

HORICON PARKS AND RECREATION RENTAL INFORMATION



HORICON PARK FACILITIES RULES AND REGULATIONS

GENERAL INFORMATION

The City of Horicon, or any of its officers, agencies or employees, will not be responsible for injuries, loss, or damage to personal property occurring as a result of any activity being conducted on City property.

Violation of any segment of this policy and/or City Codes will be just cause for the denial of future reservations of Park and Recreation facilities and the forfeiture of deposits made. Rowdy behavior or disturbances of the residential neighborhood adjacent to the park facility will be just cause for immediate cancellation of the activity by the local Police Department. **(One warning will be given to the sponsoring organization before cancellation.)**

RESERVATION OF FACILITIES

1. Facilities may be reserved at City Hall.
2. Telephone Number: 920-485-3500.
3. Office hours: 7:30 a.m. to 4:00 p.m., Monday through Friday.
4. Tentative reservations will not be held beyond 10 days.
5. Reservations are confirmed only after payment is made in full, and the signed agreement is on file at City Hall.
6. At all public dances, two deputies must be in attendance and must be approved by the Chief of Police one week before the dance is held, except: When a Class "B" license has been issued to sell fermented malt beverages, the dance will be required to have three deputies in attendance, such deputies having been approved by the Chief of Police one week thereto.
7. The Park and Recreation Board reserve the right to require the presence of a uniformed police officer(s) on site when it is deemed necessary. Expense of the officer(s) will be the responsibility of the rentee.

RENTAL FEES/SECURITY DEPOSITS/REFUNDS

Fees are based on rental of facilities, as is, and do not include special preparations, set-ups, or use of equipment which does not ordinarily belong to that facility.

There will be no refunds of rental fees due to cancellations, unless the City Hall is notified **two weeks prior to a reservation**; or where, in the opinion of the Park and Recreation Board, inclement weather prevents the scheduled activity from occurring and there has been no cost to the City.

Security Deposits will be refunded, in part or in full, depending upon the condition the facilities are left in and upon compliance with this policy.

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Charges for abnormal amounts of cleaning by maintenance personnel will be deducted from the security deposit and/or billed to the rentee. **ALL CLEANING IS TO BE DONE IMMEDIATELY AFTER THE CONCLUSION OF THE EVENT UNLESS OTHER APPROVED ARRANGEMENTS HAVE BEEN NOTED ON THE RENTAL AGREEMENT**, as maintenance personnel report for work at 7:00 a.m. the next working day. **See Specific Conditions on page 4.**

Security Deposits will not be refunded until all keys are returned to City Hall and the Park facilities have been checked by maintenance personnel. **Refund of security deposit may take up to 30 days.**

Decisions as to the fitness of buildings and/or grounds will be made by the Park Inspector.

KEYS AND LOCKS

Rentee is responsible for all keys in his/her possession and has sole authority for their use. Key may not be used by unauthorized persons.

Padlocks should never be left hanging open on the clasp of a door. After unlocking a padlocked door, always relock the padlock to the clasp immediately. This way you will be sure that the lock will be there when it is time to secure the building.

All **Exit** doors shall be unlocked and not blocked off or fastened shut so as to impede traffic in case of an emergency during hours of activity.

LIGHTS AND ELECTRICITY

Rentee is responsible for turning off all lights, with the exception of night lights. No alteration of the electrical wiring is permitted.

HOURS OF USE

Activities will be over by park closing hours (10:00 p.m.) with the exception of City sanctioned functions. Any other extended hours must be approved, in advance, by the Common Council. The Police Department will be notified of rental agreements and will monitor the premises as necessary.

SALE OF REFRESHMENTS

If any type of refreshments is to be sold, appropriate City licenses and permits must be secured.

All beverages must be dispensed in paper, plastic or metal containers only. All opened beverages must be consumed on the park premises.

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GENERAL CONDITIONS OF USE

LITTER AND TRASH

1. All litter and trash must be placed in appropriate trash receptacles.
2. All trash must be removed from Park facility by the renter.
3. In the event of all-day activities, litter around rented facilities should be policed throughout the day.

FIRES

Open fires on the ground in any park **will not be permitted.**

ANIMALS

Unleashed pets, including animals of any species, are prohibited in all City parks. **Owners of leashed pets** are responsible for the pickup and removal of all animal waste associated with their pet.

DECORATIONS

Decorating will be permitted with the approval of the **Department of Public Works Supervisor** and must be removed at the conclusion of the event. All decorations must conform to State and Municipal fire codes and must be put up with **TACKS OR TAPE. NO STAPLES OR NAILS, MAY BE USED.**

INSURANCE

If, in the opinion of the Park and Recreation Board, the activity requested implies any form of hazard, risk or liability, the rentee shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the City of Horicon. Such insurance must name the City of Horicon as "additional insured" and shall specify that the City shall receive **ten days prior notice, in writing, in the event of cancellation of the policy.**

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OTHER RESPONSIBILITIES

Any materials or equipment belonging to the rentee must be removed from the facility and the grounds at the conclusion of the activity unless written permission has been granted to store it.

Items such as soda, beer, food, etc., purchased from dealers must not be delivered to rental facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless renter is there to receive any items.

