:00 PM	3 hours	Aug 15, 2016 at 8:00 PM
Tuesday	Aug 16, 2016	5:00 PM	3 hours	Aug 16, 2016 at 8:00 PM

Wednesday	Aug 17, 2016	5:00 PM	3 hours	Aug 17, 2016 at 8:00 PM
Thursday	Aug 18, 2016	5:00 PM	3 hours	Aug 18, 2016 at 8:00 PM
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Summary				Notes
Total Number of Dates: 141				--
Total Time: 455 hours				

RESERVATIONS

Event		Resource		Center	Notes
Pewaukee Sussex United Soccer Club Type: Soccer Field Rental Attend/Qty: 0		Armory Park Soccer Fields 7		Armory Park W237N5930 Maple Ave. Sussex, WI 53089	--
Days Requested		Event Begins	Duration	Event Ends	
Day	Date				
Monday	Apr 4, 2016	5:00 PM	3 hours	Apr 4, 2016 at 8:00 PM	
Tuesday	Apr 5, 2016	5:00 PM	3 hours	Apr 5, 2016 at 8:00 PM	
Wednesday	Apr 6, 2016	5:00 PM	3 hours	Apr 6, 2016 at 8:00 PM	
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CHARGES

Description	Event / Resource	Unit Fee	Units Tax	Charge
Soccer Fields 1-6 Rental Fees	Pewaukee Sussex United Soccer Club #9000835 Armory Park Soccer Fields 1-6	\$25.00	139.00	-- \$3,475.00
		\$5.00	139.00	-- \$695.00

Soccer Fields 7 - Rental Fees	Pewaukee Sussex United Soccer Club #9000835 Armory Park Soccer Fields 1-6					
Soccer Fields 1-6 Rental Fees	Pewaukee Sussex United Soccer Club #9000835 Armory Park Soccer Fields 1-6	\$16.75	16.00	--	\$268.00	
Soccer Fields 7 - Rental Fees	Pewaukee Sussex United Soccer Club #9000835 Armory Park Soccer Fields 1-6	\$3.35	16.00	--	\$53.60	

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Soccer Fields 1-6 Security Deposit	Pewaukee Sussex United Soccer Club #9000835 Armory Park Soccer Fields 1-6	\$100.00	\$0	\$0	\$0	\$100.00

DISCLAIMERS

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

RESERVATIONS

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

FEES & DEPOSITS

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

LIMITS TO RESERVATION TIME

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

LIMITS ON USE OF FACILITIES

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

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

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

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

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

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

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

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

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

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

ACTIVITIES REQUIRING PARK BOARD APPROVAL

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

YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

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

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

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

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

RETURNED CHECKS

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

TAX EXEMPT

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

FACILITY PROBLEMS

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

SET-UP & CLEAN-UP

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

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

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

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

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

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

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

WORKFLOW STAGES

Description	Status	Event
Administrative Approval	In process (email sent)	Pewaukee Sussex United Soccer Club #9000835

CUSTOM QUESTIONS

Question	Answer
Will you be serving beer, wine or fermented beverages?	No

WAIVERS

Facility Liability Waiver

Due Date: Apr 4, 2016

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

contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

Signature: _____

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

Permit Contract

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

Permit #9000836, Pending approval
 Jan 14, 2016 2:06 PM



Company: SLYBA
 PO Box 36
 Sussex, WI 53089

Customer Type: General Public
 Prepared By: Kristy Pralle

Agent: Craig Geiger

Home: (262) 825-7667

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$575.00	\$0	\$0	\$575.00	\$400.00	\$0	\$0	\$0	\$975.00

RESERVATIONS

Event	Resource	Center	Notes																														
SLYBA Super Saturday 2016 Type: Baseball Diamond Rental - Tournament Attend/Qty: 1000	Village Park - Ball Diamond #1 South	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--																														
<table border="1"> <thead> <tr> <th colspan="2">Days Requested</th> <th>Event Begins</th> <th>Duration</th> <th>Event Ends</th> </tr> <tr> <th>Day</th> <th>Date</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Saturday</td> <td>Jul 23, 2016</td> <td>6:00 AM</td> <td>10 hours</td> <td>Jul 23, 2016 at 4:00 PM</td> </tr> <tr> <td colspan="4">Summary</td> <td>Notes</td> </tr> <tr> <td colspan="4">Total Number of Dates: 1</td> <td>--</td> </tr> <tr> <td colspan="4">Total Time: 10 hours</td> <td></td> </tr> </tbody> </table>				Days Requested		Event Begins	Duration	Event Ends	Day	Date				Saturday	Jul 23, 2016	6:00 AM	10 hours	Jul 23, 2016 at 4:00 PM	Summary				Notes	Total Number of Dates: 1				--	Total Time: 10 hours				
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Total Time: 10 hours																																	

RESERVATIONS

Event	Resource	Center	Notes																														
SLYBA Super Saturday 2016 Type: Baseball Diamond Rental - Tournament Attend/Qty: 1000	Village Park - Ball Diamond #2 Central	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--																														
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Summary				Notes																													
Total Number of Dates: 1				--																													
Total Time: 10 hours																																	

RESERVATIONS

Event		Resource	Center	Notes
SLYBA Super Saturday 2016 Type: Baseball Diamond Rental - Tournament Attend/Qty: 1000		Village Park - Ball Diamond #3 North	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends
Day	Date			
Saturday	Jul 23, 2016	6:00 AM	10 hours	Jul 23, 2016 at 4:00 PM
Summary				Notes
Total Number of Dates: 1				--
Total Time: 10 hours				

RESERVATIONS

Event		Resource	Center	Notes
SLYBA Super Saturday 2016 Type: Baseball Diamond Rental - Tournament Attend/Qty: 1000		Village Park - Hardball Diamond	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends
Day	Date			
Saturday	Jul 23, 2016	6:00 AM	10 hours	Jul 23, 2016 at 4:00 PM
Summary				Notes
Total Number of Dates: 1				--
Total Time: 10 hours				

RESERVATIONS

Event		Resource	Center	Notes
SLYBA Super Saturday 2016 Type: Baseball Diamond Rental - Tournament Attend/Qty: 1000		Village Park - Lighted Diamond	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089 --	--
Days Requested		Event Begins	Duration	Event Ends
Day	Date			
Saturday	Jul 23, 2016	6:00 AM	10 hours	Jul 23, 2016 at 4:00 PM
Summary				Notes
Total Number of Dates: 1				--
Total Time: 10 hours				

