



SUAMICO FACILITY RESERVATION FORM

12781 Velp Avenue, Suamico, WI 54173
Phone (920) 434-8410 Fax (920) 434-4820
www.suamico.org

Renters/Company/Organization Name: _____

Address: _____ Zip Code: _____

Email Address: _____

Suamico Resident? Yes No If No, Resident of: _____

Primary Phone: _____ Secondary Phone: _____

Box 1 - General & Non-Profit Renters

Shelter (Please circle one): **Calavera Springs Park** Capacity 132 (open Apr. 1 - Oct. 31) **Idlewild Park** Capacity 187 (open year-round)

Date of Rental: _____

Time of Event: from _____ a.m./p.m. to _____ a.m./p.m. (please include setup & clean-up time)

Type of Event: _____

RENTAL DETAILS:

Will alcoholic beverages be served? Yes No
Will alcoholic beverages be sold? Yes No If yes, a permit is required from the Village Clerk
Will there be exterior amplified music (live band, DJ, stereo system, etc.)? Yes No
Will you use a grill, fryer, or booyah kettle outside? Yes No If yes, what type? _____

Box 2 - Non-Profit Renters - Additional Information

Non-Profit Organization Renters Only (any group with 501(c)(3) status)

NOTE: FREE OF CHARGE FRIDAYS ONLY WITH A PAID DEPOSIT- ANY OTHER DAY FEES APPLY.

Contact Name: _____ Phone Number: _____

Do we have a current copy of 501(c)(3) on file? Yes / No Do we have a receipted deposit on file? Yes / No

As the official user or authorized designee of the above group, I hereby agree to accept the responsibility for the observances, regulations, and policies established by the Village of Suamico governing the use of all parks and recreational facilities. I furthermore accept full responsibility for any damages or excessive clean-up expenses that may be incurred as a result of the use of the above shelter by myself or by those that I represent. I have received a copy of the Suamico Rental Agreement policies and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I understand that failure to list any information requested on this form or falsification of information will result in denial of the application. I release the Village of Suamico and its employees from any liability for injuries or damages associated with the rental.

Signature: _____ Date: _____

Suamico Municipal Services Center • 12781 Velp Avenue • Suamico, WI 54313 • (920) 434-8410
For more information, please visit www.suamico.org.

Office Use Only

Added to Calendar _____ Fee & Deposit Paid _____ 501(c)(3) Form on File (if applicable): _____
Date Key Issued and key #: _____ Date Key & Cleaning Sheet Returned: _____
Deposit Returned? _____ Yes, Requested check on _____ No, Called to discuss _____

FACILITY RENTAL POLICIES & PROCEDURES:

Renters - Reservations are made on a first come, first serve basis for the upcoming year at the Municipal Services Center beginning the first business day in November. Absolutely no reservations will be taken by phone. All rentals must be taken in person with full payment and deposit. If non-profit, you must have a copy of your 501(c)(3) as a part of this form. No rentals will be taken without a copy of such form as regular rental fees will apply.

Hours - All facilities are available for rental between the hours of 8 a.m. and 10 p.m., Sunday through Thursday, and 8 a.m. through 12 a.m., Friday and Saturday. Please note that setup, take down, and clean-up must be included in your rental time.

After Hours Staff Contact - If, during your rental period, you have an emergency that must be addressed immediately, please call **(920) 676-9178**.

Fees - There will be no fee for Suamico Non-Profit Organizations (with 501(c)(3) status on file) and Suamico Special Interest Groups utilizing the Calavera Springs or Idlewild Shelters on Fridays, however, dates will not be reserved until the required security deposit is received. Non-profits & Special Interests that rent free of charge are allowed to reserve the shelters on Fridays, one month in advance and only once per month. Due to weekend rentals Friday rentals must be extra vigilant with cleaning or will risk losing the opportunity to rent free of charge on Fridays. Groups must pay applicable rental fees for any additional dates. (Regular resident rental fees will be incurred for those wishing to rent either the Calavera or Idlewild shelters more than two months in advance, non-Fridays or more than once per month.)

All others - Please refer to fee page for categories and cost. Note that your security deposit will be receipted at the time of your reservation along with your reservation fee.

Security Deposits - A security deposit will be charged to all groups using the facility for keys, equipment, damages, and/or clean-up costs. It will be refunded only after the facility and/or equipment is inspected by Village staff and found to be in good condition. Upon inspection, your payment or a portion thereof will be returned within 7-15 business days with notification of any deductions to the deposit necessary to cover the cost of clean-up, lost keys, or repairs as agreed upon under the conditions of this contract. In the event that you rent throughout the year (Non-Profits), one check can be receipted file for the entire year.

