

CITY OF FENNIMORE

USE OF FACILITIES AND EQUIPMENT

POLICIES AND FEES

(rev. 12/28/16)

*****Your request to use City of Fennimore facilities and/or equipment will not be approved until the completed and signed Property Use Agreement is returned to the City Clerk's office with the appropriate fee, if applicable. Subject to City use priorities, authorized use is granted on a first-come, first-served basis.**

Rental of Facilities and Equipment

Request for the use of City buildings, grounds and/or equipment may be granted to responsible individuals and organizations whose purpose is to furnish recreational, educational, civic, or cultural interests to the City of Fennimore. When a business is interested in use of City facilities or equipment, such use may require Council consideration on a case-by-case basis. It is to be understood that the availability of City buildings, grounds, and/or equipment must not interfere with the activities of the City. It is the policy of the City of Fennimore to encourage the use of City buildings, grounds, and/or equipment for the activities of educational and civic organizations. When a charge is assessed, it is made, not for the purpose of discouraging the use of the building but, rather, to make it possible for individuals, businesses and organizations to utilize the facilities by sharing a portion of the expense involved.

Office Hours:

8:30 a.m. – 4:30 p.m. Monday through Friday

Police Department Hours:

24 hours per day, seven days per week

Definitions:

Local Community Group or Resident: Lives/exists solely within the City of Fennimore.

Non-local Individual or Group: Lives/exists in part or wholly outside the City of Fennimore.

Institutional Group: Southwest Wisconsin Technical College, CESA #3, Fennimore Community School District, etc.

Recreational/Educational Use: Scheduled activity is provided free and open to all residents. (Includes fundraisers by non-profit groups.) Exception: Long term utilization such as gymnastics.

Commercial: Scheduled activity for which a fee of any kind is charged or profit is involved.

Buildings and Grounds: Auditorium, council room, parks, pool, ball diamonds, football field, and concession stands.

Equipment: Chairs and tables.

GENERAL RULES AND REGULATIONS

1. Applications for building, property and/or equipment use should be made in writing not more than 12 months nor less than five (5) days prior to the date requested. The date(s), duration and specific property shall be subject to the approval of the City Clerk or designee. In some instances, Council action may also be required.
2. Regular City activities and organizations of the City shall have first priority in reserving the use of the City buildings, property and equipment. While the City strives to honor approvals or permits it has granted, emergencies or other City needs may require that approvals or permits be withdrawn after they have been granted.
3. Use of auditorium will not be allowed for such activities as wedding receptions, anniversaries, birthday parties, etc. Use of some of the City parks may be appropriate for this use on a case-by-case basis.
4. Permit holder shall agree to indemnify the City of Fennimore for any and all damage by any person or persons attending the activity and indemnify the City against any and all liability and any and all damages to any person or persons or property. The City of Fennimore will be held harmless from any claim, cause of action, damage, accident, injury or liability caused by the permit holder's use of the facilities. Upon request, the permit holder must present a Certificate of Insurance or other evidence of ability to fulfill such indemnity.
5. The City of Fennimore shall not be liable for the theft or damage to "property of others" stored on City property.
6. Permit holder may not assign, transfer, sublet or charge a fee for use of the facility or equipment unless specifically provided in the permit.
7. The permit holder must secure the services of a City of Fennimore employee capable of providing access to the facility or equipment if the use period is outside business hours. The City of Fennimore employee may volunteer his/her services by signing the appropriate section of the Property Use Permit.
8. Permit holders will be held responsible for cost of cleanup or repair of damages resulting from use. In addition, failure of a permit holder to pay the cost of cleanup or repair may subject the permit holder to suspension or revocation of the permit or to the City's declining or refusing to grant any further permit to the holder until such costs have been paid in full.
9. Any additional costs incurred by the City of Fennimore for maintenance service prior to, during, or after events will be billed to the permit holder. Failure of a permit holder to pay the cost of maintenance service may subject the permit holder to suspension or revocation of the permit or to the City's declining or refusing to grant any further permit to the holder until such costs have been paid in full.
10. Permit holders will furnish supervision appropriate to the function for which the premises is to be used at the permit holder's expense. When children are involved in the activity, the City Council recommends one (1) adult to each twenty (20) children. The permit holder will ensure that all rules of conduct and all persons using the premises comply with guidelines governing use of the premises.
11. No smoking is permitted in enclosed City buildings per Ordinance No. 267. The ordinance also prohibits smoking on City Pool property.
12. Food may not be served in the Memorial Building auditorium without council approval.
13. Alcoholic beverages may not be sold or served in the Memorial Building or on any other City property without Council approval. Only local bona fide clubs as defined under Chapter 125 of the Wisconsin Statutes are eligible to seek Council approval to sell/serve alcoholic beverages on City property, on a case-by-case basis.

