

CITY OF MEQUON PARK BOARD
GENERAL INFORMATION AND POLICY FOR PARK RESERVATIONS

ELIGIBILITY:

General	The person signing the application form must be a resident of the City of Mequon (M) or the Village of Thiensville (T).
Company, Commercial, or Organized Sports Group	If M-T business, corporate headquarters, or sports group located in M-T, no minimum residency requirement for regular employees and families of that business only or sports teams. If non M-T business or sports group, a minimum of 50% employees or participants must be City of Mequon or Village of Thiensville residents.
Church / Synagogues Place of Worship	If M-T Church, no minimum residency requirement for members of that church only. If non-M-T Church, membership of the church must be 50% City of Mequon or Village of Thiensville residents.

Proof of eligibility by written verification of membership or employee list *may* be required of groups or organizations in the City of Mequon or the Village of Thiensville, and is required for all groups outside of Mequon and Thiensville.

APPLICATION / APPROVAL: Requests for reservations will be accepted beginning one year in advance of the date requested. Major events will be allowed to "hold" dates on a non-lapsing basis. Applications may be made in person during regular office hours, Monday through Friday, 8:00 a.m. to 4:30 p.m. Applications may also be mailed or faxed to City Hall. An "Application Form" for the appropriate park and/or facility must be completed by a **MEQUON or THIENSVILLE RESIDENT** 18 years of age or above, who will assume primary responsibility for enforcing park rules during the event. Applications for use will be on a first come, first served basis with all fees due upon application. Permits will be issued only after full payment. Reservations are granted by the Parks Director. Some applications may require Park Board approval.

CANCELLATIONS / REFUNDS: Refunds on reservation/shelter fees will only be considered when applicants request refund in writing, within three working days of permitted date. Rainouts may be rescheduled at no cost based on park availability.

GENERAL INFORMATION / RULES:

1. ALCOHOLIC BEVERAGES - are allowed in City parks in areas designated by the Park Board.

Any person wishing to sell fermented malt beverages or wine coolers may do so only in designated areas, and then only with the permission of the Park Board and by obtaining a Temporary Class "B" Retailers License from the City Clerk. This license may be granted and issued only to:

- a.) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
 - b.) State, county, or local fair associations, or agricultural societies.
 - c.) Church, lodge, or society that has been in existence for not less than 6 months prior to the date of application.
 - d.) Posts now or hereafter established of ex-servicemen's organizations.
2. Restroom facilities are available in the pavilions during park hours. They remain open to the public during rentals.
 3. An organization/group obtaining a permit agrees to abide by all rules and policies of the City of Mequon Park Ordinance (Chapter 54 of the Code of Ordinances, available for review at City Hall) as well as the attached "Rules and Regulations for Public Use of Recreation Facilities and Buildings".
 4. The Park Board requires the provision of general liability insurance coverage for "Special Events" or groups of 250 or more. A "Special Event" is defined as a large-scale gathering, event or celebration. Examples of this type of event include, but are not limited to, Citywide celebrations and festivals and large corporate-sponsored events. Please see Section 1(F) of the attached Rules and Regulations for a description of the insurance needed.
 5. The Park Board reserves the right to request special events or groups in excess of 250 to make provisions for removal of trash from the premises. This may require an on site dumpster from a private waste hauler of the applicants choice, at their expense.

