



Athletic Facilities & Rentals Handbook

- **Ball Diamonds**
- **Tennis/Volleyball**
- **Football/Soccer Fields**
- **Open Space**



City of Waukesha Parks, Recreation, & Forestry

Reviewed and Approved
WPRF Board
December 2014

Table of Contents

Basic Information	3
Park Rules	3
Non-Resident surcharge	4
How to Reserve	4
Cancellations/Refunds/Changes	4
Concessions & Admissions	4 & 5
Temporary Structures	5 & 6
Insurance / Recycling	6
Miscellaneous	6
Baseball/Softball Field Rentals Fees	7
Cancellations at Frame, WRO, and Saratoga	8
Maintenance	8
Bases / Other	8
Baseball/ Softball/ Soccer/ Tennis Tournaments	9 & 10
Tournament Checklist	11
Football/Soccer/Rental Fees	12
Volleyball/Tennis/ Open Field Rentals Fees	12
Keys / Optional Service Fees	12
<u>Appendix</u>	
Facilities Rental Application	13
WPRF Softball & Hardball Field	14
Indemnification	15
Tax Exempt Certification	16 & 17
Certificate of Liability Insurance Example	18
Temporary Structure Application	19
Tax Exempt Certification	16 & 17
Certificate of Liability Insurance Example	18
Temporary Structure Application	19
Public Key Agreement	20
Application for Block Party/ Street closing	21
Application for Street closing	22
Building, Parks & Special Area Application	23
Building Rentals Fees & Policies	24-25
Park Shelter Fees & Policies	26-27
Signs, Displays and Objects Policies	28-30
Misc. Agencies Call List	31



City of Waukesha
Parks, Recreation and Forestry Department (WPRF)
1900 Aviation Drive Waukesha, WI 53188
Phone: (262) 524-3737 Fax: (262) 524-3713
www.ci.waukesha.wi.us

ATHLETIC FACILITIES POLICY & PROCEDURE FEES / CHARGES SCHEDULE

IT IS THE RESPONSIBILITY OF THE PERSON IDENTIFIED ON THE APPLICATION, TO BE RESPONSIBLE THAT ALL PARK RULES ARE FOLLOWED (see below). THE ATHLETIC FACILITIES ARE TO BE CLEANED AND LEFT AS THEY FOUND THE AREA UPON ARRIVAL.

Basic Information

- For athletic facility usage and reservation procedures, please contact WPRF via our website, or by visiting our office at 1900 Aviation Drive (262) 524-3737, Monday – Friday, 8:00 am – 4:30 pm.
- WPRF Athletic Facilities application must be signed and returned at least seven (7) days prior to the rental date. All reservations requested within the 7 days of the application date, will be charged a \$15.00 late fee.
- Fees are due at time permit is issued, unless pre-arranged.
- Facilities are rented on a priority basis. (WPRF programs, partnerships, annual tournaments)
- Mutually agreed upon activities/events sponsored by the School District of Waukesha, Carroll University and/or WPRF partners with reciprocal agreements may not be assessed fees.
- Tax is included when applicable.
- Tax exempt organizations must complete Wisconsin Sales Tax exemption certificate.
See pages 16 & 17
- Any violation of these policies may result in the group being prohibited from future use of WPRF facilities.
- Alcohol usage/consumption permit can only be obtained with a shelter rental permit and a signed alcohol agreement form.

Park Rules

- ✓ Park Hours: Sunrise to 10:00 pm daily
- ✓ All trash will be placed in trash receptacles
- ✓ Leave the park the way you found it!
- ✓ If WPRF needs to repair or clean up your event, the responsible party will be billed for damages &/or labor.
- ✓ Be courteous of other park patrons (keep noise/music at acceptable levels)
- ✓ All vehicles must park in designated parking areas only.
- ✓ No sales of any kind without permit. (May require WPRF approval)
- ✓ Dogs not allowed in City parks or as designated.
- ✓ No tents or inflatables without permit – 30 day advance notice. (See hot lining procedure)
- ✓ Bathrooms are public restrooms available for public during park hours.

✓ Any use of charcoal must be extinguished and removed from park

✓ There is a possibility that the restrooms may be closed prior to 10:00 pm.

Non-Resident Surcharge

- ***Non-Resident Surcharge:** Non-residents must pay an additional \$25 per day rental, as established by the Parks, Recreation & Forestry Board.
***A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Waukesha. (In general does not contribute to the City of Waukesha property taxes).**
- Please call the WPRF office at 262-524-3737, should you have any questions regarding residency issues.

How to Reserve

- Reservations for an athletic facility can be made by fax, mail, or by visiting our office at 1900 Aviation Drive, Waukesha, WI 53188 during regular business hours (Mon.-Fri. 8:00 a.m -4:30 p.m) **See page 12 for application.** Permit will not be issued until full payment is made.
- Applications need to be completed listing specific information. For example number of tennis courts or softball fields, etc.
- **The time listed on the application form needs to be the time of arrival and not start time of game/event.**
- After permit has been issued, bring your permit with you for all reservation dates.

When Renting WPRF facilities

- All use of buildings, shelters, or special areas must complete rental application in addition to the Public event application.
- Sponsors need to read and review applicable rentable Policy and Procedures. See Rental Policy and Procedures in appendix.

Cancellations / Refunds / Changes

- Cancellations of an entire athletic facility permit (non-tournament) requires the permit holder to contact the WPRF Facility Coordinator in writing at least 30 days prior to the scheduled date(s) to be considered for a refund. If a check is issued, a \$10.00 service charge will apply.
- Changes in original dates and times may be made one week prior to the reservation date. There will be no charge for the first change of one date (per permit) and a \$10.00 charge for each additional date change/cancelation thereafter. Note: The “no charge” change only applies to one date on a permit. All changes within 5 business days will result in a \$25.00 charge.
- In the case of inclement weather, the reservation may be rescheduled if available; however, NO REFUNDS OR CREDITS WILL BE GIVEN. A RESCHEDULING REQUEST DUE TO INCLEMENT WEATHER MUST BE SUBMITTED **IN WRITING** (fax, email, drop-off, etc.) UP TO FIVE (5) BUSINESS DAYS FOLLOWING THE RAIN OUT TO BE ELIGIBLE FOR RESCHEDULING.
- **Once play has started it is at permit holder’s discretion to delay or cancel the game due to inclement weather. Any damage to fields will be assessed and billed to permit holder.**

Concessions & Admissions

Concessions: Any exchange of money for merchandise, food, beverages, raffles, etc., requires a sales permit from the WPRF Department.

Concessionaires at Saratoga complex and Youth Sports Complex shall have sole concession rights for all tournaments during the designated season. The contracted concessionaire, at their discretion, may allow tournament sponsors, under their guidelines to conduct sales during the scheduled event.

- Sales permit: \$60.00 per day per facility rental

Admissions: When an admission fee is charged, an admission permit and fee will be required.

Admission permit: \$100.00 per day per facility rental.

Temporary Structures

- All temporary structures, including but not limited to tents, dunk tanks, trailers, PODs, stages and/or inflatables, must complete the “Temporary Structures in Parks permit application”. See page 18.

A temporary structure is a tent (larger than a 10X10 pop up), staging, trailers, inflatables, and dunk tanks. Because of the increasing number of underground utilities and the danger to the public and to property from damaging them, the Parks Division **must** be involved when anyone wishes to install any temporary structure that penetrates the ground in a public park. In addition, Wisconsin Statute 182.0175 requires anyone who is responsible for the planning and performance of any type of ground penetration and excavation to provide advance notice to Digger’s Hotline.

A permit is required for the placement of any of these temporary structures. However, you are only required to contact Digger’s Hotline if the ground will be **penetrated** by stakes, tools, or equipment. No permit is required for the placement of chemical toilets, volleyball nets, or pop-up tents that are 10’ X 10’ or smaller (not staked in ground). Also, no permit is required for inflatables 15’ x 15’ or smaller, *provided they are anchored without stakes*. **An inflatable game (i.e.: moonwalks) must be set up, run and supervised by the rental company. Under no circumstances can the group renting WPRF facilities set up, run or supervise the inflatable game.**

Diggers Hotline is a statewide one-call notification system which provides advance notice to public utilities of intended excavation which may impact underground and overhead utility service.

Prior to installation of structures which involve putting stakes in the ground in public parkland, the following steps must be taken:

1) Temporary Structure Permit Application

Please answer all the questions as fully and accurately as you can. Return the completed application, with your payment, at least 30 days prior to your event. The permit fee for placement in a designated structure area is \$100.00. The successive day

fee is \$25.00. The fee for setting up the structure(s) prior to the event is \$25.00 per day and requires prior approval. These figures include sales tax.

