



Germantown Park and Recreation Department
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PARK SHELTER RENTAL POLICIES

PLEASE NOTE YOU ARE ONLY RESERVING THE SHELTER, THE PARKS ARE OPEN TO THE PUBLIC

The main use of Germantown Park and Recreation facilities is for activities, sponsored and conducted by the Park and Recreation Department. These facilities or portions thereof, when not in use in regularly scheduled Department activities, may be used by others on a first come, first reserved basis.

I. GENERAL INFORMATION

Verbal permission by any staff member of the Park and Recreation Department for the use of facilities, equipment or exceptions to any of these listed rules will not absolve the renter of his/her responsibilities as outlined in this policy.

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

Violation of any segment of this policy and/or Village codes will be just cause for the denial of future reservations of park 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 Department officials or the Police Department.

A. RESERVATION OF FACILITIES

1. Germantown Park and Recreation programs have first priority of use.
2. Summer shelter facilities are open May 1st to October 31st.
3. Summer shelter reservations start the first Monday in February for Village of Germantown Residents. Germantown School District Residents & Non-Residents may reserve a park shelter/facility starting the 3rd Monday in February. NOTE: EXCEPTION FOR DHEINSVILLE PARK FESTHALLE (see item 13 on page 3)
4. Winter reservations at Kinderberg Park and Firemen's Park Indoor Pavilion start the first Monday in May for the current year.
 - a. Kinderberg Park and Firemen's Park Indoor Park Pavilion Winter reservations run from November 1st through March 31st.
5. Reservations are for a six (6) hour block of time, with additional hours available for twenty-five (\$25) dollars each hour.

6. Renters can only put **one** facility and date on hold at a time.
7. A facility can be placed on hold for one (1) week from the date placed.
8. Please note the facilities will not be available for rental on the following holidays: 4th of July, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday and Easter.
9. Reservations can be taken over the phone, in person or on-line.
 - a. On-line reservations can be taken anytime at www.germantownwi.gov.
10. Persons renting facilities must be 21 years of age or older.
11. Athletic Fields
 - a. All athletic field reservations are to be made through the Department office.
 - b. The Department gives priority to Village sponsored programs over outside user groups. Athletic field reservations do not include equipment.
 - c. Preparation includes game preparation of the field for the first game of the day or evening. Additional field preparation is available through special arrangement with the Department. Only park maintenance personnel are authorized to line the grass portions of the fields or use motorized equipment to drag the infields unless special arrangement is made through the Department.
 - d. The Department will not make decisions on cancellations. Reserving parties are responsible to verify field conditions and take all steps in the cancellation/postponement of games or practice.
12. Gehls Performing Arts Pavilion in Firemen's Park
 - a. Any concerts or events with a Public Address (PA) System, or other amplifying equipment must adhere to Germantown ordinances regarding disturbing the peace. Any complaints will be handled by the Germantown Police Department and renters of the pavilion must follow their instruction. The Village of Germantown will not refund if your event is silenced by the Village and may refuse to re-rent based on noise complaints.
 - b. Music cannot begin prior to 9:00 a.m. and must end by 9:00 p.m. during the months of June, July, & August and 7:00 p.m. from September to May. Exceptions must be approved by the Park & Recreation Department & Germantown Police Department 30 days in advance.
 - c. Music will not contain profane language. Volume of music will adhere to Village ordinances.
 - d. Adequate electrical capacity as well as all amplifying equipment & lighting to support the demands of the event shall be the responsibility of the rental group.

- e. All necessary precautions shall be taken to protect the existing electrical service from overload & damage.
- f. Event sponsors are responsible for providing safety and security to all attendees working with the Germantown Police Department to review a safety & security plan for the event.
- g. The Park & Recreation Department & the Germantown Police Department may establish temporary rules & regulations to insure the best interests of the community are considered.