- b. Softball - \$50 per team, \$150 maximum
- c. Babe Ruth - \$50 per team, \$150 maximum
- d. Men's Leagues - \$50 per team, \$150 maximum
- e. Soccer - \$50 for league
- f. Tournaments - \$25 per day use fee plus \$25 per day deposit, refundable within 5 days after the event if facilities are kept clean daily and no damages occur.
Reservations for tournaments require a minimum 30 days advance notice.
Permission to use facilities given on a first-come, first-served basis.
- g. Football Field, with lights - \$100 per evening (non-local)

Park Areas or Pavilions (users must comply with park regulations--below)

- 1. Local Residents FREE
- 2. Non-local residents or for profit \$ 25.00
- 3. Recreational Vehicle Parking (Oakwood Park) \$10.00 per night
- 4. Vendor use – fee is established per council action based on the details of the request.

POOL

- 1. Pool parties Please see pool manual

EQUIPMENT (to be borrowed for inside use only)

- 1. Tables
 - Commercial--Resident \$ 1.00 per day, each
 - Commercial--Non-resident \$ 2.00 per day, each
- 2. Chairs
 - Commercial--Resident \$ 0.25 per day, each
 - Commercial--Non-resident \$ 0.50 per day, each
- 3. Individuals may not rent tables or chairs
- 4. Schools may use at no charge, reciprocal

**Any of the above fees can be waived at the discretion of the City Council

____ C. Other _____

Fees

The fee for said use of the property or equipment shall be:

_____ Fee

_____ Maintenance Fee (\$25.00 per hour _____ hours. Minimum \$25.00)

City Staff, if applicable:

I, _____ am volunteering my time to provide facility access for the above request.
(Print name clearly)

(Signature)

I have read the terms of this agreement (in my individual capacity) or (as an authorized representative of the business or organization listed on the reverse side) and agree to all of the terms in this agreement. (Cross out the description that does not apply).

Person (s) Responsible as Permit Holder in the Agreement:

(Signature)

(Date)

Permit holder must complete data on this form in full prior to City representative approval.

Approval _____
Representative for City of Fennimore

(Date)

City of Fennimore Park Regulations
Section 18.055 of the Municipal Code
Adopted: January 22, 2001

Section 18.055 PARK REGULATIONS

(1) Definition: The term "park" as used in this section shall include all grounds and structures which are or may be located within any area dedicated to public use as a park, parkway, recreation facility, playground or swimming pool owned, leased or operated by the City and shall also include Marsden Park.

(2) Specific Regulations.