WPRF is not liable for any structures/items left unattended or overnight. For ex.: a tent put up the night before a scheduled event.

2) Digger's Hotline, 1-800-242-8511

Call Digger's Hotline no earlier than 14 days before your event, and **no later than 5 working days prior to the event**. You **must** meet this timeline.

There are no exceptions. Digger's Hotline will assign you a Ticket Number for each area that will be excavated. You must furnish this number to the **WPRF Office at least 5 days prior to your event**. You may fax or call us. Be sure to give us your name, the park area, and the date that the structure will be installed.

3) Insurance

WPRF requires proof of insurance. The following rental agencies have insurance on file with us which meets the City of Waukesha's requirements:

Area Rental, Celebrations

If you rent from one of these businesses, you do not need to provide insurance.

Otherwise, please contact the Facility coordinator, at 262-522-2953 for information on what coverage is necessary. If you have any questions about this process, please call the WPRF Office at 262-524-3737.

Recycling

Any group with attendance over 400 is required to recycle cans and plastic bottles. The disposal for the recycling is the responsibility of the event sponsor. All groups under 400 are encouraged to recycle their cans and plastic. For assistance with recycling contact Waukesha County Recycling at 262-896-8317.

Miscellaneous

- Groups are responsible for their own first aid supplies.
- Affixing signs to trees is strictly prohibited. Signage is prohibited in any street boulevards. All Signs, displays and objects on Park property needs to be reviewed and approved with Recreation Facilities coordinator. See Signs, Displays and Objects on Park property Policy in appendix.
- No dogs/pets are allowed in parks/facilities or as designated.
- Park area shall be cleared of litter at the end of scheduled event.
- All portable objects such as tents, etc. shall be removed at end of event.
- For facilities rented to the public on an occasional basis only, the Facilities coordinator may establish a fee for use that is comparable to other area City Parks or WPRF fees. This applies to facilities that are not intended for frequent public rental. However, under certain circumstances these facilities may be used as part of a special Use or Special Event Permit.

▪

Baseball/Softball Rental Fees

Fees & Charges

Softball Diamond

- | | | | | |
|-------------|--------------|-----------------|-----------------|-----------------|
| ✓ Banting | ✓ Dopp #1 NW | ✓ Dopp #2 NE | ✓ David's | ✓ Roberta #2 NE |
| ✓ Grandview | ✓ Lowell | ✓ Merrill Crest | ✓ Wauk. Springs | |
| ✓ T-ball | ✓ Prairie | ✓ Priedeman | ✓ Roberta #1 SW | |

Fee: **\$13.00**/hour, Maximum **\$85.00**/day

Buchner Diamond/Grandview Diamond

Fee: **\$20.00**/hour, Maximum **\$130.00**/day

Baseball Diamond

- | | | | |
|-----------|-----------------|-----------|---------------------------|
| ✓ Banting | ✓ Pebble Valley | ✓ Prairie | ✓ Grandview (pony league) |
|-----------|-----------------|-----------|---------------------------|

Fee: **\$20.00**/hour, Maximum **\$130.00**/day

Frame

Fee: **\$39.00**/hour, **\$290.00**/day P.A. and scoreboard use -\$50 per game

Softball Complex

Saratoga W.R.O. Youth Complex

Fee: **\$20.00**/hour per field, **\$480.00**/day for tournaments.

Supervision/trip charge

Saratoga W.R.O. Youth Complex Frame Buchner

Fee: **\$18.00** per hour supervision for Saratoga (includes use of scoreboards and P.A system)

Fee: **\$12.00** per hour supervision for W.R.O, Frame and (Buchner (only for night rentals)

Note – Supervision may be waived for organizations in good standing and a daily trip charge of **\$50.00** may be substituted.

Lighting

- | | | |
|------------|-----------|---------|
| ✓ Saratoga | ✓ Buchner | ✓ Frame |
|------------|-----------|---------|

Fee: **\$10.00** per hour lights, per diamond for lights at Saratoga, Buchner. **\$20.00** per hour for Frame.

Preparation

Softball field fee: **\$49.00** for one (1) prepared softball field per day during weekdays.
\$70.00 for one (1) prepared softball field per day on Saturdays.
\$92.00 for one (1) prepared softball field per day on Sundays/Holidays.

Baseball field fee: **\$70.00** for one (1) prepared baseball field per day during weekdays.
\$92.00 for one (1) prepared baseball field per day on Saturdays.
\$118.00 for one (1) prepared baseball field per day on Sundays/Holidays.

Diamond Mix: **\$15.00 per bag**

Cancellations at Frame Park, WRO Youth Complex or Saratoga Complex

- If a prepared ball diamond at Frame Park, the Youth Sports Complex or Saratoga Softball Complex is to be cancelled due to inclement weather, the permit holder will make the decision to start play, delay or cancel the games. The permit holder can consult the WPRF "on call" staff and must contact them if they decide to cancel. **Any damage to fields will be assessed and billed to permit holder.**

Maintenance

- If required/requested a minimum of a two and a half (2.5) hour staff fee plus material(s) will be assessed for maintenance services.
- When no maintenance is requested, the user of the diamond(s) must determine if any unsafe conditions exist.
- Maintenance with hand tools (raking) is allowed. Hand tools will not be provided by WPRF. Misuse of raking the field can result in additional fees.
- All athletic fields' maintenance (lining, alterations, and additions of material) must be completed by WPRF personnel unless approved by WPRF. If other materials are found on field (chalk, diamond mix-dry....) a fine of \$100.00 will be made.
- Additional charges will occur for WPRF diamond mix used on fields.

Bases

- ✓ Bases are not provided (except WRO, Saratoga, & Frame Park)
- ✓ Bases must be supplied by the rental group at all diamonds (except WRO, Saratoga & Frame). Base pegs on designated ball diamonds are standard square 1" X 1" pegs.
- ✓ Bases can be rented for \$30.00 per set (includes tax) along with a \$50.00 deposit. It is the user's responsibility to pick up bases from WPRF during regular office hours up to 2-3 business days prior to rental. Bases must be returned three (3) business days after event. Quantities are limited.
- ✓ Base distances, if other than WPRF standard, requires: 1) approval 2) the group renting needs to supply their own pound down bases. 3) A one week minimum notice for base distance changes is required.

Other

- ✓ Any batting or throwing practices directed into fences at any facility is not allowed. Damage to the fences from this activity will be repaired and the group will be charged for the expenses incurred.
- ✓ No vehicles of any type will be allowed on any parkland for any reason. All vehicles must be legally parked in parking lots or on the street.
- ✓ No game may begin before 9:00 am (where applicable) if ball diamond maintenance is required. No new inning may be started after 10:00 pm.
- ✓ Groups will follow all other park rules according to city ordinances. **See page 3 for park rules.**
- ✓ Any misuse of the rental agreement may result in denial of future rental requests.
- ✓ WRO Youth and Saratoga complexes are smoke free.
- ✓ Turf & Sports Surface Management: City staff will determine the likely impacts of events on turf and may not allow some events in areas or facilities because of potential damage.

Baseball, Softball, Soccer, Tennis Tournaments

- All Special Athletic Events/tournaments must comply with the City of Waukesha insurance requirements. You must provide an original “Certificate of Insurance” before you obtain approval for your event. The insurance policy must issue this form by naming “**City of Waukesha Parks, Recreation & Forestry**” as an additional insured party. (see example on page 17.)
- Any organization renting athletic facilities for multiple dates/times may be required to sign an Indemnification and Reimbursement Agreement and provide insurance coverage requirements.
- ✓ Applicant(s) requesting an organized tournament is (are) required to submit a completed Athletic application along with a \$50.00 non refundable application fee (payable to WPRF) at least 60 days prior to the scheduled event and a maximum of one year prior to the date of the proposed tournament. Organized tournament is defined as: A competition involving several teams competing in multiple games over the course of one or more days.
- ✓ A prepayment of \$150.00 per facility per day is required to be paid 30 days after the event is invoiced. The prepayment will be applied toward the total fee. If the tournament is cancelled 30 days or more prior to the event, 50% of the prepayment will be refunded. Tournaments that cancel within the 30 days or cancel due to inclement weather will not receive a refund. Rainout make-up games will be arranged if possible.
- ✓ One week following the event, WPRF will issue an updated invoice. It will be due within 30 days of receiving the invoice. All balances over 30 days are subject to interest of 1.5% per month. Any group not in “good standing” with WPRF will need to make full payment prior to 2 days of scheduled event. “Good standing” is defined as groups that have adhered to WPRF policies, procedures and payment schedules with previous facility usage.
- ✓ Any shelters that can not be rented during tournament play will be charged according to current shelter fees.
- ✓ We highly recommend a pre-tournament meeting to discuss field conditions, staffing, weather and field maintenance considerations.
- ✓ Tournaments with over 400 in attendance (participants and spectators) must follow city recycling policies.
- ✓ When the anticipated attendance exceeds 200, then the user may need to provide one toilet for each additional 100 attendees.
- ✓ Information signs will be allowed on the site during the period of use. However, all signs must be removed from the site at the end of the rental period. Any signage that requires staking into the ground will need to have the area hot lined (see Temporary structure policies and fees).