Admission - No admission fee, donation, contribution, or other charge shall be made or collected by the organization for admission to the shelters.

Keys - Keys must be picked up at the Municipal Services Center (12781 Velp Avenue) during regular business hours (weekdays 7:30 a.m. - 4:30 p.m.) up to 2 days prior to the rental period. If staff is required to provide a key or open the facility outside of regular business hours, a minimum of 2 hours of staff overtime will be charged. In the event that you forget to pick up the key, call 676-9178. Keys must be returned by the next business day following the rental (drop box is located at the east entrance of the Municipal Services Center at 12781 Velp Ave.).

Decorating - All decorations, tables, and chairs must be put up and taken down without damaging the walls, woodwork, floors, ceilings, or blinds. Nails, tape, tacks, staples, and screws are prohibited. White mounting putty is permissible but must be completely removed after use. No open flame devices are allowed, which includes candles, hurricane lamps, lanterns, chafers, etc. The renter must remove inside and any outside decorations and return the shelter in the same condition, if not better, immediately following the event during their rental period.

Setup, Clean-Up, & Damage Policy - **BUILDING MUST BE CLEANED THE SAME DAY AS THE RENTAL.**

Setup or building entry prior to rental day and time is strictly prohibited. The renter is required to set-up and take down all tables, chairs, and personal equipment. **A cleaning/repairs fee of \$50.00 per hour, per-person will be deducted from the security deposit if these items are not completed adequately.**

Therefore, the following requirements must be met:

1. Sweep and wet mop the floors to remove loose particles, scuffs, spills, soil spots, or any other foreign materials or blemishes.
2. Remove all decorations, mounting putty, string, or any other forms of adhesive or material used to secure decorations. (Note: No nails, tape, tacks, staples, or screws are permitted.) **Continued...**

FACILITY RENTAL POLICIES & PROCEDURES (cont.):

3. Remove all blemishes on walls. Careful not to damage the wood along the walls with the carts.
4. Take out all material brought in. This includes litter outside of the building (dumpsters are located in the parking lot).
5. Wipe off counters, cupboards, tables, chairs, sinks, and appliances with soap and water.
6. Take down and put away tables and chairs in a neat and orderly fashion. (Note: A \$10 fine will be imposed for misuse or damage on a per table basis. Do not drag anything across the floor; pick up and carry). Also be sure that the table and chair carts do not hit into the walls and are not placed against the walls.
7. Remove all food items from cupboards and refrigerators, as well as all other personal belongings.
8. Close all windows and blinds and check all doors.
9. Turn off all lights and be sure to lock all windows and doors. This includes locking the interior restroom access doors at the park shelters.
10. All litter, trash and decorations must be removed and properly disposed of from the grounds.

Please note that you will be signing an additional sheet acknowledging cleaning/repairs procedures and agree to treat the shelter much like you would treat and respect your own home.

Equipment - Items available in the shelters include tables, chairs, mop, bucket, broom, standard kitchen appliances (microwave, refrigerator, oven/range, sink), and restrooms. Only 2 Nescos allowed (1 in the kitchen and 1 in the large room at Calavera). **You must provide your own:** utensils, paper toweling, dish soap, dishtowels, garbage bags and cleanser for wet mopping (no ammonia products—for example, you may use a little vinegar with lukewarm water).

Alcoholic Beverages - No intoxicating liquor or fermented malt beverage shall be consumed on the rented premises by any person who has not attained the age of 21. Private consumption of alcohol is permitted by persons of legal drinking age during normal shelter rental hours. No admission fee, contribution, or other charge shall be collected or be permitted to be collected by the renter where intoxicating liquor or fermented malt beverages, as defined by Wisconsin Statutes, are consumed unless prior approval has been secured from the Village Clerk. Note: If prior approval is given for sale of intoxicants, security must be provided at Lessee's expense.

Insurance - Upon approval from the Village Clerk, all rentals open to the general public must provide a Certificate of Liability Insurance in the amount of \$1 million naming the Village of Suamico as an additional insured prior to the scheduled event. This does not include invitation only parties.

Fundraising - Any fundraising activity must seek permission and prior approval to do so from the Park, Forestry, Trails, & Recreation Commission. Please call (920) 434-8410 for more information.

Permits - It shall be the responsibility of the renter to obtain any necessary permits or licenses required for their event and to abide by all state laws, as well as all Village ordinances, resolutions, and policies. Please call (920) 434-2212 to find out what permits you may need for your event.

