



## 2010 PARK/FACILITY RENTAL REQUEST FORM

### Contact Information-PLEASE PRINT

Responsible Party/Contact Person: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
*(Must be 18 years old or older)*

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_ Alt./Cell (\_\_\_\_\_) \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_ Number of Anticipated Participants: \_\_\_\_\_

Purpose of Rental and/or Event Name: \_\_\_\_\_  
 Ex: Smith Family Picnic \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

### Rental Information

Date(s) of Reservation (Circle): Mon. Tue. Wed. Thu. Fri. Sat. Sun. Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm *(All parks and facilities close at 11 p.m.)*  
*(Incorporate your set-up and take-down time into the time you have requested for your rental.)*

What park/facilities are you requesting? Check each request that applies to this rental.

**Park Shelters/Buildings**

Village Park

- \_\_\_\_\_ Lion's Open Air Shelter (Cap. 240)
- \_\_\_\_\_ Lion's Building (Key required) (Cap. 40/level)
- \_\_\_\_\_ Early Days Open Air Shelter (Cap. 40)
- \_\_\_\_\_ North Open Air Shelter (Cap. 60)

Armory Park

- \_\_\_\_\_ Armory Open Air Shelter (Cap. 40)
- \_\_\_\_\_ Armory Concession Stand (Key required)
- \_\_\_\_\_ Youth Hall (Key code required) (Cap. 99)

- Community Center (Key required) (Cap. 99)
- \_\_\_\_\_ Community Center

**Baseball Diamonds**

*(Sign on fences designates field.)*

Village Park

- \_\_\_\_\_ #1 South
- \_\_\_\_\_ #2 Central
- \_\_\_\_\_ #3 North
- \_\_\_\_\_ Lighted Diamond
- \_\_\_\_\_ Lights-\$10 fee
- \_\_\_\_\_ Hardball Diamond

Armory Park

- \_\_\_\_\_ #1
- \_\_\_\_\_ #2
- \_\_\_\_\_ #3
- \_\_\_\_\_ #4 (T-ball/Little League field)

**Volleyball Courts**

Village Park

- \_\_\_\_\_ #1
- \_\_\_\_\_ #2

Armory Park

- \_\_\_\_\_ #1

**Tennis Courts**

Village Park

- \_\_\_\_\_ #1
- \_\_\_\_\_ #2

Melinda Weaver

- \_\_\_\_\_ #1
- \_\_\_\_\_ #2

**Soccer Fields**

Armory Park

- \_\_\_\_\_ #1 \_\_\_\_\_ #4
- \_\_\_\_\_ #2 \_\_\_\_\_ #5
- \_\_\_\_\_ #3 \_\_\_\_\_ #6

**Disc Golf Course**

*(Rented for tournament use only.)*

Special Requirements

\_\_\_ **Beer/Beverage Permit** - Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. Checking this section of the Park/Facility Rental Request Form will request your desire for a beer/beverage permit and will inform the staff to issue/deny permission to issue a permit. The issuance of the Beer/Beverage Permit is incorporated into the final contract for signature. No other documents will be issued. All individuals requesting the beer/beverage permit must be 21 years old or older. Proof required.

\_\_\_ **Electricity** - Electricity is available in the rafters in the open air shelters and by the stage in the Lion’s Open Air Shelter. Renter(s) must request the use of electricity. Renter must provide their own step ladder and extension cords if they wish to use electricity. There is no charge for electricity, but fees may be charged at the discretion of the village, depending on the type, size and duration of the event. Charges will be defined and incorporated into the final contract for signature.

\_\_\_ **Water** – Water is available from an outside faucet at the Lion’s Building & the Lions Den only. There is no charge for water; but, fees may be charged at the discretion of the village, depending on the type, size and duration of the event. Charges will be defined and incorporated into the final contract for signature.

\_\_\_ **Building Key** – Building keys are required for the following facilities: the Lion’s Building, Community Center and the Armory Park Concession stand only.

\_\_\_ **Lion’s Building Restrooms** – The Lion’s Building restrooms are accessible from the outside of this building. These restrooms are only available upon request. There is no charge for access to these restrooms.

**Concession Stand Restrooms** (Village & Armory Park only) and port-a-johns are available without special request at most parks within the village. There is no charge for the use of these restroom facilities unless, at the discretion of the village, depending on the type, size and duration of the event, additional port-a-johns or additional maintenance and waste removals service fees apply. Charges will be defined and incorporated into the final contract for signature.

\_\_\_ **Field Prep for Frequent User Groups** – Please explain the field preparation requirements for your group(s). Define base and pitcher mound distances requested for each group. Please state whether the field preparation requests are for games or practices. (Attach request if more space is needed.)