13. Muehl Family Festhalle at Dheinsville Park

- a. Reservations for larger events such as weddings, family reunions, company picnics etc. can be made up to one year in advance of the scheduled date of the event.
- b. Any concerts or events with live music or other amplifying equipment must adhere to Germantown ordinances regarding disturbing the peace. Any complaints will be handled by the Germantown Police Department and renters of the pavilion must follow their instruction. The Village of Germantown will NOT refund if your event is silenced by the Village and may refuse to re-rent based on noise complaints.
- c. Music cannot begin prior to 9:00 a.m. and must end by 9:00 p.m. during the months of June, July & August and 7:00 p.m. from September to May. Exceptions must be approved by the Park & Recreation Department and Germantown Police Department 30 days in advance. In no event, shall use of the Festhalle exceed 11:00 p.m., not including clean up.
- d. Permanent restrooms are located in the Bast Bell Museum, with access from the west side of the building. For groups over 100, rental groups are required to supplement indoor restrooms with portable restrooms and sinks. Contact the Park & Recreation Department for further information.
- e. Rentals include electricity and picnic tables. Renters are responsible for providing staging, shelter sidewalls, tables, chairs, linens, etc.

B. FEES, DEPOSITS, REFUNDS AND SERVICE CHARGES

1. Fees are based on rental of facilities, as is, and does not include special preparations, set-ups, or use of equipment which does not ordinarily belong to that facility.
2. To reserve a park facility, payment must be made in full, plus a \$100-\$250 refundable deposit.
3. A 50% service charge is assessed for cancellations made up to two (2) weeks prior to the rental date; otherwise the entire rental fee is forfeited.
4. Inclement weather/rain is not a valid reason for a refund.
5. The refundable deposit is required at the time of the reservation. Rental groups will be held accountable if the facility is not cleaned up after the event, or if it is determined that there is

any damage to the facilities the renter may be charged for additional expenditures, penalties and possible fines.

A portion or the entire deposit shall be retained if:

- a. Keys or padlocks are lost,
 - b. There is damage to the facility, equipment, or grounds,
 - c. Litter, debris, or supplies are left in or around the facility.
 - d. The facility needs additional cleaning.
6. The Village recognizes the importance of providing Village support for community fundraising events and gatherings, which in turn support and promote the public purposes of improving the quality of life, economic growth, tourism, recreation, fine arts & charitable aid etc. To further this purpose, the Village offers the Public Grant Program which offers an annual fee waiver grant to eligible organizations and individuals. Please contact the Village Clerk's office at (262)250-4740 for further information.
7. A resident is defined as any individual or business located within the boundaries of the Village of Germantown. If you are reserving a park on behalf of a business/organization, residency is defined by the location of the business/organization, not the person reserving the shelter/facility, even if they are a Germantown resident.

C. HOURS OF USE

1. Parks hours are 6:00am to 9:00pm. All activities must stop and facilities must be cleaned and secured by 9:00pm.
2. With permission from the Park and Recreation Commission, a park facility rental time may be extended. Requests must be made two (2) months in advance of rental.

D. SALE OF REFRESHMENTS

1. If any types of refreshments are to be sold, appropriate Village licenses and permits must be secured, with copies attached to the signed facility agreement. The sale of refreshments shall follow the conditions of the beverage license obtained.
2. Beer, wine and wine coolers are permitted in designated picnic areas. Alcohol is prohibited in Wiedenbach Park.

II. GENERAL CONDITIONS OF USE

A. FACILITIES

1. Parks hours are 6:00am to 9:00pm. All activities must stop and facilities must be cleaned and secured by 9:00pm. The only exceptions to this policy is the Gehls Performing Arts Pavilion in Firemen's Park as listed in Section I, Item #12 b, the Haupt Strasse Park's softball field where park hours can be extended to 10:30pm and whereas all activities must stop and facilities must be cleaned and secured by 10:30 p.m. and the Muehl Family Festhalle in Dheinsville Park as listed in Section I, Item #13 c.

2. Facilities for rent are at the following Parks: Dheinsville, Firemen's, Haupt Strasse, Kinderberg, Schoen Laufen, and Spassland.
 - a. Dheinsville, Firemen's, Haupt Strasse, Schoen Laufen, and Spassland Parks are open air shelters.
 - b. Kinderberg Park and Firemen's Park Indoor Pavilion have an open air shelter with an indoor multi-purpose room.
 - c. Firemen's Park has the Gehl Performing Arts Pavilion (see Section I, A. #12)
3. All facilities have electricity except Schoen Laufen.
 - a. In the event that the electricity is not on, renters need to contact the Police Dept. (262-253-7780)
4. **Rentals include the shelter only.** The public still has access to other park amenities, fields, restrooms, play areas, etc.
5. Kinderberg Park Shelter and Firemen's Park Indoor Pavilion - Renters must take their receipt to the Police Department to pick-up a key for the multi-purpose room. The same key that accesses the multi-purpose room is used to unlock the restrooms inside the facility. The restroom doors to the outside of the facility are on a timed lock. It is important you lock the inside restroom and multi-purpose room doors after your event and the key returned to the Police Department. Do not lock or unlock the outside restroom doors - they are on a timed lock!