Baseball/Softball Tournaments

- ✓ Requests for any one day tournament/games at WRO will need to wait until March 1st for final approval.
- ✓ Fields that WPRF grooms are prepared prior to start time. Start and end times for field preparation are determined by WPRF staff. There is no charge if staff is available for weekday tournaments that request touch-ups between 7 am and 3 pm. After 3 pm on weekdays or Saturdays, field touch-up will be **\$40.00** per staff hour (2.5 hour min.). Touch-ups on Sunday are **\$52.00** per staff hour (2.5 hour min.). Arrangements for weekend touch-ups must be pre-arranged with recreation facilities coordinator three (3) business days prior to tournament.
- ✓ Tournament field layouts are due to the WPRF Recreation Facilities Coordinator no later than noon on the Tuesday prior to the tournament.

- ✓ At **Saratoga** the scoreboards and PA system are available with the required supervisor fee. User will be required to staff scorekeepers that use scoreboards and P.A. All tournaments must provide their own score pads, line-up cards, balls, etc. If a group uses this service no supervision or trip charge will be invoiced.

- ✓ All athletic fields' maintenance (i.e. lining, alterations, and additions of material) must be completed by WPRF personnel, unless approved by WPRF Facilities Coordinator.

Tennis Tournaments

All tournaments at Heyer require a non-refundable \$80.00 per day pre-payment. Any group reserving six (6) or more hours involving over eight (8) courts in continuous match competition will be charged a full day rate. In the case of inclement weather, the reservation may be rescheduled if available; however, **NO REFUNDS OR CREDITS WILL BE GIVEN.**



City of Waukesha
Parks, Recreation and Forestry Department (WPRF)
1900 Aviation Drive Waukesha, WI 53188 Phone: (262) 524-3737 Fax: (262) 524-3713
www.ci.waukesha.wi.us

Baseball Tournament Checklist

This checklist is to serve as a guide for athletic tournaments

Prior to final approval

- ✓ Application received/signed
- ✓ Indemnification signed
- ✓ Deposits paid in on time
- ✓ Insurance copy sent to WPRF

Discussed 30 days prior to event

- ✓ Set up date for meeting the week of the tournament
- ✓ All signs, displays and objects on Park property reviewed with Facility coordinator
- ✓ Field layout
- ✓ Start times for games
- ✓ Bases
- ✓ Tents/hot lining
- ✓ Concessions
- ✓ Signage
- ✓ Diamond Dry
- ✓ Dogs in parks/facilities
- ✓ Weather plans/cancellations
- ✓ Bathrooms-toilet paper
- ✓ Trash pick-up/Recycling/Bees
- ✓ Batting practice into fence
- ✓ Keeping players off fields while grooming fields
- ✓ Maintenance of fields – after start of 1st game
- ✓ Volunteers
- ✓ Lost and Found
- ✓ Lights on/off
- ✓ Golf carts

Week of event-Meeting at WPRF

- ✓ Phone numbers exchanged
- ✓ Emergency evacuation plan
- ✓ 1st aid – lost child
- ✓ Cancellation vs. extra staffing (weather reports)

Day of the event

- ✓ Ensure that all WPRF policies are being followed

24 hours following event

- ✓ All areas used for event completely cleaned up
- ✓ Complete WPRF evaluation
- ✓ Contact Recreation Facility Coordinator if any incidents occurred during the event

30 days following event

- ✓ All admission /concession percentage fees paid to WPRF
- ✓ Reserve date for next year

Other Facilities Fees and Charges

Basketball courts (outdoor)

\$18.00/hour Maximum **\$120.00**/day

Football Field

Football field fee: **\$18.00**/hour, Maximum **\$120.00**/day

Prairie lights: **\$10.00**/hour

Field Lining **\$110.00** (tax included)

Soccer Field

Soccer field fee: **\$18.00**/hour, Maximum **\$120.00**/day per field

Volleyball/Tennis/Open Space

Sand Volleyball

✓ Frame	✓ Merrill Crest	✓ Buchner
3 courts	1 court	1 court

Fee: **\$10.00**(tax included) per court per hour. (2 hour minimum rental)

Tennis Courts

Fee: **\$5.00** (tax included) per court per hour. (2 hour minimum rental)

Heyer (16 courts) **\$390.00** for full day (includes shelter).

Lowell: (10 courts) **\$180.00** for full day

Buchner: (6 courts) **\$180.00** for full day

Prairie: (4 courts)

Banting: (3 courts)

Open Space (area not to exceed 100 yards x 50 yards)

Area requested needs to be identified on a map and receive WPRF approval

Fee: **\$18.00**/hour, Maximum **\$120.00** day

Key(s)

Key(s) fee: Usage will require a **\$50.00** deposit & key agreement on page 20 to be completed prior to receiving key(s).

Optional User Service Fees

Additional picnic tables **\$60.00** per day (includes tax) up to 4 additional tables

Additional trash barrels **\$30.00** per day (includes tax) up to 10 additional trash barrels

Tent /Temporary structure permit **\$100.00** (includes tents- 150 sq. feet or more & inflatables/PODs)

Trip charge **\$50.00**

Late fee **\$15.00**

Portable Toilets **\$10.00** per unit/ per day - (User provides unit)

Sales Permit **\$60.00** per day

Dumpster **\$25.00** per day



City of Waukesha of Parks, Recreation and Forestry Department
 1900 Aviation Drive • Waukesha WI 53188 • Phone: (262) 524-3737 • Fax: (262) 524-3713
www.ci.waukesha.wi.us

ATHLETIC FACILITIES USE APPLICATION

<p>Office Use Only!</p> <p>Date Rcv'd _____</p> <p>Time _____ Initial _____</p> <p>Permit # _____</p>
--

Name of Event: _____ ESTIMATED TOTAL ATTENDANCE: _____

Name of sponsoring agency/group: _____

Contact person for event: _____ DOB: _____

Address: _____ City: _____ Zip _____

Home # _____ Work # _____ Cell # _____

Email address: _____

Requested Facilities (Indicate # of fields/courts, type of fields. (i.e., soccer, football, baseball, softball))

TIMES					
Park Location	Field/Court	Date(S)	Start	End	

✓ **Please check all that apply** (you plan to do):

- _____ Setting up of tents
- _____ Charging Admission/Entry Fee
- _____ Sales of any kind (*mark all that apply*)
 - Food Alcohol Raffle
 - Beverage Apparel Other _____

✓ **Special Service Needs:** *There is a fee for any special service need. To view prices for special service needs, please refer to Athletic Facilities Policies & Fee Schedule form.

- _____ Additional Picnic Tables
- _____ Additional Trash Barrels
- _____ Lighting (Buchner/Frame/Saratoga, Prairie)
- _____ Complex Supervision
- _____ Field Preparation
- _____ Other (list) _____

✗ I have received copies of WPRF's Athletic Facilities Policy & Fee/Charge Schedule, and shall comply with all requirements they contain. I shall exercise the utmost care in the use of the facilities and will make good any damage from my use or my guest use of the premises.