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General Information

- Read the details in the rental regulations, guidelines, and priority status; and if appropriate, the section on rental for youth organizations. Understand its contents. Should you have any questions or concerns, contact us prior to submitting your rental request.
- **We now accept Visa, MasterCard and Discover credit card payments. Please utilize the attached form for credit card payments.**
- Anyone wishing to utilize the credit card option on a mail-in, drop-box or faxed-in rental request form, there will be a \$3 convenience fee added to the transaction. The \$3 convenience fee is nonrefundable.
- All deposits are submitted to the banking institutions for payment. Any refundable portion of the deposit will be returned to the remitter 30 days after the event. A check will be issued to the remitter regardless of how the initial payment was submitted.
- Checks written and returned as not payable will be charged \$30 for each returned submission. Participants will be removed from reservation list until the issuer “makes good” on the amount of the returned checks and pays the accrued service charges in full.
- A minimum portion of the required refundable deposit of \$100 must accompany completed rental request form in order to be eligible to reserve your date.
- A legible copy of a state issued I.D. or Driver’s License must accompany all rental request forms. We will copy your I.D. should this be a more convenient option for you.
- If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the final signed contract. Copies of these certificates are available upon request from the Community Center office. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

**Credit Card Payment Option  
Park/Facility Rental Request Form  
Please Print Legibly**

Payment Method (Circle One):      Visa                      MasterCard                      Discover

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Holder Name: (as it appears on the credit card): \_\_\_\_\_ (Please Print)

Card Holder Complete Address (if different from the address listed on the rental request form):

\_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip

Card Holder's Telephone Number (if different from what is listed on the rental request form): (\_\_\_\_\_) \_\_\_\_\_

Description	Amount Authorized to Charge for this Transaction
Payment – Deposit	
Payment – Rental Fee(s)	
Payment – Beer/Beverage Permit	
Misc. - Explain	
Sub-Total	
Convenience Fee \$3 (Non-refundable)	
<b>TOTAL</b> Authorized for this Transaction	

Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.

*I understand that there will be a \$3 convenience fee added if I choose to utilize the credit card payment option if I mail-in, utilize the drop box and/or fax my rental request to the Community Center.*

Signature (required): \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## PARK/FACILITY RENTAL FEES

Category	Rental Costs	Deposit ((\$25 key deposits included wherever applicable))
<b>Enclosed Facilities</b>		
Lions Building* (Key required) (Cap. 40)	\$75	\$125
Community Center (multipurpose room & bathrooms) (no use of kitchen) (Key required) (Cap. 99)	\$125	\$125
Youth Hall (Key code required) (Cap. 99)	\$75	\$100
Armory Concession Stand (Key required)	\$25	\$125
<b>Open Air Facilities</b>		
Lion's Open Air Shelter (Cap. 240)	\$150	\$300
North Open Air Shelter (Cap. 60)	\$75	\$100
Early Days Open Air Shelter (Cap. 40)	\$50	\$100
Armory Open Air Shelter (Cap. 40)	\$50	\$100
<b>Baseball Diamonds</b> – \$25 fee is for a 3-hour period of time, per field.	\$25	\$100
<b>Lighted Diamond</b> – \$10 per day for use of the lighted diamond lights.	\$10	-----
<b>Soccer Fields</b> - \$25 fee is for a 3-hour period of time, per field. Fields 1-6	\$25	\$100
<b>Tennis Courts</b>	\$25/court	\$100
<b>Volleyball Courts</b>	\$25/court	\$100
<b>Trails</b> – reserved for special events such as cross country meets, approved by Park Board.	\$25/trail	\$100
<b>Disc Golf Course</b> – Reserved only for tournaments approved by Park Board. The typical disc golf course season (weather permitting) is May 1 through October 31. Throughout the year, special events may close all or portions of the disc golf course. Information will be posted of such closings and limitations. We utilize the village website, signs and posters in the Village Park to disseminate this information.		
<b>Tournaments</b> (Baseball, Softball, Soccer, Disc Golf, Basketball)	\$200/ Field/Day	\$400
<b>Beer/Beverage Permit</b> – Must be 21 years old or older to obtain. Proof required.	\$15	N/A
Where applicable, prices include Wisconsin sales tax. Field availability is subject to weather conditions and may be cancelled by Village staff due to weather. * Where Lions and affiliated organizations built the facility they are exempt from the building rental fee.		