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Tournament Rental Fee	SLYBA Super Saturday 2016 #9000836 Village Park - Ball Diamond #1 South	\$100.00	1.00	--	\$100.00
Tournament Rental Fee		\$100.00	1.00	--	\$100.00

	SLYBA Super Saturday 2016 #9000836 Village Park - Ball Diamond #2 Central				
Tournament Rental Fee	SLYBA Super Saturday 2016 #9000836 Village Park - Ball Diamond #3 North	\$100.00	1.00	--	\$100.00
Baseball/Softball Field Preparation Fee	SLYBA Super Saturday 2016 #9000836 Village Park - Lighted Diamond	\$15.00	5.00	--	\$75.00
Tournament Rental Fee	SLYBA Super Saturday 2016 #9000836 Village Park - Lighted Diamond	\$100.00	1.00	--	\$100.00
Tournament Rental Fee	SLYBA Super Saturday 2016 #9000836 Village Park - Hardball Diamond	\$100.00	1.00	--	\$100.00

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Tournament Security Deposit	SLYBA Super Saturday 2016 #9000836 Village Park - Ball Diamond #1 South	\$400.00	\$0	\$0	\$0	\$400.00

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.

FEEES & 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.).

WORKFLOW STAGES

Description	Status	Event
Administrative Approval	In process (email sent)	SLYBA Super Saturday 2016 #9000836
Administrative Approval	In process (email sent)	SLYBA Super Saturday 2016 #9000836
Administrative Approval	In process (email sent)	SLYBA Super Saturday 2016 #9000836
Administrative Approval	In process (email sent)	SLYBA Super Saturday 2016 #9000836

Administrative Approval

In process (email sent)

SLYBA Super Saturday 2016 #9000836

CUSTOM QUESTIONS

Question	Answer
Do you need the baseball fields prepped?	Yes
What are the field preparation requirements?	They will let us know closer to the date
Will you be serving beer, wine or fermented beverages?	No
Will you be selling alcoholic beverages?	No

WAIVERS**Facility Liability Waiver**

Due Date: Jul 23, 2016

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public park area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex and the Recreation Department. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. This form is your reservation and permit to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Use of playfields, courts, etc. must be identified on this permit.

Waiver Signed

Signature: _____

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



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

MEMORANDUM

To: Sussex Park and Recreation Board

Cc: Jeremy Smith, Village Administrator

From: Sasha Snapp, Parks and Recreation Director

Re: Portable Toilets Contract

Date: January 11, 2016

It is time to renew our contract for the rental and cleaning of the portable toilets that we use in our parks system spring through fall. The following companies have submitted a monthly price quote for 4 portable toilet facilities and 2 portable handicap toilet facilities with a weekly cleaning:

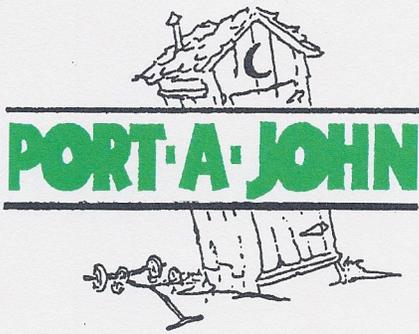
Port-A-John – Germantown, WI: \$470.00 per month including delivery

Cans To Go – Milwaukee, WI: \$560.00 per month, \$30.00 for delivery

Arnold's Environmental Services – Saukville, WI: \$576.00 per month including delivery

Number One Portables – Waukesha, WI: \$540.00, \$75.00 for delivery

Staff would like to recommend Port-a-John as our choice for portable toilets. We've used them the last several years and have been pleased with their service. In addition, their quote came with a three contract on the prices presented.



P.O. Box 694

12/14/15

Germantown, WI 53022

(262) 253-1400

Fax (262) 253-0800

SALESPERSON:
KEVIN KORNUTH

TO: SUSSEX, VILLAGE OF
C/O SASHA SNAPP
N63 W23760 MAIN STREET
SUSSEX, WI 53089

EVENT DATE(S) 2016 & 2017 SEASON
DELIVERY DATE UPON REQUEST
SERVICE DATE(S) WEEKLY
PICKUP DATE WILL CALL

EVENT LOCATION: VARIOUS PARKS
SUSSEX

REPRESENTATIVE: SASHA SNAPP @ 262-246-6447

PORT-A-JOHN, INC. WILL PROVIDE DELIVERY, SET-UP AND PICKUP OF:

- 4 PORTABLE TOILET FACILITIES [0 MEN, 0 WOMEN, 0 NO LABEL]
- 2 PORTABLE HANDICAP TOILET FACILITIES
- 0 PORTABLE SINK(S) [TWO STATION]
- 0 COMFORT MASTER(S) [PORTABLE TOILET TRAILER]

SPECIAL ITEMS:

PORT-A-JOHN, INC. PROPOSES TO FURNISH ALL EQUIPMENT & LABOR IN ACCORDANCE WITH THE SPECIFICATIONS FOR THE SUM OF:
FOUR HUNDRED SEVENTY AND NO/100 PER MONTH DOLLARS [\$470.00 PER MONTH DOLLARS]
PLUS ALL APPLICABLE TAXES & \$0.00 DELIVERY FEE

WE ARE TAX EXEMPT, OUR NUMBER IS _____

____ YES DO, ____ NO DO NOT, PROVIDE A CERTIFICATE OF INSURANCE.
[WE'LL HAVE OUR INSURANCE CARRIER PROVIDE A CERTIFICATE OF INSURANCE, UPON REQUEST.]

KEVIN KORNUTH

ADDITIONAL COMMENTS

REGULAR UNITS \$70.00 EACH - HANDICAP UNITS \$95.00 EACH, PER MONTH. 3 REGULAR & 1 H/C TO VILLAGE PARK, 1 REGULAR & 1 H/C TO MAPLEWAY PARK. HAND SANITIZERS ARE \$10 PER MONTH/UNIT IF REQUESTED.

TERMS: PAYABLE WITHIN TEN [10] DAYS UPON COMPLETION OF EVENT.