SIGNATURE _____ Date _____



1900 Aviation Drive, Waukesha WI 53188
 Phone: (262) 524-3737 Fax: (262) 524-3713
www.ci.waukesha.wi.us

WPRF SOFTBALL & HARBALL FIELDS

Park	Field Type	Anchors	Pitching Rubbers	Back Stop/Out. Fence Outfield Fence Distance	1" Base Pegs
BANTING 2101 Butler Dr.	Hardball Field #1 - Grass infield Softball Field #2 - Skinned	80' 90' NONE	60'6" 50'	Yes with net / No Yes / No	Yes
BUCHNER 231 Oakland Av.	Softball Field #1 - Grass infield	60' 65'	40' 50'	Yes with net / temp.	Yes
DAVIDS 113 E. Garfield	Softball Field #1 - Skinned	NONE	NONE	Yes / No	No
DOPP 429 S. Washington Av.	NW Softball Field #1 - Skinned NE Softball Field #2 - Skinned	60' 60'	46' 46'	Yes with net / No Yes with net / No	Yes
FOX RIVER PKWY S. 2238 Fox River Pkwy.	Softball Field #1 - Skinned	NONE	NONE	Yes / No	No
FRAME 1218 White Rock Av.	Hardball Field #1 - Grass infield	90'	60'6"	Yes with net / Yes 300' L 370' C 352' R	Yes
GRANDVIEW 1001 Grandview Blvd.	Hardball Field #1 - Grass infield T-ball Field Practice Field	60' 65' 80' 60'	46' 50' 54' 35'	Yes no net / Yes Yes / 300' L 300' C 299' R	Yes
LOWELL 2201 Michigan Av.	Softball Field #1 - Skinned	NONE	NONE	Yes / No	No
MERRILL CREST 616 S. University Dr.	Softball Field #1 - Skinned	NONE	NONE	Yes / No	No
PEBBLE VALLEY 2565 Pebble Valley Rd.	Hardball Field #1 - Grass Infield	80' 90'	54' 60'6"	Yes / No	No
PRAIRIE 821 School Dr.	Hardball Field #1 - Grass infield Softball Field #2 - Skinned	90' NONE	60'6" 46'	Yes with net / No Yes / No	Yes
PRIEDEMAN 2010 Saratoga Rd.	Softball Field #1 - Skinned	60'	50'	Yes / No	No
ROBERTA 240 Coolidge Av.	SW Softball Field #1 - Skinned NE Softball Field #2 - Skinned	60' 60'	40' 40'	Yes with net / No Yes with net / No	Yes Yes
SARATOGA 301 S. Prairie Av.	Softball Field #1 - Grass infield Softball Field #2 - Grass infield Softball Field #3 - Grass infield Softball Field #4 - Grass infield	60' 65' 60' 65' 60' 65' 60' 65'	40' 50' 40' 50' 40' 50' 40' 50'	Yes with net / Yes Yes with net / Yes Yes with net / Yes Yes with net / Yes	Yes Yes Yes Yes
WAUKESHA SPRINGS 700 N. Hartwell Av.	Softball Field #1 - Skinned	NONE	NONE	Yes / No	No
WRO YOUTH COMPLEX 3041 Summit Av.	Softball Field #1 - skinned Softball Field #2 - Grass infield Softball Field #3 - Grass infield Softball Field #4 - Grass infield	60' 65' 60' 65' 60' 65' 60' 65'	43' 46' 43' 46' 43' 46' 43' 46'	Yes with net / Yes Yes with net / Yes Yes with net / Yes Yes with net / Yes	Yes Yes Yes Yes
				277' All Fields 230' All Fields	

Event Name _____

Today's Date _____

Date(s) of Event _____

Location _____

Indemnification and Reimbursement Agreement

WHEREAS, the Common Council of the City of Waukesha ("City") has established an ordinance regulating the use of city parks and other specified properties for large-scale public gatherings and Special Events, and

WHEREAS, said ordinance requires persons wishing to hold a Special Event to: (1) indemnify the City and the Park, Recreation and Forestry Board for injuries and damages caused by the event; and (2) agree to reimburse costs incurred due to extraordinary damage to City property during the event, and

WHEREAS, the undersigned applicant has filed an application to conduct a Special Event in the City,

THEREFORE, the City and the undersigned applicant ("Applicant") hereby agree as follows.

1. Indemnification. The Applicant hereby indemnifies and holds harmless the Waukesha Park, Recreation and Forestry Board and the City, its officers, agents, employees, successors or assigns, from and against any and all losses, debts, actions, claims, demands, liabilities, expenses, costs, injuries and/or damages to persons or property occurring in connection with the Special Event proximately caused by the actions of the Applicant, the sponsoring organization, its Officers, Employees or agents, or any person under their control.
2. Reimbursement For Extraordinary Damage. The Applicant shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event conducted by the Applicant. "Extraordinary Damage," as stated in section 8.115(3)(e) of the Municipal Code, is defined as "damage to Park or other City property in excess of normal wear and tear and which requires repairs in excess of routine maintenance."
3. Procedure For Reimbursement. To initiate a request for reimbursement pursuant to paragraph two (2) of this Agreement, the Park, Recreation and Forestry Department shall submit to the Applicant a detailed written accounting of the extraordinary damages and the cost of their repair as evidenced by written receipts. The accounting shall be submitted via first class mail, return receipt requested, to the address the Applicant provided on its Public Gathering/Special Event application. The Applicant shall remit payment no later than thirty (30) days from receipt of the accounting.
4. Miscellaneous Provisions.
 - a. Waiver. One or more waivers by either party of any provisions, term or condition of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.
 - b. Severability. In the event any provisions of this contract shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.
 - c. Governing Law. This Agreement shall be governed and construed in accordance with the law of the State of Wisconsin.
 - d. Entire Agreement. This Agreement constitutes the entire Indemnification and Reimbursement Agreement between the parties, and any change, amendment, or modification must be made in writing and executed by both parties.

IN WITNESS HEREOF, the undersigned have read and understand the contract presented here for Special Event indemnification and reimbursement:

Applicant

By: _____ Date: _____

[Print name:] _____

City of Waukesha

By: _____ Date: _____

Shawn N. Reilly, Mayor

By: _____ Date: _____

Gina Kozlik, City Clerk/Treasurer



WISCONSIN SALES AND USE TAX EXEMPTION CERTIFICATE

Check One ~~Resale~~

Single Purchase

Continuous

Purchaser's Business Name

Purchaser's Address

The above purchaser, whose signature appears on the reverse side of this form, claims exemption from Wisconsin state, county, baseball or football stadium, and premier resort sales or use tax on the purchase, lease, or rental of tangible personal property or taxable services, as indicated by the box(es) checked below.

I hereby certify that I am engaged in the business of selling, leasing, or renting: _____

(Description of Property or Services Sold by Purchaser)

General description of property or services purchased (itemize property purchased if "single purchase"): _____

Seller's Name

Seller's Address

PROPOSED EXEMPT USE

Resale (Enter purchaser's seller's permit or use tax certificate number) _____

Manufacturing

- Tangible personal property becoming an ingredient or component part, or which is consumed or destroyed or loses its identity, in the manufacture of tangible personal property destined for sale.
- Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property and safety attachments for those machines and equipment.
- The repair, service, alteration, fitting, cleaning, painting, coating, towing, installation, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed thereon. Tools used to repair exempt machines are not exempt.
- Fuel and electricity consumed in manufacturing tangible personal property (effective January 1, 2006).
Percent of fuel exempt: _____ % Percent of electricity exempt: _____ %
- Portion of the amount of fuel converted to steam for purposes of resale. (Percent of fuel exempt _____ %)

Farming

(To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, or custom farming services.)

- Tractors (except lawn and garden tractors) and farm machines, including accessories, attachments, parts and repair service.
- Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.
- Baling twine and baling wire.
- Breeding and other livestock, poultry, and farm work stock.
- Containers for fruits, vegetables, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage.
- Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").
- Animal bedding, medicine for farm livestock, and milk house supplies.
- All-terrain vehicles (ATV) used exclusively in farming.

Federal and Wisconsin Governmental Units

Enter CES No., if applicable

- The United States and its unincorporated agencies and instrumentalities and any incorporated agency or instrumentality of the United States wholly owned by the United States or by a corporation wholly owned by the United States.
- State of Wisconsin or any agency thereof, Local Exposition District, Professional Baseball Park District, or Professional Football Stadium District.
- Wisconsin county, city, village, or town, including public inland lake protection and rehabilitation district, municipal public housing authorities, uptown business improvement districts, local cultural arts district, and Fox River Navigational System Authority.
- Wisconsin public schools, school districts, universities, and technical college districts.
- County-city hospitals or UW Hospitals and Clinics Authority.
- Sewerage commission, metropolitan sewerage district, or a joint local water authority.

Other

- Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.
 - Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC or IC No. _____.
 - Items or services purchased directly by and used by religious, charitable, educational, scientific, or other organizations holding a Wisconsin Certificate of Exempt Status. CES No. _____.
 - Tangible personal property to be resold by _____ on my behalf where _____ is registered to collect and remit sales tax to the Department of Revenue on such sales.
 - Tangible personal property or services purchased by a Native American with enrollment # _____, who is enrolled with and resides on the _____ Reservation, where buyer will take possession of such property or services.
 - Tangible personal property becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility.
 - Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility. (Percent of electricity or natural gas exempt _____%)
 - Electricity, natural gas, fuel oil, propane, coal, steam and wood used for fuel for residential or farm use.

	% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt
<input type="checkbox"/> Residential	_____ %	_____ %	_____ %
<input type="checkbox"/> Farm	_____ %	_____ %	_____ %
- Address Delivered: _____
- Percent of printed advertising material solely for out-of-state use _____ %
 - Other purchases exempted by law. (State items and exemption) _____

(DETACH AND PRESENT TO SELLER)

I hereby certify that if the item(s) being purchased are not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability that may include tax, interest, and penalty.

Authorized Signature

Title

Date

ACORD™ CERTIFICATE OF LIABILITY INSURANCE - *SAMPLE*DATE:

PRODUCER Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <hr/> <p align="center">INSURERS AFFORDING COVERAGE</p> <hr/> INSURER A: <hr/> INSURER B: <hr/> INSURER C: <hr/> INSURER D: <hr/> INSURER E: <hr/>
INSURED Sample Address City, State, Zip	

WPRF Sample: **Level 2** insurance requirements. Examples of events: River runs, car show, dances, events with alcohol

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS						
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$1,000,000 <hr/> FIRE DAMAGE (Any one fire) \$50,000 <hr/> MED EXP (Any one person) \$5,000 <hr/> PERSONAL & ADV INJURY \$1,000,000 <hr/> GENERAL AGGREGATE \$2,000,000 <hr/> PRODUCTS – COMP/OP AGG \$2,000,000						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON – OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident) \$ <hr/> BODILY INJURY (Per person) \$ <hr/> BODILY INJURY (Per accident) \$ <hr/> PROPERTY DAMAGE (Per accident) \$						
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY – (Ea Accident) \$ <hr/> <table style="width:100%; border:none;"> <tr> <td style="width:60%; border:none;">OTHER THAN AUTO ONLY:</td> <td style="width:40%; border:none;">EA ACC</td> <td style="width:10%; border:none;">\$</td> </tr> <tr> <td style="border:none;"></td> <td style="border:none;">AGG</td> <td style="border:none;">\$</td> </tr> </table>	OTHER THAN AUTO ONLY:	EA ACC	\$		AGG	\$
OTHER THAN AUTO ONLY:	EA ACC	\$									
	AGG	\$									
	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE \$1,000,000 <hr/> AGGREGATE \$1,000,000 <hr/> \$ <hr/> \$ <hr/> \$						
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				X/WC STATUTORY LIMITS / OTHER E.L. EACH ACCIDENT \$ <hr/> E.L. DISEASE – EA EMPLOYEE \$ <hr/> E.L. DISEASE – POLICY LIMIT \$						
	OTHER										

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 City of Waukesha, its officers, employees and agents are additional insured regarding _____ (event) held _____ (dates)

CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER _____ CANCELLATION _____



WPRF Temporary Structures in Parks Permit Application

Temporary structures, such as tents, staging, dunk tanks, inflatables, or promotional equipment will only be allowed in a park by obtaining a permit.

This application must be returned to the WPRF Office no later than 30 days prior to the event.

Today's Date _____

Event Organizer Information

Name of Group _____

Contact Person _____

Address _____

Work Phone _____ Home/Cell Phone _____

Event Information

Event Name _____

Park Requested _____ Event Date (s) _____

Number of people expected _____

Temporary Structure Information

1) **What type of temporary structure do you plan to have? How many?**

Tent _____ Dunk Tank _____ Staging _____ PODs _____
Inflatable _____ Trailer _____ Other (please specify) _____

2) **Size and/or Dimension** _____

3) **Time duration this structure will be in the park** _____

4) **Diggers Hotline Ticket Number** _____

(Please note: Diggers Hotline phone number is 1-800-242-8511. The ticket number must be received in the Park Office at least 5 days prior to the event. You may call 262-524-3737- or fax 262-524-3713 the ticket number to the WPRF Office.)

5) **Location of the structure in the park.** You must attach a park map. Park maps are available on the WPRF website.

6) **Is the structure going in a designated structure area?** yes no

7) **Company installing the structure** _____

8) **Do you or the installer have insurance to cover the placement of this structure for your event?** yes no

I have received WPRF's Temporary Structures in Parks Instructions and shall comply with requirements they contain.

Signature _____ Date _____

City of Waukesha



PUBLIC KEY AGREEMENT

1) Name: _____
(Please print)

Address: _____

Home Phone: _____ Work: _____ Cell: _____

Pick-up Date: _____ Return Date: _____

I agree to be responsible for the key(s) loaned to me. I will reimburse the City of Waukesha Parks, Recreation and Forestry Department for any and all keys damages and/or lost.

Signature: _____ Date: _____

Keys to be picked up and returned to the WPRF Office, 1900 Aviation Drive. Monday through Friday between the hours of 8:00 am – 4:30 pm.

2) Office Use Only!

Staff member checking out key: _____

Deposit: \$ _____ Cash _____ Check _____ Charge _____

Permit #: _____

Date Key(s) returned: _____

Name of person returning key: _____

Name of Staff member accepting key: _____

Received in Clerk's Office: Date _____ Time: _____ Initials: _____



APPLICATION FOR RESIDENTIAL NEIGHBORHOOD BLOCK PARTY & STREET CLOSING PERMIT

1. Application must be submitted to the Clerk's Office no less than 14 business days before the date of proposed event.
 2. Any changes to the information provided must be updated as circumstances change.
 3. *Waukesha Municipal Code 8.16 regulates Streets & Sidewalks – Parades and Public Meetings.
 4. *Waukesha Municipal Code 11.27 regulates Drinking on Public Streets.
- * Please visit the City website at www.ci.waukesha.wi.us to view the municipal code book

Applicant _____ (Person or organization seeking to obtain a Block Party Permit)

Block Party Name/ Purpose _____

Street to be Closed _____

*Authorized & Responsible Contacts / Individuals Conducting Block Party

PRINT NAME	ADDRESS	DAY-TIME PHONE NUMBER	CELL NUMBER / ALTERNATE NUMBER

Date of Proposed Block Party (Day of Week) _____ (Month, Day, Year) _____

Time you propose to close street _____

Time you propose to re-open street _____

Pursuant to City Ordinance 11.27 (3)
ALL BLOCK PARTIES MUST END BY 11:30 PM

STREET TO BE CLOSED AND DESCRIPTION _____

Number of Barricades Needed _____

Approximate Number of Persons Anticipated to Attend Block Party _____

Basis on which this estimate is made _____

ALCOHOL - Waukesha Municipal Code 11.27 prohibits consumption of alcoholic beverages in City parking lots and on public streets and sidewalks. The alderperson may permit the consumption or possession of fermented malt beverages, wine or intoxicating liquors at residential neighborhood "block parties" within his/her aldermanic district.

Will there be alcoholic beverages at the Block Party? Yes* No

*If Yes, you must obtain authorization from your alderperson, evidenced by his/her signature in this section, before submitting this application to the Clerk's Office.

I hereby authorize the consumption or possession of fermented malt beverages, wine or intoxicating liquors at the Residential Neighborhood Block Party described above if the Street Closing Permit is granted.

Alderson Signature _____ Date _____

Print Name _____ District _____

✓ I hereby make an application for a Residential Neighborhood Block Party & Street Closing Permit as detailed above. I have read the information, answered the questions and agree to abide by the requirements.

Signature _____

Print Name _____

- Police _____
- Fire _____
- Transit _____
- Attorney _____
- Engineering _____
- WPRF _____
- Administrator _____

Approved Denied City Clerk's Office _____ Date _____



Received in Clerk's Office: Date _____ Time: _____ Initials: _____

APPLICATION FOR STREET CLOSING PERMIT
 (To include Parking lots & Parking Stalls)

1. Application must be submitted to the Clerk's Office no less than 14 business days before the date of proposed event.
 2. Any changes to the information provided must be updated as circumstances change.
 3. As part of this application, applicant must submit a health certificate for each animal to be used.
 4. *Waukesha Municipal Code 11.27 regulates Drinking on Public Streets.
- * Please visit the City website at www.ci.waukesha.wi.us to view the municipal code book

Applicant _____
 (Person or organization seeking to obtain a Permit)

Event Name/ Purpose _____

Street/Parking Stalls to be Closed _____

***Authorized & Responsible Contacts / Individuals Conducting Event**

PRINT NAME	ADDRESS	CITY & ZIP	DAY-TIME PHONE NUMBER	CELL NUMBER / ALTERNATE NUMBER

Date of Proposed Event (Mth/Day/Yr.) _____ Parade? Yes No

Time parade/event will begin to assemble _____ Time parade/event will begin _____

Time parade/event will end _____ Time parade/event will finish disbanding _____

If Parade, location & exact street address of area where it will assemble and disband _____

Route along which the Parade will proceed, including the sidewalks or lanes of traffic it will occupy OR
 Area of Street to be closed (attach map or use reverse side if more than one area) _____

Number of Barricades Needed _____

Approximate Number of Persons anticipated to attend Parade/Event _____

Basis on which this estimate is made _____

Approximate Number of Vehicles Anticipated to Participate in Parade/Event _____

Types of Vehicles _____

Approximate Number of Animals Intended to Be in Parade/Event _____ Identify number of each type of animal:

_____ Horses _____ Dogs # _____ Type of animal # _____ Type of animal

Name of attending local veterinarian who shall provide care for any sick or injured animals _____

Health Certificates, as Specified Above, Are attached? Yes No

I hereby make an application for a Parade Permit/Street Closing as detailed above. I have read the information, answered the questions and agree to abide by the requirements.

