

CITY OF MIDDLETON: PUBLIC LANDS, RECREATION, & FORESTRY

PARK FACILITY USE AGREEMENT

NAME OF USER/AGENT: _____

ADDRESS: _____ CITY/ST/ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

DATE REQUESTED: _____ PURPOSE: _____ ATTENDANCE EST: _____
(over 200 in attendance may require a Special Event Application)

1. LAKEVIEW PARK (6300 Mendota Ave.)

Please check all that apply.

X	Facility	Capacity	Resident Rental Fee	Non-Resident Rental Fee	Non-Profit	Deposit
	East Shelter	200	\$90	\$150	\$15	\$50
	West Shelter	100	\$85	\$140	\$15	\$50
	Meeting Room*	50	\$85	\$140	\$15	\$50
	Kitchen		\$80	\$130	\$15	\$50
	Hall Gazebo **	30	\$40 per hour	\$65 per hour	\$8 per hour	\$25

*Meeting room and kitchen are available year round.

**Hall Gazebo fee is \$40/\$65 per hour: _____ total hours of use x \$40/\$65 + \$25 deposit: _____ total

Note: Open shelters are available May 15-October 15

2. FIREMAN'S PARK (7400 Lee St.)

Please check all that apply.

X	Facility	Capacity	Resident Rental Fee	Non-Resident Rental Fee	Non-Profit	Deposit
	North Shelter	200	\$85	\$140	\$15	\$50
	South Shelter	100	\$85	\$140	\$15	\$50
	Small Shelter	50	\$85	\$140	\$15	\$50

Note: Open shelters are available the 2nd weekend in June-Mid August.

3. ORCHID HEIGHTS PARK (3960 Valley Ridge Rd.) & PARISI PARK (2405 Park St.)

Please check all that apply.

X	Facility	Capacity	Resident Rental Fee	Non-Resident Rental Fee	Non-Profit	Deposit
	Orchid Heights Shelter	30	\$85	\$140	\$15	\$50
	Parisi Shelter	30	\$85	\$140	\$15	\$50

Note: Open shelters are available the 2nd weekend in June-Mid August.

Deposit Note: Only one \$50 deposit is required for multi-building rentals.

Rental fee: _____ + Additional Fees _____ + Deposit: _____ = Total: _____

<u>For Office Use Only</u>		
Deposit	Rental, etc.	Deposit Refund
Amount: _____	Amount: _____	Amount: _____
Date: _____	Date: _____	Date: _____
Initials: _____	Initials: _____	Initials: _____
Special Event Permit		
Required? _____	Approved? _____	Special Items (tents, etc): _____
Date Submitted: _____		_____

4. RESERVATIONS ARE ACCEPTED ON A FIRST COME - FIRST SERVE BASIS

- A. A reservation is not considered complete until this signed agreement, with security deposit and fee are submitted to Middleton Recreation Division. Reservations can be made up to one year in advance. **Security deposit and rental fee must be paid in full when agreement is signed to reserve date. Dates/facilities will not be held without payment and completed agreement.** Security deposit and rental fee will be refunded in full minus a \$5 processing fee if rental is cancelled 60 days prior to rental. If rental is cancelled 60 days or less prior to the rental, full rental fee will be withheld, and security deposit will be refunded minus a \$5 processing fee. If rental is cancelled 30 days or less prior to rental, the rental fee and deposit will be withheld. If the cancelled reservation date is re-rented, the security deposit and rental fee will be refunded minus a \$5 processing fee.
- B. Tax is included in all rental fees. Deposits will not carry over from year-to-year.
- C. Fees are charged in two different ways: Resident and Non-Resident. Residents are those that reside in the city limits of Middleton. Non-Residents are those who live outside of the city limits. Non-Residents include those individuals who live outside the city limits yet are in the Middleton/Cross Plains School District and the Town of Middleton.
- D. Security deposit will be refunded after the rental within 14 business days if areas are left in reasonable condition and keys to building(s) have been returned. Failure to secure building(s) after rental will result in a portion of the security deposit being withheld. Failure to properly clean facility will result in loss of partial or full security deposit. Damage costs above the security deposit will be the responsibility of the renter and be paid in full within 30 days after the rental. Any violation of the signed agreement is subject to loss of full deposit.
- E. Charitable, non-profit or church organizations shall rent the facilities for a lesser fee. Proof must be provided to show non-profit or charitable status. To submit a request to have fees waived, please send a letter to the Public Lands Director for approval. All events MUST complete a Special Events Application, if applicable, available from the City Clerk (608-821-8350, 7426 Hubbard Ave.). Private rentals over 200 people or those with special permit needs may be required to complete a Special Event Application. A deposit is still required with rental. Users wishing to rent the facility prior to completing the Special Event Application may do so if full payment and deposit is paid at time of rental. A full refund minus a \$5 processing fee will be refunded if the Special Event Application is denied.
- F. User(s) shall be responsible for damages to any property in rented area and/or for any injuries which might be sustained by any members of the party during the gathering or as a result thereof.
- G. The City of Middleton reserves the right to decline future rentals of any or all city facilities to any party causing damage to city property.
- H. The City of Middleton is not responsible for any articles left, lost, or stolen on the rented premises.
- I. It is understood that any City Employee has the right to enter the rented premises at any time.