- a. **Littering Prohibited.** No person shall litter, dump or deposit any rubbish, refuse, earth or other material in any park. Trash receptacles provided
- b. **Sound Devices.** No person shall operate or play any amplifying system unless specific authority is first obtained from the Common Council, or, in the case of Marsden Park, from the Park Board of Trustees or designated caretaker.
- c. **Bill Postings.** No person shall post, paste, fasten, paint or attach any placard, bill, notice, sign or advertising matter upon any structure, tree or other natural object in any park except park regulations and other signs authorized by the Common Council or Marsden Park Board of Trustees or caretaker.
- d. **Throwing Stones and Missiles Prohibited.** No person shall throw stones or other missiles in or into any park.
- e. **Removal of Park Equipment Prohibited.** No person shall remove benches, seats, tables or other park equipment from any park unless authorized by the Common Council or the Marsden Park Board of Trustees or caretaker.
- f. **Making of Fires.** No person shall start, tend or maintain a fire except in personal grills or designated fireplaces. Personal grills shall be used only in designated picnic areas. The use of personal grills is permitted provided lawns and vegetation are not endangered. Unburned fuel and ashes shall be disposed of in such a manner as to prevent fire or damage to any park property.
- g. **Protection of Park Property.**
 - i. No person shall kill, injure, trap or disturb or attempt to kill, injure, trap or disturb birds or animals, wild or domestic within any park. No person shall climb any tree or remove any flowers or fruit, wild or cultivated, or break, cut down, trample upon, remove, in whole or in part, or in any manner injure, deface, write upon or ill use any tree, shrub, flower, flower bed, turf, soil, sand, fountain, ornament, building, structure, apparatus, bench, table, official notice, sign or other property within any park. No person shall remove any device for the protection of trees or shrubs. No person shall climb on any structure within any park except playground equipment specifically designed for that purpose.
 - ii. No person shall deface, by throwing stones, pebbles or other debris in any of the toilets, water fountains or other sanitary facilities located in any park; or deface by drawing with crayon, chalk, paint or anything else any other buildings or equipment at any park; or deface such buildings or equipment by means of a sharp instrument.
- h. **Motorized Vehicles.** Except for authorized maintenance vehicles, no person shall operate any unlicensed or licensed motor vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted. Motor vehicles are restricted to the roads and drives and parking areas. No motor vehicle of any nature may be used on the seeded areas except vehicles which have permission of the Common Council or the Marsden Park Board of Trustees or caretaker for shows, rides or exhibits.
- i. **Snowmobiles.** No person shall operate a snowmobile in any park except on designated trails.
- j. **Speed Limit.** No person shall operate a vehicle in any park in excess of 15 miles per hour unless otherwise posted.
- k. **Reckless Driving.** No person shall operate a vehicle in a reckless manner in any park.

- l. **Parking.** No person shall park a motor vehicle in any park except in designated areas.
- m. **Horse and Carriages.** No person shall ride a horse or drive a horse-driven vehicle in any park, except on roads or designed bridle paths without permission from the Common Council or Marsden Park Board of Trustees or caretaker. It shall be unlawful for any person to ride a horse or drive a horse-drawn vehicle in a careless, negligent or reckless manner which may endanger the safety and well-being of others. Horseback riding shall be allowed only during daylight hours. Horses may not be bridled in any park.
- n. **Pets.** Pets shall not be permitted to run at large in any park. Any person bringing a pet or other animal to or through any park property shall be responsible for removing waste deposited by the animal on park property.
- o. **Vendors Restricted.** No person shall sell or vend any article of merchandise in any City park without the consent of the Common Council. Such consent may be granted on any individual basis or for events or activities in which the vendor is authorized to participate. The sale or vending of any article of merchandise in Marsden Park is prohibited at all times.
- p. **Camping.** No overnight camping in City parks is permitted except upon approval by the Common Council. Overnight camping in Marsden Park is prohibited.

(3) Park Hours.

- a. **Hours Established.** All parks shall be closed between the hours of 10:30 p.m. and 6:00 a.m. on the following day. Any law enforcement officer may clear all persons from parks during closing hours.
- b. **Exceptions.** The established hours do not apply to persons or groups who have permission of the Common Council or Marsden Park Board of Trustees or caretaker to remain in a park during closing hours on specific days for specific purposes or to individuals attending events for which permission has been granted provided during the events and no later than 30 minutes after the ending time of the event.