



PARKS, RECREATION & FORESTRY

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Building/Facility (indoor and outdoor) Rental Application Policy **Amendment 4-17-17**

Policy Amendment applies to:

Any Organization, Group or Individual who intends to rent a City of Waukesha building/facility (indoor or outdoor) for the purpose of conducting a league, tournament or any other type of organized activity that is offered to the public.

Rental application requirements for above stated entities:

1. Complete application
2. List the City of Waukesha as an additional insured under the agreed upon coverage
3. Sign an indemnification form
4. Follow the City of Waukesha Rental Group Policies and Procedures
5. Certify through an affidavit that employment eligibility and screening safety measures are being conducted.

Attachment: Affidavit form

Approved: _____