Signature _____
 Print Name _____

Police _____ Engineering _____
 Fire _____ WPRF _____
 Transit _____ Administrator _____
 Attorney _____

Approved Denied City Clerk's Office _____ Date _____



City of Waukesha of Parks, Recreation and Forestry Department
 1900 Aviation Drive • Waukesha WI 53188 • Phone: (262) 524-3737 • Fax: (262) 524-3713
www.ci.waukesha.wi.us

Updated 12/13

BUILDING, PARK SHELTER, & SPECIAL AREAS
RENTAL APPLICATION

Office Use Only!	
Date Rcv'd	_____
Time	_____ Initials _____
Permit #	_____
Receipt #	_____

Persons must be at least 18 years of age to rent facilities and 21 years of age to obtain alcohol permit.

GENERAL INFORMATION (print with blue or black ink)

"Please complete the rental payee form if payee is different than responsible party."

Name of Responsible Party _____ Date of Birth _____
 Organization (if any) _____ Tax Exempt number (attach proof) _____
 Address _____
 City _____ State _____ Zip _____
 Email _____ Fax _____
 Phone # during event _____ Evening Phone _____ Cell _____
 Name of alternate contact _____ Phone _____

Building Rentals (check one)
<input type="checkbox"/> Rotary <input type="checkbox"/> EB Shurts <input type="checkbox"/> Schuetze Recreation Center-Room(s) Requested _____
Will WPRF be cleaning the building? _____ Yes _____ No (Optional for rentals 6 hours or less)

Park Shelters & Special Areas (check one)
<input type="checkbox"/> Park Shelter _____ (name of park) <input type="checkbox"/> Formal Gardens <input type="checkbox"/> Band Shell <input type="checkbox"/> Amphitheater

Start Time (Include set-up time) _____ End Time (include clean-up time) _____
Date of event _____ Estimated Attendance _____
Purpose of Event _____

ALCOHOL PERMIT
<input checked="" type="checkbox"/> I will be providing alcohol beverages during the event and will comply with the alcohol agreement policies and procedures I have read. Additional security (with fees) may be required.
SIGNATURE _____ Date _____

Will there be sales of any kind? _____ Yes _____ No If yes, see policies & procedures
Will tents /temp. structures be used? _____ Yes _____ No If yes, see policies & procedures
Will inflatables be used? _____ Yes _____ No If yes, see policies & procedures

I have received copies of WPRF's policies applicable to my rental(s), including a schedule of Park Facility Fees & Charges, and shall comply with all requirements they contain. I shall exercise the utmost care in the use of the facilities and will make good any damage from my use or my guests' use of the premises.

SIGNATURE _____ Date _____
 (of responsible party)

Office Use Only!	
Total Payment \$ _____	Cash Check Charge
Usage Permit Approved By: _____	Date: _____
Alcohol Authorization By: _____	Date: _____

****IMPORTANT! BRING YOUR PERMIT COPY TO YOUR EVENT!**



NATIONAL
Gold Medal Winner

City of Waukesha
Parks, Recreation and Forestry Department
1900 Aviation Drive • Waukesha WI 53188 • Phone: (262) 524-3737 • Fax: (262) 524-3713
www.ci.waukesha.wi.us

Revised 12/14

BUILDING RENTALS

Policies & Procedures

Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit

- **APPLICATION:** Application and prepayment must be submitted at least 7 days prior to the scheduled date.
- **AVAILABILITY:** The E.B. Shurts and Rotary Buildings may be reserved up to one year in advance. The Schuetze Recreation Center may be reserved 1 – 4 months in advance, contingent upon WPRF recreation program schedule. Please visit the building you are considering before making your reservation to ensure the accommodations meet your needs. Contact WPRF to set up a viewing, advance notice is required. You may call (262) 524-3737 for date and building availability.
- **BILLING:** Once rental event is completed, advanced payment will be applied to actual cost of rental (15-minute increments). **Any over payment will be refunded via check or credit card** within 2-3 weeks, any amounts owed will be billed to customer and payment is due within 30 days.
- **CANCELLATION POLICY & CHANGES:** If permit is cancelled for any reason 30 days prior to the reservation date, twenty-five (\$25.00) dollars of the prepayment fee will be forfeited. 50% of the prepayment fee will be forfeited if reservation is cancelled less than 30 days prior to the event. Changes in original dates and times may be made up to one week prior to the event. There will be no charge for the first change and a \$25.00 charge for each change thereafter. Note: **All changes** within 5 business days will result in a \$25 charge.
- **DECORATIONS:** No helium balloons, confetti, smoke machines, or other party decorations that create small debris. Decorations may be put up with tape only. Candles must be enclosed in glass, i.e. votives or hurricane glasses. Any promotional signage outside of room(s) rented must get prior approval.
ROOM SET-UP, TAKE DOWN & CLEANING: The rental group is responsible for all room set-up. Take-down and cleaning is an option if the rental is 7 hours or less. Rentals over 7 hours are required to have WPRF clean. See below for responsibilities of cleaning. **Set-up and clean-up time needs to be included in the building rental.** DJ and bands must end with enough time to be out of the building by scheduled end time. The # of tables and chairs available may be limited to the # of people that is estimated to attend the event. WPRF does not move tables and chairs from other facilities to accommodate additional needs.
- **STORAGE:** No items may be stored at the building before or after the event. Any items left following the event will be charged a daily user service fee.

CLEANING Any rental that exceeds 400 is required to recycle

A. Rental Group Cleans: Rental groups (7 hours or less) that choose to clean the buildings must adhere to the following cleaning guidelines:

- ✓ Garbage cans need to be emptied and replaced with clean bags.
- ✓ Refrigerator and microwave should be emptied and cleaned.
- ✓ Wipe down tables, chairs, counters with soap and water, or cleaning spray.
- ✓ Take down all tables and chairs (with no more than five chairs per chair rack rung).
- ✓ Floors must be **swept and wet mopped**.
- ✓ All decorations taken down and tape removed.
- ✓ If event extends outside – Rental is responsible to leave area like they found it (even if WPRF is cleaning).

Please Note: Cleaning tools/supplies will be provided.

B. WPRF Cleaning: Groups that rent in excess of seven hours (7+) and groups (7 hours or less) that choose WPRF to clean, will be charged a \$150 cleaning fee for 3 hours of cleaning service. Any additional cleaning needed will be charged to renter at cost of \$50/hour. When WPRF cleans, rental groups are responsible for the following:

- ✓ All garbage must be placed in garbage bags and taken to outdoor bins.
- ✓ Refrigerator and microwave emptied.
- ✓ All decorations taken down and tape removed.
- ✓ If event extends outside – Rental is responsible to leave area like they found it (even if WPRF is cleaning).

If the rental groups wants to assist in the cleaning process to insure that the group is not charged for additional cleaning, the rental group can assist in cleaning only until the listed end time on the agreement.

Additional Considerations:

1. Public parking is available in adjacent lots. Number of parking spots not guaranteed.
2. Building hours are 6:00 am – 11:00 pm. No alcohol after 10:00 pm.
3. If there are any problems please call the emergency contact phone number on the last page of your permit.
4. Dogs not allowed in the parks and/or buildings.
5. WPRF is not responsible for equipment or material owned by persons using the buildings. Such equipment may not be stored at the buildings.
6. Bathrooms are public restrooms, available for public use during park hours.
7. No sales of any kind without permit / fee. (May require WPRF approval)
8. No tents or inflatables without permit – 30 day advance notice required. (See hot lining procedure)
9. **Use of gym for non-athletic activities may be considered per director/designee.**

All minors must be supervised by adults at all times.