Sports Facilities - Athletic facilities, including ball diamonds, tennis courts, and football/soccer fields, are not included with park shelter reservations and may be used by the general public during your rental period. To rent an athletic field, contact the Recreation Department at (920) 434-8410.

Cancellations - If a cancellation is made at least 30 days prior to the scheduled event, you will receive a full refund **less a \$20 administrative fee that is retained**. All fees are non-refundable if the cancellation is made less than 30 days prior to the scheduled event. (Note: This same policy applies if the rental is scheduled less than 30 days in advance.)

Existing park rules and all other Village Ordinances, whether listed here or not, are to be observed. Copies of these rules may be obtained from the office of the Village Clerk or at www.suamico.org.





PARK SHELTER CLEAN-UP CHECKLIST

To help keep rental costs low, and to provide a pleasant experience for the next user, each renter is responsible for the following (Please check each box verifying you have completed the task and return after your rental with the rental key):

- Emptied all (main shelter area and restrooms) trash containers into garbage bin, replaced liners (at the bottom of each can) and placed bagged trash into large dumpsters
- Cleaned and sanitized all bathroom fixtures (Sinks, Toilets, and Urinals)
- Swept and Wet Mopped all floors
- Wiped down and took down all tables and chairs
- Oven and microwave were cleaned inside and out (If used)
- Refrigerator was wiped out and no food or ice was left inside
- Kitchen counters were wiped down
- Litter and trash on grounds around the shelter were picked up
- Removed mounting putty, balloons, blemishes on walls, etc.
- Made sure blinds were shut
- Closed and locked windows, turned off all lights, and locked doors
- Check here to acknowledge that no damage was done to the floors, walls, counters, appliances, restrooms, ceiling, fans, windows, blinds, etc.

A cleaning/repairs fee of \$50.00 per hour/per-person will be deducted from the security deposit if these items are not completed satisfactorily.

If upon your rental you find any problems, please note it in this space provided:

As the official user or authorized designee of the above group, I hereby agree to accept the responsibility for the observances, regulations, and policies established by the Village of Suamico governing the use of all parks and recreational facilities. I furthermore accept full responsibility for any damages or excessive clean-up expenses that may be incurred as a result of the use of the shelter by me or by those that I represent. I have received a copy of the Suamico Rental Agreement policies and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I understand that failure to list any information requested on this form or falsification of information will result in denial of future applications and incur cleaning/repairs fees as outlined above. I release the Village of Suamico and its employees from any liability for injuries or damages associated with the rental.

Signature (At time of reservation): _____ **Date:** _____

Signature (Upon returning key): _____ **Date:** _____

| FEES \$150 Paid Deposit for all Rentals | Calavera Springs Shelter Open April 1 - October 31 | | Idlewild Park Shelter Open Year-round | |
|--|--|--|---|--|
| | Mon. - Thurs. | Fri. - Sun. | Mon. - Thurs. | Fri. - Sun. |
| CATEGORY 1 Government Agencies Examples: <ul style="list-style-type: none"> • Department of Transportation • Department of Natural Resources • Brown County Library | \$0 | \$50 | \$0 | \$50 |
| CATEGORY 2 Residents Any individual who lives within the Village of Suamico limits | \$75 | \$100 | \$75 | \$100 |
| CATEGORY 3 Schools, Special Interest Groups, Charitable and Non-Profit Groups in Suamico <u>Schools</u> HSSD, home school, NWTC, UWGB <u>Special Interest Group</u> Scrapbooking club, car club, snowmobile club etc. <u>Charitable Groups & Non-profit Organizations</u> Neighborhood Watch Groups, Lake Associations, HYSA, Suamico Church Organizations, Howard Suamico Sports Teams/Clubs, HS United Soccer Association, HS Historical Society, HS Boy/Girl/Cub Scouts, American Red Cross, service clubs, 4H | \$75 | \$100 | \$75 | \$100 |
| Optional Non-Fee Room Rental. Fridays Only. <ul style="list-style-type: none"> • 501(c)(3) must be on file • \$150 Security Deposit Required • Please refer to Page 2 of Rental Policies and Procedures for details on scheduling rentals. | X | Free of Charge Fridays Only | X | Free of Charge Fridays Only |
| CATEGORY 4 Non-Residents, Non-Resident Non-Profits, For-Profit Businesses Non-Residents Any individual who lives outside the Village of Suamico limits For-Profit Businesses Any group or individual who operates for a profit | \$95 | \$120 | \$95 | \$120 |