ACCEPTANCE OF PROPOSAL: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

DATE OF ACCEPTANCE:

SIGNATURE:

***** PLEASE SIGN AND RETURN ONE (1) COPY TO PORT-A-JOHN, INC., THANK YOU *****

Paul Farrow
County Executive

Antwayne M. Robertson
Director



Waukesha
County
DEPARTMENT OF
HEALTH AND HUMAN SERVICES

RECEIVED DEC 31 2015

Susan Freiheit
Village of Sussex
N64 W23760 Main Street
Sussex, WI 53089

RE: Contract # 16-015

Dear Ms. Freiheit,

December 9, 2015

Contract 16-015 for services during 2016 with the Aging and Disability Resource Center of Waukesha County (ADRC) a division of the Waukesha County Department of Health and Human Services is enclosed for review and signature. **Signature is required on page 3 of the contract.** Please sign and return both copies to our office. A fully executed copy will be returned to you after all signatures are obtained.

Please let me know if you have any questions concerning the contract. I can be reached at telephone (262) 548-7665.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Beyer".

Jennifer Beyer
Quality Assurance Specialist
Programs & Projects Analyst

COOPERATIVE AGREEMENT BETWEEN
VILLAGE OF SUSSEX
AND
AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY
A DIVISION OF WAUKESHA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

In consideration of the mutual covenants here in The Aging and Disability Resource Center of Waukesha County (ADRC), a division of Waukesha County Department of Health and Human Services, State of Wisconsin, hereinafter known as the "Program," having offices at Human Services Center, 514 Riverview Drive, Waukesha, Wisconsin 53188 and **Village of Sussex whose business offices are located at N64W23760 Main Street, Sussex, WI 53089** hereinafter known as the "Facility," agree as follows regarding the use of **Sussex Community Center, W240N5765 Maple Ave, Sussex, Wisconsin 53089** as a facility for providing meals to elderly residents:

- I. The Facility shall provide:
 - A. Use of the dining and serving area for service of meals on **Monday, Tuesday, Wednesday, Thursday, and Friday** from 9:30 a.m. to 2:00 p.m. for elderly participants. The Program understands that these hours may need to be adjusted due to Facility programming and will be mutually agreed upon.
 - B. Payment of utility charges, except monthly charges for a separate phone and fax line.
 - C. Limited storage facilities for equipment, utensils and supplies.
 - D. The Facility shall adequately maintain the equipment, building, and grounds, including snow and ice removal as necessary.
 - E. Tables and chairs to reach the seating capacity of the room, and use of kitchen facilities.
 - F. Working smoke alarms and fire extinguishers, with assurance of regular operational checks.
 - G. Posted evacuation procedures and well lighted exit signs.
- II. The Program shall provide:
 - A. Meals, which shall be delivered and shall contain one-third minimum daily requirements for an adult as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences.
 - B. Recruiting, training, and scheduling of volunteers who shall be responsible for hosting, serving, clean-up, recordkeeping, etc., and shall follow health and sanitation procedures. Also, set up tables for chairs and place back in storage

area as needed/requested.

- C. Planning and coordination of various social and recreational activities following meal service as agreed with the approval of the Facility.

III. The Facility and the Program shall agree as follows:

- A. Meal service shall be open to all residents of the United States 60 years of age or older.
- B. Various rules and regulations regarding walk-ins may be established as necessary by the Facility in cooperation with the Program.
- C. It is understood that the parties shall each bear only that responsibility and resultant liability because of personal injury and/or property damage, which is based upon their own negligent acts or omissions. Each party will at all times during the term of this agreement, keep in force and effect general liability insurance policies as outlined below, issued by a company authorized to do business in the State of Wisconsin.

Commercial General Liability Insurance

Coverage Required:

Premises and Operations

Products and Completed Operations

Blanket Contractual Liability

Limits of Liability:

Not less than \$1,000,000 combined single limit (bodily injury and property damage)

Each shall be given ninety (90) day written notice of cancellation or non-renewal during the term of this agreement. Upon execution of this agreement, the Facility will furnish the Program with a Certificate of Insurance. In the event that any action, suit, or other proceeding is brought against either party upon any matter here included, that party shall within five (5) working days give notice to the other party of the action.

- D. As the Program is governed by Waukesha County policy and it is the policy of Waukesha County that all buildings and facilities under the control of Waukesha County be declared smoke free, therefore, during the operational hours of the Nutrition Program the space available to the Program will be declared smoke free.

IV. Miscellaneous terms:

- A. It is understood that a portion or portions of the dining area may be used for facility programs and/or activities if not required for meal service and related

programs.

B.

Dish machine remains property of the Facility. The Program will utilize the dish machine in accordance with manufacturer's recommendations, and use will be determined by availability and ability of staff and volunteers as well as the availability of chemicals and serving ware and any and all other items required for its use.

The Program will evaluate on an ongoing basis the appropriateness of the use of the machine, as well as the appropriateness of repairs or replacement, which will be coordinated with the Facility should repairs or replacement be needed.

V. This agreement constitutes the entire agreement between the Facility and the Program.

VI. This agreement shall be effective as of **January 1, 2016** and ending **December 31, 2016**. However, either party may at any time during the life of the agreement terminate this agreement by giving ninety (90) days notice to the other party of the intention to do so.

In witness thereof, the parties hereto affix their hands and seals.

Antwayne Robertson
Director, Department of Health and Human Services
Waukesha County

Date

Signature of Agent for Facility

Date

Name (Type or print)

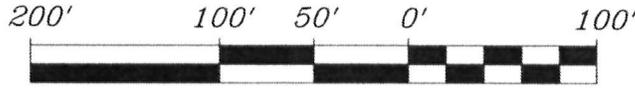
Phone Number

Title

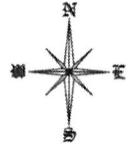
Company

CERTIFIED SURVEY MAP NO. _____

LOT 1 AND LOT 2, CERTIFIED SURVEY MAP NO. 7505 AND LOT 1, CERTIFIED SURVEY MAP NO. 6519, BEING BEING OF THE NE 1/4 AND SE 1/4 OF THE SE 1/4 OF SECTION 35 AND THE NW 1/4 AND SW 1/4 OF THE SW 1/4 OF SECTION 36, T8N, R19E, TOWN OF LISBON, WAUKSHA COUNTY, WISCONSIN.