*WPRF reserves the right to cancel a building reservation if the building is needed for WPRF use.

*All announcements, press releases, flyers, etc., relating to meetings must clearly state the sponsoring agents name and not WPRF.

*At the time of application you will be required to agree to abide by the Americans with Disabilities Act (ADA) while using the buildings.

*The use of the name, address or telephone number of the Waukesha Parks, Recreation and Forestry Department as the address or headquarters of any group using the buildings is prohibited.

BUILDING RENTALS

Fees & Charges

- ✓ Application, rental fee, deposit and any other fees must be submitted at least seven (7) calendar days prior to scheduled date. Tax is included when applicable.
- ✓ There is a 3 (three) hour minimum to rent any of the building facilities. Reservation ending time must be adhered to due to potential reservations following your event. If rental time extends past scheduled end time, additional hourly fees as well as a late fee of \$50.00 will be subtracted from the deposit.
- ✓ Fees indicated are City of Waukesha resident fees & charges – Non-residents must pay an additional \$25.00 surcharge per facility rental as established by the Parks, Recreation & Forestry Board. *A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Waukesha (In general does not contribute to the City of Waukesha property taxes).

Any rental with attendance over 120, an alcohol permit requested, and the event is scheduled beyond 8:00pm will require additional contracted security. Additional fees and paperwork will need to be completed.

Rotary Building -1150 Baxter Street, Waukesha, 53186

12-eight foot tables, 8-six foot tables, 8-80" round tables, 120 chairs, podium with microphone, refrigerator, sink, microwave, **projection screen**, fireplace, dimmer lighting.

Fee: **\$75.00 per hour**

E.B. Shurts Building - 810 West College Avenue, Waukesha, 53186

8-eight foot tables, 16-card tables, 120 chairs, podium with microphone, refrigerator, sink, microwave, TV, VCR/DVD and projection screen, 95' attached outdoor deck.

Fee: **\$55.00 per hour**

Schuetze Recreation Center – 1120 Baxter Street, Waukesha, 53186

Eight foot tables, card tables and chairs available as needed

Fee will be doubled (100% surcharge) for SRC rentals with more than 120 people in attendance

*Gym Athletic use only	*Riverview Rm.	*Conference Rm.	*Activity Rm.	*Kitchen/Mtg Rm.
\$40/hr.	\$30/hr.	\$25/hr.	\$35/hr.	\$25/hr.

All Building Rentals require a \$200 deposit*. Full payment of room rental is due at time of application.

*Upon approval, deposits will be refunded 2-3 weeks following the event.

Cleaning Fee: A cleaning fee of \$150 is automatically assessed for all rentals 6+ hours and is optional for rentals 0-6 hours. If groups (0-6 hours) choose WPRF to clean, this fee must be paid at the time of application. Any cleaning that requires more than the 3 hours of cleaning service will be charged \$50 per hour. Groups exceeding 120 people in attendance can expect additional cleaning fees.
Holiday Rentals: Buildings are not rented on Easter, Thanksgiving, Christmas Eve, Christmas Day, New Years Eve & New Years Day. A building attendant must be hired prior to approval of any other Holidays. A \$25 holiday surcharge will be charged for any holiday rentals.

Optional User Service Fees:

• Additional Picnic Tables	\$80 (includes tax) up to 4 additional tables
• Additional Trash Barrels	\$30 (includes tax) up to 10 additional barrels
• Tent Permit (100 sq. ft. or larger) / Inflatables	Contact PRF for fees & policies
• Left over event supplies	\$25 per day
• Additional Cleaning	\$50 per hour
• Sales Permit (for private groups)	\$80 per day
• Portable Toilets	\$10 per unit per day! rental user provides unit
• Water Spigot/Key	\$25.00 per day
• Digital Piano	\$25.00 per rental use (Schuetze Rec. Center only)

Any group that signs the Fermented Malt Beverage and wine distribution agreement must comply with the following:

Fermented Malt Beverage (i.e. beer) and Wine Distribution Agreement

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner and adhere to City Ordinance #11.27(4). No charge for beverages shall be made for guest, and no beverages shall be distributed to any persons under 21 years of age. Fermented malt beverage/wine/intoxicating liquor is allowed. No alcoholic beverages shall be dispensed or be in possession of any person on the premises after 10:00 pm
 Note: Sale of alcoholic beverages requires a special liquor license and approval of the Common Council. (inquire with Director of WPRF).



NATIONAL
Gold Medal Winner

Revised 12/14

City of Waukesha
Parks, Recreation and Forestry Department
1900 Aviation Drive • Waukesha WI 53188 • Phone: (262) 524-3737 • Fax: (262) 524-3713
www.ci.waukesha.wi.us

PARK SHELTERS

Rental Policies & Procedures

- Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.
- Application and prepayment must be submitted at least 7 days prior to the scheduled date.
- Every effort is made to have facilities clean. If there are any problems please call the emergency contact phone number on the last page of your permit.
- Payment due at time of reservation.
- Fees indicated are City of Waukesha resident fees & charges – see fee sheet for non-resident fees.
- Reservation ending time must be adhered to due to potential reservations following your event.
- Bring your permit with you on the day of your rental

Park Policies and Guidelines Regarding Usage

- | | |
|--|--|
| ✓ Park Hours: Sunrise to 10:00 pm daily | ✓ All vehicles must park in designated parking areas only. |
| ✓ All trash will be placed in trash receptacles | ✓ <u>No sales</u> of any kind without permit. (May require WPRF approval) |
| ✓ Leave the park the way you found it! | ✓ Dogs not allowed in City parks or as designated |
| ✓ If WPRF needs to repair or clean up your event, the responsible party will be billed for damages &/or labor. | ✓ No tents or inflatables without permit – 30 day advance notice. (See hot lining procedure) |
| ✓ Be courteous of other park patrons (keep noise/music at acceptable levels) | ✓ Bathrooms are public restrooms available for public during park hours. |
| ✓ Any use of charcoal must be extinguished and removed from park | ✓ There is a possibility that the restrooms may be closed prior to 10:00 pm. |
| ✓ No small debris permitted (piñata, confetti / bird seed etc.) | ✓ Any rental that exceeds 400 is required to recycle |
| ✓ All tents & inflatables require additional permits | ✓ All shelters/restrooms are open seasonally with the exception of Frame Park. |

Refund Policy

Prior to 30 days of scheduled date, refunds will be made when the customer's original permit is returned to WPRF. If a refund is desired, please notify the office on your written request. You will receive a full refund credited to your WPRF account. If a check or credit card refund is desired, you will receive the refund minus a \$10 service charge. Refunds under \$10 will automatically be credited to your WPRF account. All credits to WPRF may be used toward future registration/rentals. The credit will be available for use up to two (2) years of date of issue as permitted by law. NOTE: All changes within 5 days business days will result in a \$25 charge.

- ✓ No refunds or credit for inclement weather or for cancellations less than 30 days prior to event.

Severe Weather

It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.

Park Shelter Facility Fees & Charges

Payment due at time of reservation.

- ✓ Fees indicated are City of Waukesha resident fees & charges – see below for non-resident surcharge. Tax is included when applicable.
- ✓ Changes in original dates &/or times may be made up to one week prior to event. There will be no charge for the first change and a \$25 charge for each change thereafter. A \$25 charge for any changes within 5 business days of event.
- ✓ *Non-Resident Surcharge: Non-residents must pay an additional \$25 per facility rental, as established by the Parks, Recreation & Forestry Board.

**A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Waukesha. (In general does not contribute to the City of Waukesha property taxes).

