

CITY OF FENNIMORE
GRANT COUNTY, WISCONSIN
USE OF FACILITIES AND EQUIPMENT
POLICIES AND FEES

PLEASE NOTE: 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-serve 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, with the exclusion of Holidays

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. Permit holder may incur a charge for this service unless the City of Fennimore employee chooses to volunteer his/her services and signs 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.
 14. Alcoholic beverages may be consumed at special events such as wedding receptions, anniversary parties, or birthday parties held in City parks. However, if there are disruptive activities during the event which require calling the police, the continued use of the park for the event may be halted immediately at the discretion of the police department. Further, no alcoholic beverages may be sold during such events without a license. Only local bona fide clubs as defined under Chapter 125 of the Wisconsin Statutes are eligible for such licenses. No glass containers are allowed.
 15. All State laws and regulations and all City ordinances must be observed.
 16. All permits are revocable and are not considered a lease. The City Council or its authorized agent may reject an application or cancel any permit. If the City Council or authorized agent determines that an immediate suspension or termination is required, for any reason whatsoever, the City Council or its authorized agent may immediately suspend or terminate the permit upon giving oral notice. In addition, in the discretion of the City Council, any request for a permit may be refused if the permit applicant has, in the past, failed to pay fees or damages due, failed to comply with facility or park rules, or has otherwise failed to fulfill their responsibilities and obligations under a prior permit.
 17. The permit holder agrees not to discriminate against anyone because of age, sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, color, sexual orientation, or physical, mental, emotional or learning disability or handicap.
 18. Effective 12/28/16 – Memorial Building Gym will be closed no later than 10:00 p.m., except for special events.

FEE SCHEDULE

The permit holder may solicit a City of Fennimore employee to volunteer to provide access to the building at times outside regular building hours. The volunteer must sign the Property Use Agreement. If a volunteer cannot be secured, the permit holder will pay for one hour of maintenance time at the overtime rate (see #7, General Rules and Regulations). Fees can be waived at the discretion of the City Council.

ATV Owner(s) _____

If using Memorial Building auditorium, will tarp need to be placed on floor? Yes _____ No _____

Will any unusual equipment or materials be used during your event? Yes _____ No _____
If yes, please describe: _____

Requested Use (please circle all that apply):

Memorial Bldg. Auditorium Batting Cage Other _____
Council Room Memorial Park

Household Auctions (\$150/ day)

Equipment: (Only Commercial Businesses may rent tables or chairs--for Indoor Use only)

_____ A. Tables (How many _____) _____ B. Chairs (How many _____)

_____ 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 (see above: "General Rules and Regulations, #7")

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

(Signature of City Staff Volunteer)

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

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

(Signature)

(Date)

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

OFFICE USE ONLY

Approved by: _____ Date: _____

Fee Paid: _____