# General Rental Regulations for All Park Users

## How to Apply

- Park/Facility Rental Request Forms are available at the Community Center, the Sussex Village Hall, or can be downloaded from the Village's website at [www.village.sussex.wi.us](http://www.village.sussex.wi.us).
- The completed rental request form, submitted with a minimum deposit amount of \$100, and a legible copy of a state issued I.D. must be submitted to the Community Center in order to start the reservation process.
- The rental request form, minimum deposit and copy of state issued I.D. must be submitted at least ten (10) business days prior to the reservation date to allow sufficient time for processing. Rental request forms without these items will not be processed. Village recreation staff will contact the responsible party via telephone within ten (10) business days regarding reservation date and availability.
- All fees and signed contracts must be submitted at least five (5) business days prior to the event date. Event can be cancelled should the signed contract and any unpaid balance not be submitted as agreed upon.
- Reservations are processed on a first-come first-serve basis and/or with respect to the Priority System that has been established.
- Reservation forms will be reviewed and a contract will be developed.
- An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the contract.
- Full payment according to the contract is required to be submitted with the signed contract at least sixty (60) days prior to the event, or where appropriately submitted upon receipt of receiving contract for signature.
- Two copies of the contract are sent to responsible party. One to sign and return with balance due. The other copy is to be retained by the responsible party for their records and for reference on the day of the event.
- Village recreation staff will then sign the contract and keep it on file.
- Reservation requests for the months of January and February for the Community Center and Youth Hall will be accepted starting October 1, 2009.
- Reservations can be made starting January 4, 2010 except as noted otherwise in the frequent rental use policies.

## Deposits and Fees

- The rental fee amounts and the refundable deposit amounts can be located in the Park Rental Fees section for one-time park use. Reference the frequent use athletic facility rental policy for multiple athletic facility rental fees and refundable deposit amounts.
- If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key can be picked up at the Community Center during normal business hours. The key must be returned to the Community Center the next business day during business hours.
- Deposits are submitted to the banking institution for payment. Regardless of initial payment method, any refundable deposit amount will be refunded to the remitter in the form of a check from the Village of Sussex.
- Refundable deposits will be returned within 30 days after the rental. The deposit or a portion thereof may be withheld if the contract and or these policies have been violated.
- If special preparation is needed for an event, there may be a charge for time and materials. Details will be discussed and will be incorporated into the written contract.
- All rental fees include Wisconsin sales tax (where applicable).

## Cancellations

- Cancellations of facility reservations can be made by telephone, letter, or in person and must be made at least thirty (30) days prior to the event date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire security deposit.
- The Village reserves the right to cancel reservations, for any reason, at any time.
- If an event is cancelled after the Park/Facility Rental Request Form and deposit have been submitted, and it is thirty (30) days prior to the event, the group will forfeit a \$25 administrative fee which will be taken from the submitted deposit.

## Having Problems with the Facility?

- The day of the event: A phone number will be listed on the rental contract.
- Prior to the day's event, contact the Community Center at 262-246-6447.

## **Equipment/Amenities**

Because of limited staff, the responsibility for set-up and clean-up is assumed by the group using the park facility. Electricity, bathrooms, and water are available at some facilities upon request. The person responsible must see that the procedures listed for cleaning are carried out. To receive the full deposit the park renter must:

- Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early in the next morning to clean-up. Renters must bag and remove all garbage depositing the trash or recyclable into the appropriate dumpsters that are provided at each location.
- Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean up and mop any stains or sticky spots that were created. All smoking refuse deposited onto floors and surrounding open areas must be picked up and deposited into the appropriate trash container.
- Contact the Recreation Department 262-246-6447 or the event contact listed on the contract immediately if a facility condition problem exists at the beginning of the rental.

## **Youth Organizations Utilizing/Renting Park Facilities**

Youth organizations within the Hamilton School District may use the Lion's Building at Village Park free of charge for weekly, biweekly, or monthly meetings with Park Board approval. All other park and recreation buildings will require the appropriate fee if rented.

To be considered a youth organizations, groups must consist of school aged children (examples: Boy Scouts, Girl Scouts, 4-H Club). Also, the group must have an adult supervisor at all meetings.

All groups must fill out a Park/Facility Rental Request Form at the beginning of the calendar year (January 1). Groups must pay a \$125 deposit at the time of the rental request (\$100 deposit for the building and \$25 for a key deposit). The deposits may be transferred to the next year upon request.

Groups must clean up the building after their meeting, and remove all garbage by placing the trash in the appropriate dumpster located at the Village Park. If the building is not properly cleaned, money will be taken from the deposit.

Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Park and Recreation Department, they will lose their privileges to use the building.

Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Director of Recreational Services at 262-246-6447.

## **Softball / Baseball Tournament Policies**

- The fields will be prepared at the beginning of each day of a tournament. Chalk and rakes will be available for use by the host organization. A Parks Department staff member will be on call if there is a problem.
- If a tournament is cancelled due to weather, the Village will refund the field rental payment minus the \$400 deposit.
- The organization hosting the tournament is responsible for picking up the trash in the area of the tournament and removing the garbage.

## General Guidelines

### Who needs Reservations?

- All organized groups shall reserve a field/court before utilizing Village of Sussex facilities. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability unorganized groups must reserve the facility.