5. RULES AND CONDITIONS

- A. All park hours are posted and must be followed. Municipal Code Section 21.01 (2a): Park Hours. Each park shall be closed and all activities therein shall be terminated at 10:00 P.M., daily, and shall not reopen until 7:00 A.M. the following morning, except for the Quarry Park Skate Facility, which shall open at 8:00 a.m. and shall be closed during hours of darkness, as defined in Wis. Stats. § 340.01(23). No person shall enter or remain in any park at any time other than as herein provided, unless specific written authority is first obtained from the Board of Park, Recreation and Forestry Commissioners.
- B. No person shall operate any sound system outdoors, cause amplified music, or other sound in the City without permit. No person shall erect a tent without a permit. A sound and tent permit can be applied for at the City Clerk Office (608-821-8350, 7426 Hubbard Ave.).
- C. Users shall leave areas in clean condition, as determined by the Public Lands Crew. All areas MUST be returned to clean conditions or renter will forfeit deposit. Any tables, chairs or other furnishings that are moved must be returned to their original location. Users shall complete all these tasks and remove all personal property, any rental equipment and trash prior to closing time of **10:00pm**.
- D. All recyclable and trash materials must be picked up and put in proper receptacle. Please leave trash in bins.
- E. **Per state fire code: At no time during the rental of any facility shall any exits be blocked or obstructed; also, all exits must be kept unlocked during use.** Fires are only allowed in grills or in a designated fireplace.

F. Keys to buildings are available from the City Hall office, 7426 Hubbard Ave., Monday thru Friday, 8:00 a.m. to 4:30 p.m. Keys can be obtained 24 hours in advance and/or last business day prior to rental. **Failure to obtain keys during business hours will result in loss of rental. Keys can only be obtained from City Hall the last business day before rental and/or 24 hours in advance, unless other arrangements are made in advance. Failure to return keys 24 hours after rental or next business day will result in loss of security deposit.**

G. No glass bottles allowed in buildings and on park grounds (City Ordinance 21.01 (2t)).

H. No person shall smoke or hold a lighted cigarette, cigar or pipe in any structure within any park, or in any other area in any park where notices prohibiting smoking are posted pursuant to an order of the Board of Park Recreation and Forestry Commissioners (City Ordinance 21.01 (2b)).

I. No items that will damage the walls can be used for displays. The use of nails, tacks, staples, etc. is prohibited. Use of rice and confetti is not allowed.

J. No motor driven vehicle shall be driven or parked in any park, except in designated parking areas (City Ordinance 21.01 (2g)).

K. Only beer and wine are permitted in Lakeview and Fireman's Park. A public event must obtain a Class B Picnic License. Contact the City Clerk (608-821-8350, 7426 Hubbard Ave.).

J. It shall be the responsibility of the renter to obtain any necessary permits or licenses required, and to abide by all State laws, as well as City Ordinances. **Permits are required for group sizes of over 200, tent set-up, amplified sound, selling permit, etc.**

6. USE OF GROUNDS

- A. Permission to use ball fields and courts must be obtained from the Middleton Recreation Division.
- B. Permission to use park are for wedding ceremony must be obtained from the Middleton Recreation Division.
- C. Permission will be declined if there is a conflict with any city-sponsored recreation events.
- D. Scheduled or rain date city-sponsored recreation events have priority over all other uses.

6. RELEASE OF LIABILITY

In consideration of the permission granted to _____ **(user name)** to use the requested city property, the undersigned discharges and releases the City of Middleton, Wisconsin, from all claims, injuries, deaths, property damage, or liability whatsoever which we may now have or hereafter have, as a result of use of the premises on _____ **(rental date)**. I have read the agreement and understand English _____ **(initials)**.

Signature of User/Agent

Date

**Return completed agreement and payment to:
Middleton Recreation Division
7426 Hubbard Ave. Middleton, WI 53562
608-821-8360**