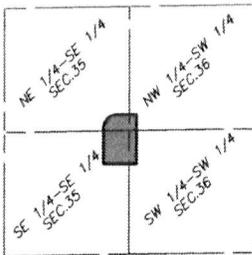
SCALE: 1"=100'



NE COR. SE 1/4 SEC. 35-8-19
410,424.97
2,479,256.41

BEARINGS ARE REFERENCED TO THE EAST LINE OF THE SE 1/4 OF SEC. 35-8-19 WHICH BEARS S 00°01'02" E BASED ON CONTROL SURVEY FOR SECTION SURVEYS IN THE TOWN OF LISBON

LOCALITY MAP



1"=2000'

R=141.29'
Δ=90°00'00"
CH.BRNG=N 44°58'58" E
CH.=199.82'

BETKER DRIVE

N 00°01'02" W 385.81'

S 00°01'02" E 66.00' S 89°58'58" W 130.20'

N 89°58'58" E 208.71'

221.94'

50.1'

58.71'

150.00'

80.0'

13.0'

LOT 1

CSM NO. 4713

S 00°01'02" E

527.10'

OUTLOT 1

CSM NO. 10472

EXISTING BUILDING

LOT 2

101136 S.F.

18' Ingress/egress easement granted to Lot 1

N 80°17'42" E 76.23'

9.9'

S 85°09'54" W 125.30'

LOT 1

79065 S.F.

20' Storm Drainage Easement

200.00'

107.96'

150.00'

S 89°58'58" W 350.00'

LOT 2

CSM NO. 10473

- - INDICATES IRON ROD FOUND
- - INDICATES 1" IRON PIPE FOUND
- - INDICATES 3/4" X 18" IRON ROD SET WEIGHING 1.5 LBS./FT.
- - INDICATES 6"X6" CONC. MONU. WITH SEWRPC BRASS CAP FOUND

SE COR. SE 1/4 SEC. 35-8-19
407,786.69
2,479,257.20



KW SURVEYING, INC.
725 PALMYRA STREET
P.O. BOX 32
SULLIVAN, WI. 53178
(262)-593-5800

DATED THIS 5TH DAY OF OCTOBER, 2015.

SHEET 1 OF 3

THIS INSTRUMENT WAS DRAFTED BY KENNETH J. WILKOWSKI, S-1841

JOB NO. 1669

CERTIFIED SURVEY MAP NO. _____

LOT 1 AND LOT 2, CERTIFIED SURVEY MAP NO. 7505 AND LOT 1, CERTIFIED SURVEY MAP NO. 6519, BEING PART OF THE NE 1/4 AND SE 1/4 OF THE SE 1/4 OF SECTION 35 AND THE NW 1/4 AND SW 1/4 OF THE SW 1/4 OF SECTION 36, T8N, R19E, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

TOWN OF LISBON PLAN COMMISSION APPROVAL

Approved by the Town Plan Commission of the Town of Lisbon, this _____ day of _____, 2015

Joseph Osterman, Chairperson

Jane Stadler, Secretary

TOWN OF LISBON BOARD APPROVAL

Approved by the Town Board of the Town of Lisbon, this _____ day of _____, 2015.

Joseph Osterman, Chairperson

Matthew Janecke, Town Clerk

VILLAGE OF SUSSEX-EXTRATERRITORIAL VILLAGE PLAN COMMISSION APPROVAL

Acknowledged by the Village of Sussex Plan Commission on this _____ day of _____, 2015.

Gregory L Goetz, Village President

Susan M Freiheit, Village Clerk/Treasurer

VILLAGE OF SUSSEX-EXTRATERRITORIAL VILLAGE BOARD APPROVAL

Acknowledged by the Sussex Village Board on this _____ day of _____, 2015.

Gregory L Goetz, Village President

Susan M Freiheit, Village Clerk/Treasurer

CITY OF PEWAUKIEE EXTRATERRITORIAL CITY PLAN COMMISSION APPROVAL

Approved the City of Pewaukee Plan Commission on this _____ day of _____, 2015.

Scott Klein, Chairman

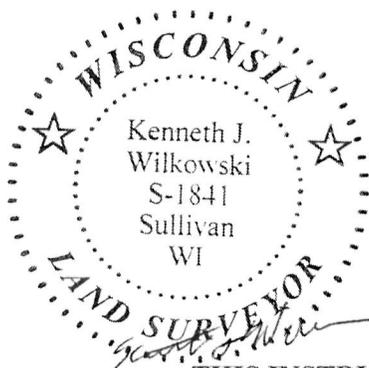
Steven Bierce, Secretary

CITY OF PEWAUKIEE EXTRATERRITORIAL COMMON COUNCIL APPROVAL

Approved the City of Pewaukee Common Council on this _____ day of _____, 2015.

Scott Klein, Chairman

Kelly Tarczewski, City Clerk



DATED THIS 5TH DAY OF OCTOBER, 2015

SHEET 3 OF 3

THIS INSTRUMENT WAS DRAFTED BY KENNETH J. WILKOWSKI, S-1841

**PERMANENT ACCESS
EASEMENT**

Document No.

Document Title

This Permanent Access Easement (the "Easement") is made by and between the Village of Sussex, a Wisconsin Municipal Corporation, Mammoth Springs, LLC, a Wisconsin limited liability company (collectively "Grantors"), owners of the land hereinafter described and Waukesha County ("Grantee"). Grantors hereby grant and Grantee hereby accepts a Permanent Access Easement under the terms and provisions hereinafter provided, running in, upon, under, across, over, through and along certain land in the Village of Sussex, County of Waukesha, Wisconsin, as more fully described in Exhibit A, attached hereto and illustrated in the diagram attached as Exhibit B (the "Easement Parcel").