Note: The indoor multi-purpose room air conditioning is set for 75 degrees. This temperature can be maintained ONLY if users keep all the doors shut. Please do not prop open the doors or open the windows. Thank you.
6. Dheinsville Muehl Family Festhalle – Renters must take their receipt to the Police Department to pick-up a key for the lightbox.

B. DRIVING AND PARKING OF VEHICLES

1. Driving or parking of vehicles on turf areas is prohibited. Event sponsors are responsible for any damage done to turf areas.
2. **At Kinderberg and Firemen's Parks pathway access to the facility is temporary only and vehicles must be removed during the duration of the event.**

C. AMPLIFIED MUSIC OR SOUND SYSTEM

1. Public address systems are not allowed in the parks.
2. The volume of radios, speakers, etc., must be kept at a moderate level.

D. PETS

1. Dogs are allowed in all village parks; however they must be on a leash. Violators may be fined.

E. FIRES

1. Open fires are prohibited. You may only use fire in grills designed for such purpose and you need to take embers with you and dispose of them properly.

F. DECORATIONS

1. Decorating is permitted, **using tape only and must be removed at the conclusion of the event.** All decorations must conform to state and municipal fire codes.

G. INSURANCE

1. If, in the opinion of the Park and Recreation Department, the activity requested implies any form of hazard, risk, or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Village of Germantown. Such insurance must name the Village of Germantown as "Additional Insured" and have a rider on endorsement, requiring ten days' notice to the office of Park and Recreation in the event of cancellation of the policy or policies for any reason.

H. OTHER RESPONSIBILITIES

1. Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the rental unless written permission has been granted.
2. Items such as soda, beer, food, etc., purchased from dealers, may not be delivered to rented facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless someone is there to receive said items.
3. Individuals or groups renting Park and Recreation facilities will be held responsible for the conduct of the people admitted to their activity.

III. SPECIFIC CONDITIONS OF USE

A. BUILDINGS & FACILITIES

1. Renter will be held responsible for leaving the facility in as good condition as it was found. Please observe these rules:
 - a. **Do not staple, nail or tack anything to the interior or exterior of building.**
 - b. **Do not pour cooking grease down sink or floor drains.**
 - c. **Do not overload electrical outlets.**
 - d. **Use fire extinguishers only in an emergency.**
 - e. **Remove all decorations and tape.**
 - f. **Tables and chairs should be wiped off and returned to their proper places.**

- g. If balloons are used for decorations, they need to be anchored securely. Ceiling fans should not be used if balloons are present. If balloons are caught up in ceiling or fans \$100.00 will be kept from security deposit and Village staff will remove them.**
- h. All kitchen facilities cleaned, including refrigerator, sink and counter tops. (Renter should provided liquid cleaning supplies/wipes)**
- i. Sweep floors (broom/dustpan provided at Kinderberg Shelter and Firemen’s Indoor Shelter)**
- j. Trash must be placed in containers. All trash, including litter & boxes that don’t fit in trash receptacles must be placed in park dumpsters.**

IV. ADMINISTRATION OF POLICY

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

V. ALL OTHER PARK RULES AND REGULATIONS NOT LISTED ARE DESCRIBED IN CHAPTER 21 OF THE MUNICIPAL CODE.

POLICE DEPARTMENT USE:

The keys for the Kinderberg Park shelter, the Firemen’s Park Gehls Performing Arts Pavilion, the Firemen’s Park Indoor Pavilion, and the Muehl Family Festhalle at Dheinsville Park must be picked up and **returned** to the Germantown Police Department on the day of your rental. A copy of your receipt must be presented when picking up the keys. Take this sheet with you to the Police Department.

Date: _____

Key Issued to: _____
Signature (Renter)

Print (Renter)

Time Out: _____ am / pm

Time In: _____ am / pm

Initials (Police) _____