### Does our group need to pay the rental fees?

- Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of park facilities.
- Non-profit and fund raising events are required to pay fees just like all other groups.

### What may limit my reservation times?

- Programs sponsored by the Village of Sussex take precedence over private reservations.
- The Village can not guarantee privacy to any group.
- No reservations are accepted for Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Day, or New Year's Day.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time block.
- To keep park facilities accessible organizations/individuals may reserve park facilities for a limit of two times a month unless otherwise allowed through contract.
- Park and Facilities close at 11:00 pm.

### What are some of the limits on my use of park facilities?

- Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park/Facility Rental Request process. Smoking is prohibited inside all Village public buildings. Violations of these prohibitions may be punishable by law. All smoking refuse must be disposed of properly into the appropriate trash containers, as to not litter park & facility open areas.
- Groups who would like to sell beer or wine must be bonafide clubs, fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least 6 months, and to veteran's organizations. Groups must then contact the Sussex Village Hall to obtain a Temporary Class B Liquor License application form. This must be done and submitted at least thirty (30) days prior to the event.
- Groups of young people under 18 are required to have the rental contract signed by a sponsoring adult who must be present during the rental. Additional security may be required and would be a cost incurred by the renter.
- The Village is not responsible for private equipment or material used in a park facility.
- All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacle.
- Charcoal must be properly disposed of in the labeled containers.
- All announcements, press releases, flyers, etc. related to groups using a Sussex facility must include the following statement: THIS MEETING (PROGRAM) IS NOT SPONSORED BY THE VILLAGE OF SUSSEX.
- Activities must be in accordance with Chapter 19 of the Village Code.

### What activities need special Park Board approval?

- Games of chance are not permitted without Park Board approval.
- Overnight camping is not permitted without Park Board approval.
- Fires in approved grills only unless Park Board approval is given.
- No fundraising events may be held without Park Board approval.
- Automobiles can not be driven on the grass without Park Board approval.

## FREQUENT USE ATHLETIC FACILITY RENTAL POLICIES

The purpose of this section of the Sussex Park and Recreation Facility Rental Policy is to provide guidance for the many organizations and clubs that use athletic facilities on a regular basis.

### Priority Levels for Field Use

Groups are charged fees and given priority on fields by their priority level. Through these priority levels it is the Village of Sussex's intent to provide greater access for Sussex residents to participate and use Village facilities.

- Tier 1-** Users are Village run programs (T-ball, Pint-Sized Soccer, etc.) and accordingly pay no fees. This group has the first priority for facility reservation.
- Tier 2-** Users are resident based leagues (SLYBA, Lions Flag Football, Hamilton High School, Land O'Lakes, etc.) At least 75% of participants are residents of Sussex or Lisbon, are a Government entity with jurisdiction in Sussex, or the group has historical ties with the Village since 1950. This group has the second priority for facility reservation.
- Tier 3-** Users are non-resident based leagues (Rockhounds, etc.). This group has the lowest priority for facility reservations.

### Fees and Charges

Tier	Usage Fee	Deposit
1	\$0	\$0
2	\$25/ Field	\$100 per League
3	\$150/ Field	\$100 per League
Max. Amount for a Youth League is \$3,900 (Not including Deposit)		

### Regulations for Frequent Use Athletic Fees and Charges

1. The usage fee is paid for exclusive use of the field for a three (3) hour block of time and is charged whether the use is for a game or practice.
2. Double headers (regardless of time) do not need to pay an additional usage fee unless field preparation is needed by the Village for the second game to be played. Double headers need to be requested and may not be granted so that Village Staff can accommodate all users of the park.
3. The soccer fields at Armory Park are rented as one usage fee for the purpose of league play.
4. The maximum fee for a youth league will be \$3,900 for league play. There is no maximum fee for adult leagues. "Select Teams" are considered a separate league and may result in an organization exceeding the \$3,900 maximum. Tournaments held exclusively for league play are considered as part of the league costs and can not result in exceeding the \$3,900 cap. Tournaments involving teams outside of the league are charged according to the tournament charges under the Park Rental Fees.
5. All group reservations will be confirmed with a contract.
6. Reservations will be accepted starting January 4, 2010 and will be considered on a priority basis until February 15 of each year. After February 15 reservations are accepted on a first come first served basis.
7. Groups must contact the Park and Recreation Department office at 262-246-6447 or [commcenter1@wi.rr.com](mailto:commcenter1@wi.rr.com) **within 24 hours** regarding a rain cancellation. Rain cancellations may be re-scheduled at no additional cost, but they will not be refunded.
8. Groups may cancel up to 20% of their field reservations by March 30 (April 10 for Hardball Diamond) and receive a full refund. If field reservations are cancelled after March 30 (April 10 for Hardball Diamond) or more than 20% of field reservations are cancelled, there will be no refund.