

**Terms of Reservation for
Winnebago County Community Park
SHELTERS**

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

2. SHELTER ENTRY CODES: (applies to Community Park shelters #1 & #2)
 - a. Call the Parks Department the week of your reservation (or at least two days in advance) to receive the shelter entry code.
 - b. No key or entry code is needed for shelters #3 or #4.

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. No setup or storage of items is allowed at the shelter prior to the rental date.
 - b. Restrooms, playgrounds and parking lots are to remain available for use by the general public for the duration of the reservation.
 - c. Community Park hours: 7 a.m. to 11 p.m. Premises must be cleaned and vacated by 10:45 p.m.

5. ELECTRICAL SERVICES:
 - a. Each shelter offers a limited number of duplex receptacles. Caution is advised when using shelter electrical services as each duplex receptacle is on a 20-amp circuit and can be easily overloaded.

6. ALCOHOL, GRILLS & TENTS:
 - a. Shelters are not intended for use in holding public dances or beer parties. 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 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. Glass beverage containers are prohibited on all Parks Department properties.
 - b. Park vehicles in designated areas only. Parking on the grass or road is prohibited.
 - c. Smoking is not allowed in any of the Parks Department shelter facilities.

- d. 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. Dogs are not allowed in the Natural Way area of the Community Park.
- e. The feeding of wild animals in any county park, is strictly prohibited.
- f. Renters shall not remove benches, tables or other type of fixtures from any shelter unless prior permission is obtained.
- g. Thumb tacks, nails or similar fasteners are not to be used on any surfaces. Painters tape or masking tape are recommended.
- h. 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 shelter reservation are required to obtain prior written permission and acquire the necessary insurance coverages one month prior to their event.

8. GARBAGE REMOVAL & RECYCLING:

- a. Renters are responsible for placing all debris in the waste receptacles in close proximity to the facilities. It is recommended that renters bring along extra trash bags.
- b. Recycling containers are available for aluminum cans, plastic and cardboard.

9. CLEAN-UP & SECURING OF SHELTER:

- a. All supplies and equipment brought in by the renter must be removed and the renter must completely vacate the property by 11 p.m. of the shelter rental date. All shelter facilities are expected to be neat, clean and damage free at the conclusion of the reservation. If additional clean-up and/or repairs are required as a result of the reservation, the labor and material costs will be charged to the renter.
- b. Apart from restrooms, the site renters are to shut off all lights and proceed to lock and secure the shelter facilities before leaving.

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 until 12 p.m. Please note, a minimum 2-hour call-in fee will be assessed to renters requiring assistance (i.e. resetting of breakers).