Recording Area

Return to: Kimberly K. Haines,
Assistant Corporation Counsel
515 W. Moreland Blvd., Room AC-330
Waukesha, WI 53188

Pin:

IN WITNESS WHEREOF, the parties identified above agree as follows:

1. Purpose. The purpose of this Agreement is to grant to Grantee permanent access and easement rights over the areas described in Exhibits A and B (the "Permanent Access Easement") for the purpose of Grantee and the general public's access to the Bugline Trail through the Easement Parcel (the "Access").
2. Access. Grantee or its agents and contractors and the general public shall have the right to enter the Easement Parcel for the purposes of exercising their rights provided in this Agreement.
3. Limitations on Structures Restoration of Rights. The Grantors agree that no structures will be erected in or on the Easement Parcel as to create interference with the operation, maintenance or repair of the Access; however, Grantors reserve the right to restore, install, maintain, repair and reconstruct any improvements which existed within the Easement Parcel before the date hereof.
4. No Public Dedication. Nothing contained in this Agreement shall be deemed to be a gift or dedication of all or any part of the Easement Parcel to Grantee or to the general public. No right or privilege of any party hereto shall inure to the benefit of any third party person, nor shall any third party person be deemed to be a beneficiary of any of the provisions of this Agreement.
5. Nature and Effect of Easements. The easement, covenants, and provisions contained herein are made for the direct benefit of Grantee, its successors and assigns and are irrevocable, except as otherwise provided herein, constitute covenants running with the land, shall bind every person or entity having any fee or other interest in any portion of the Easement Parcel at any time, are appurtenances to the Easement Parcel and may not be transferred, assigned or encumbered except as an appurtenance to the Easement Parcel.
6. Condemnation. If all or any part of the Easement Parcel is condemned or taken by any duly constituted

authority for a public or quasi-public use or otherwise used by Grantors for a public purpose, including expansion of Main Street, Grantors shall ensure that sufficient land remains available to Grantee or otherwise acquired by Grantors to maintain a contiguous Bugline Trail for Grantee and the general public of not less than 10 feet in width.

7. Remedies. In the event of any violation by any party hereto of any of the terms, restrictions, covenants and conditions provided herein, any other party, or their respective successors or assigns, as the case may be, shall have, in addition to the right to collect damages and/or in lieu thereof, the right to equitable relief in the form of either an order to enjoin such violation or threatened violation or an order for specific performance issued, in either case, by a court of competent jurisdiction. Prior to the commencement of any such action, ten (10) days' written notice of the violation will be given to the other party.

8. Assignment. This Agreement and the rights granted hereunder may not be transferred or assigned by Grantors to any third party without the prior written consent of the Grantee which consent may be granted or withheld in the Grantee's sole and absolute discretion. Any unauthorized assignment of this Agreement or of any interest in this Agreement shall be null, void and of no effect. Notwithstanding any such assignment, Grantors shall remain fully liable for all obligations of Grantors hereunder.

9. Notices. All notices to be given to any party under this Agreement shall be in writing and shall be given either by personal delivery, by postage prepaid U.S. Mail or by commercial overnight delivery, e.g., FedEx or UPS, to the respective recipients set forth below. Notice shall be deemed delivered either by actual receipt thereof or upon delivery refusal thereof. Any change in address for purposes of receiving notice can be made by delivering written notice of such change in accordance with the requirements of this paragraph. The notice shall be delivered to the parties at the following addresses:

Grantors: VILLAGE OF SUSSEX
Attn: Jeremy Smith, Village Administrator
N64 W23760 Main Street
Sussex, WI 53089

MAMMOTH SPRINGS LLC
Attn: Arthur Sawall
4375 Pilgrim Hollow Court
Brookfield, WI 53005

Grantee: WAUKESHA COUNTY
Attn: Dale R. Shaver
Director of Department of Parks and Land Use
515 W. Moreland Blvd., Room AC-230
Waukesha, WI 53188

10. Miscellaneous. This Agreement sets forth all the covenants, promises, agreements, conditions and understandings between the parties hereto concerning the Easement Parcel and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than as set forth herein. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective heirs, executors, administrators, representatives, successors and assigns. This Agreement may be amended only by a written instrument executed by all of the parties hereto or their respective successors or assigns. No waiver of any breach of any of the easements, covenants and/or agreements herein contained shall be construed as, or constitute, a waiver of any other breach or a waiver, acquiescence in or consent to any further or succeeding breach of the same or any other covenant and/or agreement. If any term or provision of this Agreement shall, to any extent, be held invalid or

GRANTEE: WAUKESHA COUNTY

By: _____
Dale R. Shaver
Director Department of Parks and Land Use

STATE OF WISCONSIN)
) ss
WAUKESHA COUNTY)

Personally came before me this _____ day of January, 2016 the above-named, Dale R. Shaver, to me known to be the person who executed the foregoing instrument and acknowledged that they executed the same on behalf of Waukesha County.

Notary Public,
State of Wisconsin
My commission: _____

This instrument was drafted by Kimberly K. Haines.

EXHIBIT A

LEGAL DESCRIPTION

WAUKESHA COUNTY BUGLINE TRAIL ON MAIN STREET

Being part of the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 26, Township 8 North, Range 19 East, Village of Sussex, Waukesha County, Wisconsin more particularly described as follows:

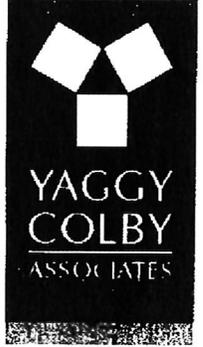
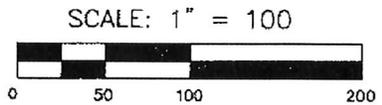
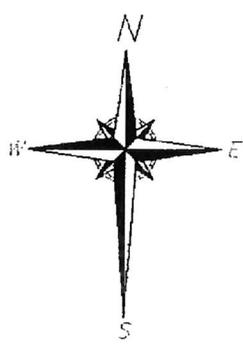
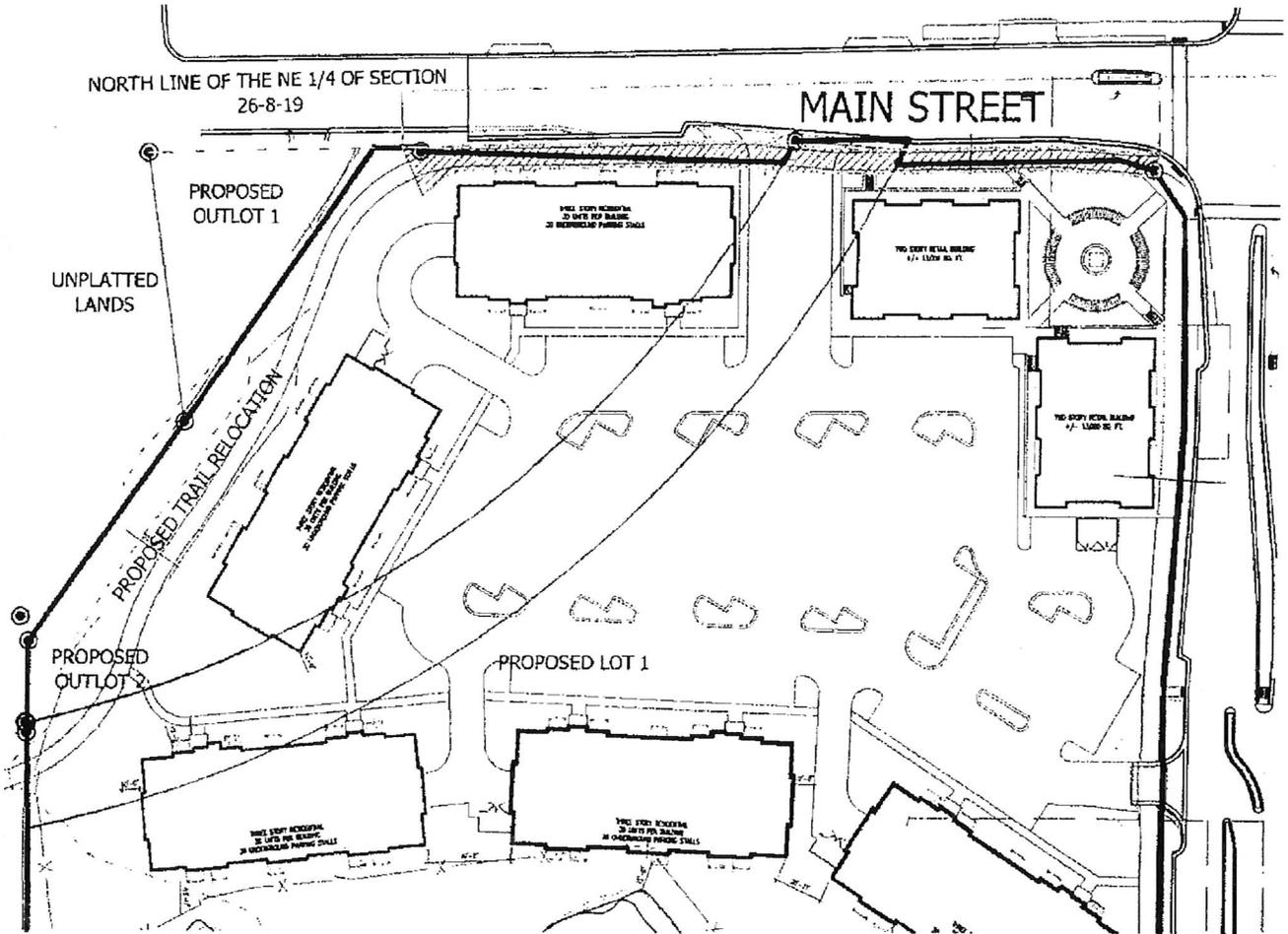
Commencing at the NE corner of the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 26, thence S88°52'03" W along the North Line of said Section 26 a distance of 517.96 feet; thence S01°07'57"E, 33.00 feet, to the point of beginning of the hereinafter described lands; thence N88°55'08"E, 13.64 feet; thence N87°30'00"E, 25.01 feet; N88°51'37"E, 165.23 feet; thence S85°00'52"E, 56.87 feet; thence S90°00'00"E, 47.28 feet; thence 88°51'46"E, 85.54 feet; thence S85°25'40"E, 41.92 feet; thence S90°00'00"E, 13.68 feet; thence S00°01'17"W, 13.99 feet; thence S90°00'00"W, 14.24 feet; thence N85°25'40"W, 41.78 feet; thence S88°51'46"W, 84.98 feet; thence S90°00'00"W, 51.47 feet; thence N85°50'05"W, 50.13 feet; thence S90°00'00"W, 67.84 feet; thence S88°51'37"W, 99.71 feet; thence S75°00'00"W, 12.17 feet; thence S49°44'39"W, 19.02 feet; thence N24°13'20"W, 30.79 feet to the point of beginning. Said lands contain 6,504 sq. ft. or 0.15 acres.

EXHIBIT B

Diagram of Easement Parcel

BUGLINE TRAIL SIDEWALK

BEING A PART OF THE NW. 1/4 OF THE NE. 1/4 OF SECTION 26, T.08N., R.19E., VILLAGE OF SUSSEX, WAUKESHA COUNTY, WISCONSIN



PROJECT #15878



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

MEMORANDUM

To: Public Works Committee
From: Dennis Wolf, Assistant Public Works Director Operations
Date: 1/14/2016
Re: Well #1 Abandonment Agreement with DNR

Well #1 was installed in 1972, and has been on emergency status since 2006, because the water quality exceeds the primary drinking water standards for radium. An emergency well is one that is not routinely used, and may only be used no more than two days per quarter. Well # 1 is currently not used at all to supply water to the system.

To maintain the status of an emergency well, the Village of Sussex may obtain a written extended well abandonment agreement with the Wisconsin Department of Natural Resources to allow a normally unused or standby well to remain operational and to delay well abandonment. This extended agreement will allow the Village of Sussex the use of Well #1 for emergency purposes where the loss of the primary water source would necessitate the use of Well #1 to protect health and human safety.

There are certain requirements in which the Village of Sussex will need to comply with in the agreement. The main requirements are; Water quality testing for VOC, bacteria, and nitrates, and notifying customers of the use of the well, through a Tier II public notice.

This agreement is a renewal, and shall expire five years from the date the well is placed into emergency status.

EXTENDED WELL ABANDONMENT AGREEMENT BETWEEN THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES (DEPARTMENT) AND THE VILLAGE OF SUSSEX WATER UTILITY

PURPOSE

Per NR 810.22, an emergency well is a well that is not routinely used. The well owner may obtain a written extended well abandonment agreement with the department to allow a normally unused or standby well to remain operational and to delay well abandonment. This Agreement between the Department and the Village of Sussex Water Utility (PWSID # 26802336) has been written to satisfy the requirements of NR 810.22, Wis. Adm. Code.

