

**Terms of Reservation
Winnebago County Community Park
PAVILION**

1. RESPONSIBILITIES OF THE PERSON IN CHARGE:

- a. The individual designated as the Contact Person on the Reservation Permit and must be at least 18 years old to reserve the pavilion. Throughout the event, the Contact Person is held responsible for the preservation of order, noise control and pavilion clean-up. While occupying the pavilion, the Contact Person is to have the Reservation Permit in their possession.
- b. Use of the Community Park pavilion is subject to municipal and county ordinances and can be terminated at the discretion of the local municipal police dept. or County Parks Department if any term of the Reservation Permit is violated or when public safety is threatened.

2. PAVILION KEY PICK-UP & RETURN:

- a. Keys must be picked up at the Parks Department office.
Address: 625 E. County Road Y, Suite 500, Oshkosh, WI 54901
Hours: Monday through Friday, 8 a.m. to 4:30 p.m.
- b. Key Return: Keys must be returned no later than the following day of the rental. Return the key either to the Parks office or the drop box located in the front of the Parks Department building.

3. CANCELLATION POLICY:

- a. Cancellations must be made at least two weeks prior to the scheduled event for the full rental refund. If a cancellation is made less than two weeks prior to the reservation, the rental fee will be forfeited. Cancellation must be made by the Contact Person.

4. ACCESS & PARK HOURS:

- a. Community Park hours: 7 a.m. to 11 p.m. Premises must be cleaned and vacated by 10:45 p.m.
- b. Early entry/setup before the rental date is allowable to Saturday renters only for a non-refundable \$25 fee. Saturday renters may store items the Friday of the event between the hours of 3:30 p.m. and 6:30 p.m. with notification of the Parks Department at the time of the reservation.

5. ELECTRICAL SERVICES:

- a. Caution is advised when using pavilion electrical services as each duplex receptacle is on a 20-amp circuit and can be easily overloaded.

6. ALCOHOL, GRILLS & TENTS:

- a. Groups having keg beer must have a Keg Beer Permit and limit consumption to persons 21 years of age or older.
- b. Renters must obtain Parks Department permission in order to conduct pig or corn roasts that require grills three feet or more in length.
- c. Tents with a maximum of four-inch stakes are permitted only in designated areas. Contact the Parks Department for location of designated areas. Tents with stakes longer than four inches require a permit. Tents may only be setup on the day of the reservation and must be removed the same day. Charges will be assessed for damages incurred during setup or removal of tents.

7. PROHIBITED ACTIVITIES:

- a. Swimming is prohibited.
- b. Climbing on and over the fence is prohibited.

- c. Glass beverage containers are prohibited on all Parks Department properties.
- d. Park vehicles in designated areas only. Parking on the grass or road is prohibited.
- e. Smoking is not allowed in any of the Parks Department shelter or pavilion facilities.
- f. With the exception of service dogs, all other dogs are only allowed on leash, on designated park trails, and at the Best Friends Dog Park within the Community Park.
- g. The feeding of animals in any county park is strictly prohibited.
- h. Renters shall not remove benches, tables or other type of fixtures from any other shelter unless prior permission is obtained.
- i. Thumb tacks, nails, duct tape or similar fasteners are not to be used on any surfaces. Painters tape and masking tape are recommended.
- j. Any unnecessary or unlawful discharge of a County-owned fire extinguisher is prohibited.
- k. Renter shall not post "Out of Order" notices or unplug any vending machines on the premises unless permission to do so has been granted by the Parks Director. Said machines are under the control of Parks Department and shall not be tampered with.
- l. With the exception of nonprofit organizations, no private group or organization is allowed to sell or market items on any Parks Department property other than the Sunnyview Expo Center. Nonprofit organizations intending to sell or market items during a pavilion reservation are required to obtain prior written permission by the Parks Director and must acquire the necessary insurance coverage one month prior to the event.

8. GARBAGE REMOVAL & RECYCLING:

- a. Renters are responsible for placing all debris in the dumpster available at the pavilion. It is recommended that renters bring along extra trash bags for the garbage barrels inside the pavilion.
- b. Recycling containers are available for aluminum cans and recyclable paper products. Paper products containing food residue must be discarded into the garbage containers supplied.

9. CLEAN-UP & SECURING OF SHELTER:

- a. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off counters, tables and chairs, sweeping, taking care of spills, placing garbage in the appropriate bins and removing all decorations. The facility is to be left in the same condition as the renter found it. Renter will be held responsible and billed for any additional clean-up, losses or damages. The Parks Department is not responsible for any equipment or items stolen, stored or left at the pavilion.
- b. All personal items must be removed from the pavilion the night of the reservation. Entry into the pavilion the next day to pick up items is prohibited.
- c. Before leaving the site, renters are to shutoff all lights and proceed to lock and secure the pavilion.

10. PARKS EMPLOYEE ASSISTANCE:

- a. Renters are responsible for all aspects involving the setup and running of their event. If immediate assistance is required, contact the on-call Parks employee at (920)420-1803 or (920)420-2135. On weekends the on-call employee is available up until 12 p.m. Please note, a minimum two-hour call-in fee will be assessed to renters requiring assistance (i.e. resetting of breakers).