Individuals or groups renting Park and Recreation facilities will be held responsible for the conduct of the people admitted to their activity.

SPECIFIC CONDITIONS OF USE

BUILDING

Rentee will be held responsible for leaving the facility in the same condition as it was found. General cleanup to be done by rentee is as follows:

1. Tables and chairs should be wiped and returned to the proper places.
2. All kitchen facilities cleaned, including stove, refrigerator, sink and counter tops.
3. All paper and garbage cleaned up and put into the proper outdoor receptacles and removed following the event.
4. Floors swept as necessary and mopped if there is excessive water and mud.
5. No dancing power may be used on floors. **(Kiwaniis Park only)**
6. All decorations, posters, and signs put up with thumb tacks and tape must be removed.

GROUNDS

Rentee will be held responsible for leaving the grounds in as good condition as they were found.

1. All litter will be put into the proper receptacles and removed from the Park following the event.
2. Tents or canopies must be placed west of playground area in Discher Park.
3. Heavy use of the low section between the Teen Center building and the Aquatic Center shall be avoided, if possible. This section has high susceptibility to damage in wet weather.
4. All damage to grounds will be charged to rentee.
5. No vehicle travel or parking is permitted north of Discher Park Dance Hall.
6. Vehicles within the grounds shall be used for service and maintenance of activities only.

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ATHLETIC FIELDS

No Vehicles shall be driven on the athletic field.

If an activity requires more than three buses, one or more parking attendants shall reserve space and direct bus parking. Bus parking shall be at the parking lot adjoining the southeast corner of the athletic field. Attendant shall advise all vehicles not to enter the athletic field gate.

ADMINISTRATION OF POLICY

The Park and Recreation Board recognizes that there are exceptions to all rules, thus, under special circumstances, reserves the right to modify and alter these rules by a majority vote of said Park and Recreation Board.

FACILITY RENTAL FEES ARE AS FOLLOWS:

DISCHER PARK - MAY 1 - OCTOBER 31

(Note: Availability of Restroom Facilities depends on weather conditions)

HORICON RESIDENT CHARGES DISCHER PARK

	<u>Daily Fee</u>	<u>Security Deposit</u>
1909 Jersey	60.00	75.00
Lunch Stand	70.00	50.00
Dance Hall/Beer Stand Annex	100.00	100.00
All Above Buildings	200.00	175.00

HORICON NON-RESIDENT CHARGES DISCHER PARK

	<u>Daily Fees</u>	<u>Security Deposit</u>
1909 Jersey	90.00	75.00
Lunch Stand	100.00	50.00
Dance Hall/Beer Stand Annex	200.00	100.00
All Above Buildings	300.00	175.00

KIWANIS PARK - YEAR-ROUND FACILITY

	<u>Resident Fee</u>	<u>Non-Resident Fee</u>	<u>Security Deposit</u>
Building Used for Parties	70.00	100.00	75.00
Building Used for Meetings (2 hour maximum)	30.00	60.00	75.00

All of the above facilities may be used by the following groups without payment of the **rental fee**. The facilities must be reserved as usual, by filling out a rental agreement and payment of the **security deposit** at City Hall.

Horicon American Legion Auxiliary, Horicon Boy Scouts, Horicon Girl Scouts, Horicon Brownies, Horicon Cub Scouts, Horicon Explorer Scouts, Horicon Rock River Royals 4-H Club, Horicon Lions Club, Horicon Kiwanis Club, Horicon Rotary Club, Horicon Chamber of Commerce, Horicon PTA, Horicon Phoenix Group, Horicon Booster Club.

Any other group may request waiving of the rental fee. This decision will be made by action of the Park Board.

The security deposit is required by all groups.

When groups have not paid a rental fee, and the event is cancelled with less than two weeks notice, the security deposit may be held if the City had an opportunity to rent the facility to another paying individual, or if the City incurred any expense in preparing the facility for the event.

TABLES AND CHAIRS

ALL PARKS: If a person requests extra tables and chairs in a facility the charge will be \$35.00/hour to move and return.

NOTE: All Park facilities have the capability of handling tables and chairs for the following:
 Teen Center: 7 long tables and 52 folding chairs, 25 Bar Stools. (Max 50 people)
 Discher Park: 28 long tables and 248 chairs. (Max 250 people)
 Kiwanis Park: 10 long tables and 54 chairs, Electric Stove with oven, Refrigerator. (Max 50 people)

ATHLETIC FIELDS

- There will be no charge for unreserved use during daylight.
- Use of the Athletic Field lights will be 1.25 times the cost of the electricity. (meter will be read upon request)

***RESERVED GROUPS** – For sports teams not related to school or youth recreation activities a fee of \$25/team is to be paid to the City by the third week of the season with a season schedule submitted to the City and Park Board.

RIVER BEND PARK BALL FIELD

RESIDENT	\$30.00/day	\$50.00 Security Deposit
NON-RESIDENT	\$60.00/day	\$50.00 Security Deposit

Includes the Concession Stand and Lights.

Horicon Recreation Department programs will be exempt from the fees

GARBAGE DISPOSAL \$3.00 per bag unless the renter supplies own disposal option.