The Village of Sussex Water Utility owns and operates a well that is no longer used and shall place the following well into emergency status:

- Well #1 (WUWID # BH427).

This agreement allows the Village of Sussex Utility the use of the above well for emergency purposes where the loss of the primary water source would necessitate the use of this well to protect health and human safety.

REQUIREMENTS

The Village of Sussex Water Utility agrees to comply and shall continuously comply with the following requirements for the well for which this agreement applies:

1. The water system will restrict the use of the well if the water quality exceeds the primary drinking water standards to emergency use of no more than 2 days per quarter. The department may authorize an extended period of use for an individual event if contacted by the water supplier.
2. The water supplier shall notify all customers of the use of the well. A Tier II public notice, in accordance with NR 809.52 shall be issued if this well is used.
3. The well water entering the distribution system may not exceed any bacteriological or nitrate drinking water standards.
4. The well water may not contain any volatile organic or synthetic organic contaminant levels exceeding the maximum contaminant level or MCL that could lead to further water quality degradation of the groundwater.
5. The well owner agrees to a 5 year cycle of reevaluation. Where the agreement is continued, it shall be renewed in writing every 5 years.
6. A 6-year cycle for water quality monitoring is established.
7. Bacteriological testing is conducted quarterly from the well.
8. Nitrate is monitored annually from the well.
9. The well meets current well construction and pump installation standards.
10. The well owner agrees to televise any well in excess of 70 years old at least once every 15 years.

SIGNATURES

This agreement shall expire five years the date the well is placed into emergency status. The evaluation may be completed by the Department prior to the five-year anniversary, if the Department determines it is necessary.

Thanintr Ratarasarn, PE
Regional Water Supply Engineer
WI Department of Natural Resources

Date

Jeremy Smith – Village Administrator
Village Administrator
Village of Sussex

Date

INTERMUNICIPAL AGREEMENT BETWEEN
THE TOWN OF LISBON AND THE VILLAGE OF SUSSEX
TO UTILIZE THE TOWN OF LISBON COMPOST SITE ON LANDS OWNED BY
PAYNE & DOLAN.

This agreement entered into this ____ day of _____, 2015, by and between the Town of Lisbon, hereinafter referred to as “Lisbon”, a municipal corporation organized and existing under the laws of the State of Wisconsin, and the Village of Sussex, hereinafter referred to as “Village”, a municipal corporation organized and existing under the laws of the State of Wisconsin, and.

WHEREAS, Lisbon operates a compost site on Plainview Road about one half mile west of Hillside Road, and

WHEREAS, the Village of Sussex would like to provide compost site services to its residents in the most efficient manner and at the lowest costs possible, and

WHEREAS, Lisbon has agreed that a compost site for joint use reduces costs for all partners.

NOW, THEREFORE, Pursuant to §66.0301 of the Wisconsin Statutes and upon the mutual covenants and agreements of the parties contained herein and the mutual benefits to be derived from this Agreement, the parties hereto agree as follows:

1. COMPOST SITE SERVICES.

- a. Service Area. Lisbon shall provide composting services at the Town’s compost site on Plainview Road to Village residents subject to approval by the property owner and with the restrictions as shown in this agreement.
- b. Hours and Dates. The compost site shall be open from the first Saturday in April to the Saturday after Thanksgiving, weather permitting. Village residents may use the compost site from the hours of 4:00pm to 8:00pm on Mondays, (Mondays in November will only be open from 3pm to 5pm) and 9:00 am to 4:00 pm on Saturdays. Normal holidays or emergency situations may preclude access on specific Saturday’s, but the Village should be notified by Lisbon in advance of such day or hour restrictions.
- c. Use of Site. Village residents shall be entitled to drop off yard waste and brush and pick-up compost and wood chips from the compost site in the same manner as Lisbon residents, subject to changes as adopted by the Town Board. Said changes shall apply both to Lisbon and Village residents. Further Village residents are subject to any other restrictions as provided in this agreement.

- d. Pass. Village residents must purchase a pass from the Village and upon request, make said pass available to the Lisbon staff. Village residents may be asked to verify the pass authenticity with a driver's license to check the address. The pass allows user access to the site until close of the compost site for that year.

2. Village Requirements

- a. Payment. In return for offering above mentioned service the Village agrees to pay a ¼ of the per hour wage per employee as shown in Exhibit A for the Lisbon employees operating the compost site during hours of Village service as listed in 1.b. Said compensation shall not exceed the amount shown on Exhibit A for 2016-2018. The Village shall make payment within thirty (30) days of receipt of invoice from Lisbon and if not paid by the due date are subject to interest penalty not to exceed one percent per month or if not paid within sixty (60) days Lisbon can terminate the contract.
- b. Pass. The Village shall also create a pass that includes a name and address for any Village users of the compost site. **The Village agrees to pay Lisbon \$15 for each pass for the next 3 years.** The Village shall make payment by the fifteenth of each month for any pass issued the previous month. With payment the Village shall include a list of pass purchasers.
- c. Renting Fee. The Village shall pay Payne and Dolan directly by April 9 of each year for the \$1,000 annual renter's fee owed for use of the facility for each season. If not paid the agreement is null and void. This payment shall be non-refundable. The Village shall provide Lisbon a copy of the payment to Payne and Dolan.

3. Lisbon Requirements.

- a. Compost Site. Lisbon shall provide service to Village residents enabling the disposal of yard wastes and brush and pick up of compost and wood chips from the Lisbon operated compost site. Yard wastes are defined as lawn clippings and leaves. Brush is defined as twigs and branches from trees and bushes less than five (5) inches in diameter. Tree stumps are not allowed to be deposited at the compost site.

4. Terms of Agreement.

- a. Effective date. This Agreement shall be effective upon its execution by Lisbon and the Village.
- b. Termination date. This Agreement shall continue in effect from the date of execution through December 31, 2018. However, if Payne and Dolan

shall ask the Town to cease operations and vacate the land, this Agreement shall terminate as of the date operations cease.

- c. Severability. If any clause, provision, or section of this Agreement were to be declared invalid by any Court of competent jurisdiction, the invalidity of such clause, provision or section shall not affect any of the remaining provisions of this Agreement.
- d. Binding Agreement. This Agreement is binding upon the parties hereto and their respective successors and assigns.