<u>Picnic Shelters with fifteen (15) tables and electricity</u>			
•Bethesda Park	•Frame Park	•Horeb Park	•Buchner Park
			•Rivers Crossing
Fee:	<i>Sixty (60) people or less:</i>	<i>\$75 / 6 hours</i>	<i>\$15 each additional hour</i>
	<i>Sixty-one (61) people to 200:</i>	<i>\$150 / 6 hours</i>	<i>\$35 each additional hour</i>
	<i>Two hundred-one people (201) or more:</i>	<i>\$280 / 6 hours</i>	<i>\$70 each additional hour</i>
<u>Picnic Shelters with five (5) tables and electricity</u>			
•Fox River Pkwy North	•River Valley	•Roberta Park	•Lowell
Fee:	<i>Sixty (60) people or less:</i>	<i>\$60 / 6 hours</i>	<i>\$13 each additional hour</i>
	<i>Sixty-one (61) people to 200:</i>	<i>\$120 / 6 hours</i>	<i>\$25 each additional hour</i>
<u>Picnic Shelters with five (5) tables</u>			
•Banting Park	•Grandview Park	•Pebble Valley Park	•Wauk. Springs Park
•David's Park	•Heyer Park	•Prairie Park	•Woodfield Park
•Dopp Park	•Priedeman Park	•Gazebo / open air shelters	•Fox River Pkwy S.
•Merrill Crest Park			
Fee:	<i>Sixty (60) people or less:</i>	<i>\$50 / 6 hours</i>	<i>\$10 each additional hour</i>
	<i>Sixty-one (61) people to 200:</i>	<i>\$100 / 6 hours</i>	<i>\$20 each additional hour</i>
<u>Picnic Shelters with two (2) tables, no restrooms</u>			
•Moorewood Park	•Sentinel Park		
Fee:	<i>Sixty (60) people or less:</i>	<i>\$35 / 6 hours</i>	<i>\$10 each additional hour</i>

Optional User Service Fees

- | | |
|---|--|
| ▪ Additional Picnic Tables | \$60 (includes tax) up to 4 additional tables |
| ▪ Additional Trash Barrels | \$30 (includes tax) up to 10 additional barrels |
| ▪ Water Spigot (where applicable) | \$25 per day (includes tax) |
| ▪ Docks and Pier | \$60 per day |
| ▪ Tent Permit (100 sq. ft. or larger) / Inflatables | Contact PRF for fees & policies |
| ▪ Left over event supplies | \$25 per day |
| ▪ Additional Cleaning | \$50 per hour |
| ▪ Sales Permit (for private groups) | \$60 per day |
| ▪ Permit Changes | \$25 per change |
| ▪ Portable Toilets | \$10 per day per unit / rental user provides units |

Any group that signs the Fermented Malt Beverage and wine distribution agreement must comply with the following:

Fermented Malt Beverage (i.e. beer) and Wine Distribution Agreement

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner and adhere to City Ordinance #11.27(4). No charge for beverages shall be made for guests, and no beverages shall be distributed to any persons under 21 years of age. Only fermented malt beverage (i.e. beer) and wine distribution is allowed. No alcoholic beverages shall be dispensed, consumed or be in possession of any person on park premises after 10:00 pm.

Note: Sale of alcoholic beverages is limited to selected parks and requires a special license and approval of the Common Council (inquire with Director of Parks, Recreation & Forestry).

**City of Waukesha
Parks, Recreation and Forestry Board
Policy**

Signs, Displays and Objects on Park Property.

- (1) Purpose and Intent.** This policy regulates the placement and possession, by Private Entities, of Signs, Displays and Objects on grounds managed by the City of Waukesha Department of Parks, Recreation and Forestry. This policy does not affect Signs, Displays or Objects placed by the Department. This policy addresses the potential unsightliness and clutter of Signs, Displays and Objects; potential unreasonable interference by Signs, Displays and Objects with the use of Park Property by other members of the public; the potential safety hazards caused by inadequately constructed, mounted or placed Signs, Displays and Objects; and First Amendment free-speech, establishment and free-exercise considerations.
- (2) Definitions.** In connection with this Policy only:

 - (a) Department.** Department means the City of Waukesha Department of Parks, Recreation and Forestry.
 - (b) Display.** Display means any thing which visually communicates a non-verbal message, including, without limitation, works of art, religious displays, sculptures, pictures, photographs, historical displays and political displays.
 - (c) Event.** Event means any activity conducted by a Private Entity on Park Property in compliance with all provisions of the Municipal Code, including, without limitation, activities which may require a permit under Municipal Code §8.115. Event includes activities of an individual.
 - (d) Object.** Object means any article of personal property, including, without limitation, grills, coolers, volleyball or badminton nets, inflatables, dunk tanks, radios, sound equipment and speakers.
 - (e) Park Property.** Park Property means any real property under the management of the Waukesha Parks, Recreation and Forestry Board.
 - (f) Private Entity.** Private Entity means an individual, group of individuals, association, partnership, limited-liability company, corporation or other legal entity which is not a political subdivision of the State of Wisconsin or a subunit of the City of Waukesha.
 - (g) Sign.** Sign means any structure, whether fixed or movable, any part of which visually communicates a verbal message through words, letters, numbers, pictures, symbols, or a combination of them.

- (h) **Unattended.** Unattended means present on Park Property while the Private Entity that placed the Sign, Display or Object is not simultaneously on that Park Property, or while the Event with which the Sign or Display is associated is not simultaneously taking place on Park Property.
- (3) **General Rule.** Unattended Signs, Displays and Objects are prohibited on Park Property.
- (4) **Special Rules.**
- (a) **City Signs, Displays and Objects.** The Department and any other City of Waukesha department may place Signs, Displays and Objects on Park Property at any time, and all such Signs, Displays and Objects shall relate only to public functions.
 - (b) **Private Entity Signs, Displays and Objects.** Private Entities may place or carry Signs, Displays and Objects on Park Property, provided that:
 - (i) The Signs, Displays or Objects are associated with an Event being conducted by the Private Entity on that Park Property;
 - (ii) The Signs, Displays or Objects are not Unattended;
 - (iii) The Signs, Displays or Objects are removed promptly upon the conclusion of the Event; and
 - (iv) The Signs or Displays comply with all rules in Section (5), below.
 - (c) **Certain Objects Allowed Overnight.** It is not a violation of this Policy for only tents, stages, dumpsters or portable toilets to remain overnight on Park Property while not attended, provided that:
 - (i) They are placed in connection with a large-scale gathering for which a permit has been obtained pursuant to Municipal Code §8.115;
 - (ii) They are placed no earlier than 18 hours prior to the beginning of the large-scale gathering;
 - (iii) They are removed no later than 18 hours after the conclusion of the large-scale gathering;
 - (iv) They comply with the terms of the large-scale gathering permit and all other applicable state statutes, City ordinances, and regulations; and
 - (v) They are placed in the locations designated by the Department.

- (vi) For purposes of this subsection, a large-scale gathering which is permitted to take place over more than one day is considered to be a single event.
 - (d) **Park Closure Rules.** Regardless of any provision which requires signs, displays and objects to be attended, Private Entities are subject to park-closure regulations and may not remain on Park Property while a park is closed; except as may be expressly permitted in connection with a large-scale gathering permit issued pursuant to Municipal Code §8.115.
- (5) **Other Sign and Display Rules.**
- (a) **Size.** Signs shall not exceed 32 square feet in area. Displays shall not exceed 32 square feet in area if two-dimensional, or shall not exceed 32 square feet in ground area and 8 feet in height, if three-dimensional.
 - (b) **Mounting.** Unless carried by an individual, Signs and Displays shall be mounted securely, using customary and accepted practices, so that they will not become detached, fall, tip or present a safety hazard to persons present on the Park Property in the weather conditions existing during the Event. Signs, Displays and Objects may not be mounted on any building, light pole, utility pole, or other built structure. Signs, Displays and Objects shall be re-located upon the reasonable request of the Department to do so, at any time the Department determines that safety requires re-location. If signs or displays are carried by an individual, they may not present a hazard of physical harm to other individuals present on Park Property.
 - (c) **Location.** Signs, Displays and Objects may not be placed on or across any sidewalk, drive, flowerbed, tree, or other landscaping; may not be placed within any street or highway right-of-way; and may not interfere with access to the Park Property by any persons. Signs, Displays and Objects shall be re-located upon the reasonable request of the Department to do so, at any time the Department determines that interference with other persons' access to Park Property requires re-location.



Agencies to Call for Assistance

Agency	Email/Website	Phone	Why to contact
City of Waukesha Parks, Recreation, & Forestry Department 1900 Aviation Dr.	www.ci.waukesha.wi.us	262-524-3737	Rental availability, Application forms, General questions
WPRF Facilities Coordinator	MPalmer@ci.Waukesha.WI.US	262-522-2953	Special requests, Concession permit
City of Waukesha Police		262-524-3831	No parking signs, Safety
City of Waukesha Clerk's Office		262-524-3550	Alcohol license, Street closing
Waukesha County Department of Environmental Health	www.waukeshacounty.gov	262-896-8300	Food sales permits, List of guidelines
City of Waukesha Fire Department		262-524-3648	Codes & Requirements
WPRF assistance during event	Weekend on call cell 2 nd shift cell	262-993-4543 262-993-5882	
Waukesha County Recycling		262-896-8317	Recycling assistance
Diggers Hotline		1-800-242-8511	Hotlining
Area Rental		262-547-4141	Tents, chairs, barricades *Pre-approved insurance
Celebrations Party Rental		262-827-1444	Tents, chairs *Pre-approved insurance