



W240 N3065 Pewaukee Rd.
Pewaukee, WI 53072
262-691-7275

PEWAUKEE PARKS AND RECREATION DEPARTMENT POLICIES PARKS/FACILITY RENTAL

1. Application and full payment must be submitted at least seven (7) days prior to the scheduled date. Late applications will be accepted until noon on the Wednesday prior to the weekend and will be assessed a late fee of \$50.
2. The Parks and Recreation Department does not guarantee absolute privacy to any group.
3. **Renter's building access code will be the last 4 digits of the phone number used to complete the rental. The code will be active at the rental start time and deactivate at the rental end time. Kiwanis Village Park has no indoor building access.**
4. **If there would be a problem getting into a facility – see #3, then review your rental agreement and policies, then contact the parks employee cell phone. This staff is off-duty, please text first, then call: Dan (262) 226-0295.** If no one answers, then contact the City police at 262-691-0921 extension 1 for a city rental. There are no building rentals in the Village.
5. Any damage, mess, etc. may incur additional fees required of the park renter. This amount will be determined based on a rate of \$50 per hour plus the cost of necessary supplies.
6. Alcoholic beverages (beer, wine, seltzer) are allowed in the parks with the park rental permit. A permit to sell beer **MUST** be obtained from the City Clerk or Village Clerk depending on where the park is located. Any organization renting a park and wishing to sell fermented beverages must follow these regulations:
 - 8.1 Club/organization, lodge, societies must be in existence for at least six (6) months.
 - 8.2 Must apply for a special Class "B" license thirty (30) days prior to rental.
 - 8.3 Obtain a Federal Tax Stamp from the Department of Revenue in Milwaukee.
 - 8.4 Have on premises at all times a licensed operator in possession of a current City/Village of Pewaukee Operators License.
 - 8.5 A refuse fee of \$100 per vendor will be charged to the park renter.
7. Pursuant State Statute 101.123, smoking is **PROHIBITED** inside the building, under the pavilion or within 25 feet of either of these areas.
8. Specific reservations must be made for exclusive use of ball diamonds for an additional fee, in 2-hour increments. If you wish to use the ball diamonds, you must request this prior to your rental. Dragging and lining the ball field has additional fees and is not always available. Tennis, volleyball, and basketball courts are not for exclusive use.

9. No standard reservations will be made on Good Friday, Easter Sunday, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve or New Year's Day.
10. No special lights shall be brought in unless by permit with the Director.
11. Tents must be taken down by 10 pm on the day of rental. Tents are not allowed to be staked down into the asphalt.
12. DJs and bands may be allowed as long as the renter does not violate municipal noise ordinances, per Public Peace and Good Order ordinance 6.04(8).
13. Grilling is allowed (you may bring your own grill) in our parks if the grill is kept a safe distance from any buildings and the hot coals are disposed of properly and safely. All grills/grilling supplies will need to be taken with you when you leave the park.
14. Renters are not allowed to sell any type of goods or operate any for-profit activities.
15. Renters interested in utilizing the hose hookup at Wagner Park should contact the Department at least one week in advance to make necessary arrangements.
16. Up to 150 people are allowed to attend your rental. Beyond 150 people will require additional fees, and potentially a special event permit. Please contact the office for more information about your rental.
17. Food trucks may be utilized during private events with permission from the Parks and Recreation Director and when in compliance with the following.
 - 17.1 There is a \$100 refuse fee per vendor due by the park renter at the time of booking the reservation.
 - 17.2 Food trucks are required to have appropriate licenses and/or permits with the City/Village/County/State to operate.
 - 17.3 Food vendors may only sell to guests of the private event and must post signage stating as such.
18. Notify the Parks and Recreation Department at 262-691-7275 immediately if the reservation is to be cancelled. A \$50 administrative fee will be charged for any rental cancellation and if the cancellation occurs less than 30 days prior to the rental date, the entire rental fee will be forfeited.
19. Time may be added to the rental until the last business day prior to the rental. Should a customer request to reduce their total rental time, no refunds will be issued. Any date change must be requested at least 30 days in advance of the originally scheduled date. Renters may change their rental date one time at no charge. A second date change would incur a \$50 administrative fee.
20. The Pewaukee Parks & Recreation Department reserves the right to cancel a reservation for any reason.

PAYMENT PROCEDURE

1. Payment in full is required at the time of booking your rental. **No permit is confirmed until a full payment is received.**

TOURNAMENT/LEAGUE PLAY GUIDELINES

1. If available, the Parks Maintenance Department will prepare the diamond(s) or fields for play only once each day on the permit for an additional charge. Therefore, any other maintenance will be the sponsoring party's responsibility.

PARKS/FACILITY CLEAN-UP PROCEDURE

**** ALL Park rentals must do the following:**

1. Leave the park and facility in the condition it was found. All garbage must be picked up, bagged, and tied. Leave tied garbage bags by door outside of the building or put at the bottom of the trash cans located outside so not to tempt vandalism.
2. Nothing must be left on the premises overnight. You may NOT come in early the next morning for cleanup. Bag and throw out all food.
2. Sweep floor/mop floor. *The Department will provide supplies.*
3. **Bring towels or rags to wipe tables after use. Bring cleaning cleanser in the event of stained surface from decorations or refreshments.**
4. Store folding chairs in the same area where found. At South Park please do not store the full chair rack in the office.
5. Lock all interior doors required per your facility requirements (signage posted, yellow/blue sheet, rental reminder email).
6. DO NOT dispose of grease on the park grass or parking lot. There is hook-up for a hose on the building if you are planning a corn roast or pig roast. Please hose parking lot area and or picnic area off before you leave.
7. If there was concern about the condition of the park at the beginning of rental, leave a message with the Parks & Recreation Director at 262-691-7275 or the parks employee on duty at the number listed on the "Day of Rental Information" sheet found on the day of your rental.
8. Renters who require EXCESS clean up by Department Staff will be charged \$50.00 per hour plus the cost of necessary supplies.

I agree to the above documented information, rental guidelines, the Joint Parks/Recreation Board Guidelines, and the City and Village Ordinances regarding park usage.

Person Responsible

Date