Dated this _____ day of _____, 2015.

Town of Lisbon

Joseph Osterman
Town Board Chairman

ATTEST:

Matthew Janecke
Clerk/Administrator

Dated this _____ day of _____, 2015.

VILLAGE BOARD

Greg Goetz
Village President

ATTEST:

Susan Freiheit
Clerk/Treasurer

Payne and Dolan hereby acknowledges they have read and agreed to the terms of this Agreement.

Dated this _____ day of _____, 2015

Name, Title

Exhibit A

2016 Compensation

Hourly wage rate	\$10.12
FICA	<u>\$.77</u>
Total Hourly Cost	\$10.89

2016 Maximum Total Compensation

Number of workers (3)*number of hours (1)* number of Mondays (32)* hourly cost (\$10.89) = Total Maximum Monday compensation \$1045.44

Number of workers (3)*number of hours (1.75)* number of Saturdays (35)* hourly cost (\$10.89) = Total Maximum Saturday compensation \$2,001.04

Total maximum compensation for 2016 = \$3,046.48

2017 Maximum Total Compensation

Number of workers (3)*number of hours (1)* number of Mondays (32)* hourly cost (\$11.11) = Total Maximum Monday compensation \$1,066.56

Number of workers (3)*number of hours (1.75)* number of Saturdays (35)* hourly cost (\$11.11) = Total Maximum Saturday compensation \$2,041.46

Total maximum compensation for 2017 = \$3,108.02

2018 Maximum Total Compensation

Number of workers (3)*number of hours (1)* number of Mondays (31)* hourly cost (\$11.34) = Total Maximum Monday compensation \$1,054.62

Number of workers (3)*number of hours (1.75)* number of Saturdays (34)* hourly cost (\$11.34) = Total Maximum Saturday compensation \$2,024.19

Total maximum compensation for 2018 = \$3,078.81

INTERMUNICIPAL AGREEMENT BETWEEN
THE TOWN OF LISBON AND THE VILLAGE OF SUSSEX
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shall ask the Town to cease operations and vacate the land, this Agreement shall terminate as of the date operations cease.

- c. Severability. If any clause, provision, or section of this Agreement were to be declared invalid by any Court of competent jurisdiction, the invalidity of such clause, provision or section shall not affect any of the remaining provisions of this Agreement.
- d. Binding Agreement. This Agreement is binding upon the parties hereto and their respective successors and assigns.

Dated this _____ day of _____, 2016.

Town of Lisbon

Joseph Osterman
Town Board Chairman

ATTEST:

Matthew Janecke
Clerk/Administrator

Dated this _____ day of _____, 2016.

VILLAGE BOARD

Greg Goetz
Village President

ATTEST:

Susan Freiheit
Clerk/Treasurer

Payne and Dolan hereby acknowledges they have read and agreed to the terms of this Agreement.

Dated this _____ day of _____, 2016

Name, Title

Exhibit A

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FICA	<u>\$.77</u>
Total Hourly Cost	\$10.89

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Total maximum compensation for 2018 = \$3,078.81



N64W23760 Main Street
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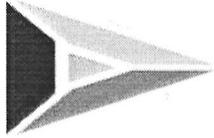
MEMORANDUM

To: Sussex Village Board
From: Dennis Wolf, Assistant Public Works Director Operations
Date: 1/14/2016
Re: Lighting Upgrade at Public Works Garage

Approved in the Village of Sussex 2016 budget is a lighting upgrade for the Village of Sussex Public Works Garage. Fifty-five fluorescent lights and fixtures will be replaced with fifty-five high efficiency LED lights, fixtures, and motion sensors.

The Village of Sussex will receive a Focus on Energy rebate of \$ 4,125 for the new fixtures. Cost of the project is \$18,975.00, including the rebates, and the return on investment is nineteen months after installation according to the contractor, although Village staff believes it will be a few years.

Staff requests a signed contract with CJM Lighting and Electrical Inc. to proceed with the project.



CJM LIGHTING & ELECTRICAL INC

"DELIVERING PERSONALIZED SOLUTIONS WITH INNOVATIVE TECHNOLOGIES"

CUSTOMIZED ENERGY SAVINGS SOLUTION FOR:

Village of Sussex Garage
N59 W23525 Clover Dr
Sussex, WI 53089
Dennis Wolf
262-820-3129

dewolf@villagesussex.org

CUSTOMER FEIN # _____

WE ENERGIES # _____

NEW DLC Listed LED Fixture
140w LED High Bay

FOE BIP INCENTIVES AVAILABLE

<u>Current QTY</u>	<u>Existing Fixture</u>	<u>Existing Watts</u>	<u>Proposed Fixture</u>	<u>Proposed Qty.</u>	<u>New Watts</u>	<u>Annual Hours</u>	<u>Existing Annual kWh</u>	<u>kWh Saved</u>	<u>kWh Rate</u>	<u>Estimated Annual Savings</u>	<u>Total Fixture Cost</u>	<u>Price Per Fixture</u>	<u>Foe Incentive Per Unit</u>	<u>Foe Incentive Totals</u>
55	400w HID	455	140w LED HB	55	139	2400	60060	41712.00	0.14	5,839.68	18,975.00	345.00	60.00	3300.00
55	No Current Sensor	455	Motion Sensor	55	0	1800	45045	45045.00	0.14	6,306.30	4,125.00	75.00	15.00	825.00
TOTALS:							105105	86757.00		12,145.98	23,100.00			4125.00

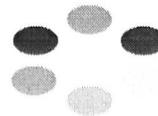
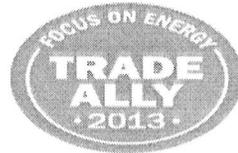
RETURN ON INVESTMENT IN (19) MONTHS AFTER INSTALLATION

ENERGY SAVINGS OVER THE NEXT 10 YEARS WITH THE PROPOSED SYSTEM (\$121,459.80)

TOTAL OUT OF POCKET COST (REBATE, LABOR, PARTS, INSTALLATION, PERMITS, MATERIALS, AND RECYCLING INCLUDED) \$18,975.00

CUSTOMER SIGNATURE: _____ DATE: _____

CJM LIGHTING & ELECTRICAL INC.
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Lannon, WI 53046
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info@cjmighting.com



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Partnering with Wisconsin utilities