1. GENERAL

- A. Permission to use recreation facilities/buildings will be granted only where the function can be reasonably accommodated and such use will not unduly interfere with the rights of the general public, the prior use by others, or City sponsored programs, and will not present a clear and present danger to the public health and safety of the community.
- B. An organization, or individual, obtaining a reservation permit agrees to abide by all rules and regulations of the City of Mequon Park Ordinance (Chapter 54 of the City Code of Ordinances, available for review at City Hall) as well as those listed on this Reservation Permit Application form. Any permit issued may contain additional provisions that will protect property and assure orderly and proper use of the facility.
- C. Organizations applying for use of any facility/building must clearly identify membership and purpose of organization. A membership roster may be required to verify eligibility.
- D. A permit holder shall use only those areas and facilities that are specifically reserved and so designated on the permit. There shall be no subleasing of facilities reserved by permit.
- E. An organization, or individual, permit holder agrees that while using facilities made available by the City that they will not discriminate on the basis of disability.
- F. Depending upon the size of the group and the nature of the activity permit holders may be requested to submit a certificate evidencing general liability insurance coverage. If required, permit holders shall submit a general liability insurance policy certificate (minimum \$1,000,000 coverage - additional amount may be required depending on the nature of the activity) including personal injury and blanket contractual coverage as well as auto liability and workman's compensation coverage if applicable. The certificate shall name the City of Mequon as an additional insured party.
- G. If, during the course of any event or activity for which the Park Board has granted a permit, City staff deems that the activities of any participant or spectator have become abusive or destructive of City or private property or have become adverse of the intent for which the permit has been granted, the City has the right to immediately adjourn such event or activity.
- H. The City may impose a damage deposit on any event/activity it deems necessary at an amount determined by the Park Board.
- I. Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules and regulations of the Park Board and the City of Mequon.

2. SUPERVISION / RESPONSIBILITIES

- A. The responsible adult person identified on the application as representing the organization/group, shall be responsible for the conduct and control of both patrons and participants at the event/activity, and must be present at the facility throughout the time of the activity or designate an alternate adult supervisor. The supervisor shall remain until all members of the group have left the facility.
- B. Permit holder should keep a copy of the permit and fee receipt to verify reservation. If, upon arrival, another group is occupying the reserved area, present the permit and request that they move to an unreserved area (if applicable).
- C. The applicant and the persons responsible for supervision shall see that the facility is left in the same condition as when the group entered the facility/building.
- D. It shall be the responsibility of the group/organization to pay for all damages or loss that are a result of the improper use or supervision of the facility, equipment, buildings, or grounds.

3. RULES AND REGULATIONS

- A. No person shall drive any automobile, motorcycle, mini-bike, golf cart, or any other vehicle upon any part of a park or grassy area except the proper drives and parking areas. Vehicles may park only in designated parking areas.
- B. Dogs and other domestic animals are permitted in the parks. All dogs in those areas must be on leashes not greater than 10 feet in length. Animal feces must be picked up and disposed of properly.
- C. No person or group shall erect any structure, tent, or edifice unless noted and approved on the Reservation Permit Application. Signs and decorations of any kind are permitted only with requested permission and as noted on the Reservation Permit Application.
- D. Use of loud speakers or other amplifying equipment is not permitted unless noted and approved on the Reservation Permit Application and conducted in accordance with local ordinance.
- E. No person in any facility shall advertise or call the public attention in any way to any article or service for sale or hire.
- F. No vending or peddling. There shall be no sales of food or articles by any person or group, except as may be granted by special permission by the Park Board.
- G. No person or group shall make or kindle any fire for any purpose except by special permit. The use of private charcoal burners in picnic areas is permitted providing turf and other vegetation are not damaged. Unburned coals and ash shall be disposed of in such manner as to prevent littering, fire, or damage to any park property.
- H. All litter, including paper, garbage, cans, or any other trash, shall be deposited in the waste receptacles provided.
- I. No person shall cause damage to any tree, flower, shrub, building, fence, table, benches, and other equipment, signs, animal habitat, or park structure.
- J. The Parks Director, City staff and/or the Park Board shall resolve all conditions and situations not covered by these rules and regulations. The Park Board may waive and/or alter the rules and regulations in individual cases as they deem appropriate to properly manage the facilities/buildings and assure the greatest comfort, safety, convenience, and public welfare of the citizens of Mequon. Any alterations shall be attached and made part of the "Reservation Permit Application Form."