



## **Greenville Parks, Recreation and Forestry Department**

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### **FACILITY RENTAL POLICY**

1. Park pavilions are available for rent from May 1<sup>st</sup> through September 30<sup>th</sup>. Reservations are taken on a first-come, first-serve basis and are accepted beginning at 7:30 am on the first business day of September for residents and the first business day of January for non-residents.
2. Reoccurring special events, whether resident or non-resident, that were successfully held the previous year may book their event for the following year beginning on the first business day of August. Organizers of said special events shall get right of first refusal for the same “time frame” as the previous year. “Time frame” shall be defined as a specific date, range of dates or weekend and shall be specified at the time of booking. The rest of the calendar will be available on a first-come, first-serve basis with no preference given to Greenville organizations for special events. (If booking for a Special Event, please see our Special Event Policy for further requirements.)
3. A fee will be charged for exclusive use of a park pavilion with the rates to be established by the Park Commission and Town Board. All groups reserving park pavilions will be charged at the normal rate except as provided by the “Free Facility Use Policy”. Schools reserving the park pavilions as part of their normal school day classroom activities, Monday through Friday only, will not be charged a rental fee.
4. Payment in full of the facility rental fee and security deposit must be submitted with the Facility Reservation Agreement at the time the reservation is made. Fee and agreement may be submitted in person or via mail. Telephone reservations are NOT accepted and reservations are not final until receipt of the fee and agreement.
5. The adult completing and signing the Facility Reservation Agreement is responsible for payment of all fees associated with the rental and is expected to be present during the timeframe of the rental.
6. Cancellations must be made at least twenty-eight (28) days prior to the rental date in order to receive a full refund. All refunds are subject to a \$20 processing fee. 100% of the security deposit will be refunded.
7. The Parks, Recreation and Forestry Department reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facility due to misrepresentation of information on the application, unsafe facility conditions, or weather conditions.
8. Renters may only occupy the facility for the time specified on the rental agreement. Shelter hours are 9:00 am – 10:00 pm. Lions Park Barn hours are 9:00 am – 11:00 pm.

9. Set up and clean up is only allowed during the time specified on the rental agreement. Nothing may be left in the facility before or after the time specified on the agreement. The renter must leave the facility in a reasonable condition. If additional clean-up is required as a result of the event or rental, the associated costs will be charged to the renter.
10. If a park or associated facility is damaged as a result of a rental or event, the cost of the labor and materials used for the repair will be charged to the renter. The adult signing the reservation form is responsible for all additional costs related to the event or rental.
11. A reservation gives the renter exclusive use of the specified pavilion only. All parkland, playgrounds, athletic fields and public restrooms (those with outside access) are open to the public. No admission fees or other charges may be collected.
12. All park pavilions have maximum capacities set by the Parks, Recreation and Forestry Department based on safety code regulations, seating capacities, parking provisions and intended park use. The Parks, Recreation and Forestry Department reserves the right to deny any reservation application if the expected attendance will exceed the safe capacity of the facility.
13. Use and set up of tents, canopies, amusement rides, inflatables, and dunk tanks must be approved by the Parks, Recreation and Forestry Department and may be prohibited in certain parks or areas. A placement plan must be submitted at least 10 working days prior to the event.
14. No person shall vend, sell or offer for sale any food, beverage or other commodity or article within any park to the public without authorization from the Park Commission. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses from the Outagamie County Health Department.
15. Renters shall comply with all noise ordinances established by the Town of Greenville and are subject to all penalties as provided in the ordinance if violated. Amplified music and/or PA Systems should be set to a level as not to disturb other park users or neighboring residences. Use of any amplification is subject to Department approval and may be prohibited in certain parks or areas.
16. Parking is allowed in designated areas only. Driving or parking on the grass or trails is not permitted.
17. Renters shall obey all other park rules and regulations. Any violation of the above policy or any other park rules may subject all permits to be revoked and may be grounds for denial of future requests for the use of park facilities.