

PARK AREA/FACILITY POLICIES AND PROCEDURES

Reservations for use of facilities must be made with the Park & Rec Dept (423-3869). Current policy allows reservations to be made on a first-come, first-serve basis starting the first business day of the new year. Park shelters may be reserved for the months of May, June, July, August and September. Rec Center may be reserved for January through December. Renter of shelter must be at least 18 years old (21 years old if alcohol will be present). Renter understands and accepts that they will be held fully responsible for any damage caused by anyone in or attending their event. A Little Chute resident/taxpayer is defined as persons living or owning property in the Village of Little Chute, and are therefore contributing to the tax base through which the department is subsidized.

1. **HOURS** – The established park hours are from 7:00am to 11:00pm, per village ordinance 32-4(a). The Village of Little Chute is not responsible for any articles left, lost, or stolen from the premises.
2. **ALCOHOL** – Alcoholic beverages may only be possessed, consumed, or dispensed in a village park with an approved alcohol permit, per village ordinance 30-99(b). Renter, who is at least 21 years in age, must complete the no-charge beer/alcohol permit at the Park & Rec office (2nd floor Village Hall) in person at least one week prior to event and provide proof of age (drivers license).
3. **NOISE/MUSIC** – All noise must be kept at a controlled situation. The use of loudspeakers or amplifying devices in any village park is prohibited unless a permit is obtained in advance from the Park & Rec Director, per village ordinance 30-27(g). Permit form is available at the Park & Rec Dept or at www.littlechutewi.org/amplifieddevicepermit. Permit must be turned in a minimum of one week prior to event (live band request must be submitted one month prior to event). You will be notified by email or mail of your permit status.
4. **SET UP / CLEAN UP** – Individuals/groups are responsible for any set up, clean up, and orderly condition of the facility. Renter agrees to not begin set up prior to 7:00am. Renter must bring their own towels and cleaning products. All decorations used must be taped in place (no staples, tacks, or nails are permitted) and must be removed after event. Glass bottles/containers of any kind are prohibited, per village ordinance 32-1(c)(12). Grilling under the shelter is prohibited (grills must be kept on grass area next to shelter). Rec Center users must put away all tables and chairs, and sweep the floor. Renter agrees to have area cleaned up prior to 11:00pm park closing time. Any damages to facilities deemed to be in excess of normal wear and tear will be charged to renter. Report any damages or repairs needed to Park & Rec Dept. Inadequate cleaning of facility shall result in renter being billed for any cleanup cost, per village ordinance 32-5(l). A limited number of garbage cans are by the shelter, if you exceed capacity you are responsible for removing the remaining garage.
5. **OPEN GRASS SPACE** – No tents, inflatables, trailers, or rented equipment are allowed on the grass area next to the shelter unless you have been approved for open grass space use and a \$200 security deposit is paid. Special events using open grass space for tents, inflatables, trailers, or rented equipment are required to have use area approved a month in advance with the Park & Rec Director. Events using tents or inflatables are required to schedule and pay for private located for the area. Tents may only be set up on the day of the rental and must be removed on the same day (unless renter books additional days for the facility to cover setup and removal of tents). Charges will be assessed for damages incurred during the setup or removal of tents, inflatables, or rented equipment. Dependent upon nature of the activity, rental group may be required to submit a certificate of insurance naming the Village of Little Chute as additionally insured.
6. **PARKING** – Do not drive or park vehicles on park grass. No person shall park any motor vehicle in any park in the village except in designated parking area, per village ordinance 32-1(c)(14). Doyle Cheese Fest shelter renter may use pathway from parking lot to shelter to drive to kitchen facility and unload/pickup items but must move vehicle to parking lot during event (key must be checked out from village).
7. **KEY CHECKOUT FOR DOYLE CHEESE FEST KITCHEN OR VAN LIESHOUT REC CENTER** – The renter of the Doyle Cheese Fest shelter or the Van Lieshout Rec Center is responsible for picking up a key from the Park & Rec in order to access the locked facility. The renter can pick up the required key from the Park & Rec on the weekday prior to the rental, excluding holidays, unless other arrangements are made in advance. Park & Rec office is open weekdays from 8am to 4:30pm. Failure to return the key 24 hours after the rental or the next business day will result in a forfeiture of security deposit paid and renter will be subject for billing of any additional costs.
8. **ELECTRIC** – A limited number of electrical outlets are supplied in all shelters. Caution is advised when using electrical service as all circuits are amp circuits (20amps max each) and can be easily overloaded. If overloaded, breaker will blow. Power can be reset inside the breaker panel (excluding Van Lieshout open shelter). Doyle band stage users have to flip up unlocked outlet covers to access power.
9. **TABLES** – Picnic tables are supplied in all shelters. The number of tables supplied in each area is based on the size of the shelter. Picnic tables are not to be moved from one area to another. Picnic tables located in the open grass areas are for public use and cannot be moved under shelter. The Van Lieshout Rec Center contains 12 tables and 75 chairs; setup and takedown of tables/chairs is required.
10. **RESTROOMS** – Restroom facilities are available at all parks during shelter rental season. *Note: Rentals at Doyle Park should be aware that the poolside restrooms are only open during pool operational hours (pool closes for the season the third Sunday of August). The restrooms by the Doyle Park ball diamonds can be used by park patrons.* The Van Lieshout Rec Center contains restroom facilities inside the building.
11. **PARK AMENITIES** – Amenities in the park, such as sand volleyball courts, ball diamonds, and tennis courts are on a first-come, first-serve basis when they are not being used for rec leagues or tournaments. Renter understands they do not come with the rental of a shelter.
12. **ANIMALS** – No person shall bring animals onto park property, with the exception of leashed dogs on roads, paved trails, and chipped or gravel paths. Dogs are not allowed on playgrounds, athletic fields, picnic areas, lawns, in park shelters, or inside the rec center, per ordinance 32-1(c)(20). This shall not apply to certified guide dogs that are under control by the use of a harness or other restraints.
13. **STAFF ASSISTANCE** – If problems occur the day of your rental that requires village park staff assistance, please call 687-5332. If you need assistance from the police dept., please call 788-7505 for non-emergencies or call 911 in an emergency situation.
14. **SHELTER CANCELLATION** – Please notify the Park & Rec Dept if cancellation of the shelter is necessary. A refund of the rental fee is only issued when notification is received at least 2 weeks (14 days) prior to the rental date, unless the shelter can be rebooked.
15. **SECURITY DEPOSIT REFUND** – The security deposit is refunded if rules are followed, no damage to grounds/facility is noted after event, and if applicable, facility key checked out is returned. Village will mail check to renter approximately 3 weeks after rental date.

SHELTER RENTAL AGREEMENT – I, the undersigned, am 18 years of age or older, and certify that I have read, understand, and agree to abide by the Village of Little Chute policies and procedures for rental of park areas and facilities. I am also aware that in renting a park area or facility for myself and/or other participants who I invite for involvement in the above rental, I will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, death, damages or loss in which myself and/or my invited participants might sustain as a result of rental or use. I also agree to hold the Village of Little Chute, and all of its officers, agents and employees, free and harmless from any loss, damage, cost of expense that may arise during or caused in any way by such use or occupancy of park and recreational facilities. I will instruct my group of the policies and procedures, and ensure that they abide by them as well. I understand that non-compliance with policies and procedures will forfeit the security deposit paid and I will be subject for billing of any additional costs.

Renter's Signature: _____ Date Signed: _____

Print Name of Renter: _____ Facility Renting: _____ Rental Date: _____