



## **BUILDING POLICY AND PROCEDURES**

Permit is subject to all local municipal and county ordinances in addition to all rules and regulations governing parks and parkways, and can be terminated immediately at the discretion of local law enforcement authorities and/or the Milwaukee County Parks Department, if the terms of this contract are misrepresented, violated or when public safety is threatened. Cancellation of the permit "For Cause" will result in forfeiture of all fees. **The person responsible for the rental must be 21 years of age or older.**

### **No reservations are accepted for July 4<sup>TH</sup>**

Admittance to the building is restricted to the "start" time and the building must be completely vacated by the stated "end" time, as indicated on the rental contract. If not vacated by the agreed-upon end time, you will be invoiced at a **double hourly rate** for every half (1/2) hour past the allowed time. Rental hours include the time to decorate, catering set-up and clean up.

**Additional Hours:** to purchase additional hours for your rental please contact the Public Services office at 414-257-8005 no later than fifteen (15) days prior to the event date. **No additional hours can be added on the day of the rental.**

**Alcoholic beverages:** are permitted with building rentals; however, if alcoholic beverages are being sold or are included with the price of admission, a special event permit will be required. For more information, please contact the Special Events office at 414-257-4503.

**Admission:** Milwaukee County Parks **does not allow** money to be collected at the door of any rental or pavilions to be rented for "public events". If you are hosting a public event and plan on charging admission, please contact the Special Events office at 414-257-4503 to obtain more information on how to obtain a Special Event permit. Any social media public posting and advertising for a building rental is considered a Special Event. For more information, please contact the Special Events office at 414-257-4503.

**Clean Up/Damage:** Rental groups are responsible for restoring the facility to its original condition at the end of their event; including the removal of all decorations, masking tape, and clearing tables and counters of all perishables. If excessive clean up occurs or damage to park property is reported as a result of rental, the permit holder will be invoiced after the event.

**Decorations:** feel free to decorate your rented park building. However, please use only fireproof decorations and affix them with masking tape. **NO TACKS OR NAILS OF ANY KIND ARE PERMITTED.** Please use decorations that will not cause damage to park property and remove all decorations at end of the rental. **The use of confetti or ANY confetti-type material is prohibited.** Rental groups are responsible for the removal of all decorations including masking tape, and clearing tables and counters of all perishables.

**Firewood:** is available at those buildings with working fireplaces. Please call the **Park Phone #** listed in your rental contract at least **ONE WEEK PRIOR** to the rental date to request firewood.

**Food & Beverages:** prepared or catered food and beverages may be brought into the buildings, and can be kept warm or refrigerated in most locations. Please check the desired building(s) to assess available appliances.

**Indemnity:** Renter(s) agrees to indemnify, defend, and hold harmless, the County, its officers and employees, from and against all loss or expense including costs and reasonable attorney's fees and/or liability for damages for personal injury and property damage to the extent caused by any negligent or willful act or omission of renter(s).

Milwaukee County Parks is not responsible for lost or damaged property during the rental time specified in the park contract.

**Inflatable Structures:** Inflatable structures are NOT allowed inside Milwaukee County Parks' pavilions. Pre-approval from the Park Manager must be obtained prior to making a reservation and contracting with an Inflatable Company. If Park Manager approves an inflatable outside a pavilion, a Certificate of Insurance (COI) in the amount of \$1,000,000 in general liability coverage that names Milwaukee County as an additional insured is required and must be on file with the Public Services office one week prior to the rental date. Only one (1) inflatable structure is allowed per rental. Must bring a generator to operate inflatable structure. **STAKING IS NOT ALLOWED.** Must use sandbags or weights to secure inflatable structure. If approved, inflatable will only be allowed outside a pavilion during the building rental times.

**Picnic Tables:** If you are renting a picnic area and a building at the same time, the picnic tables **must** stay in the picnic area and cannot be moved next to the building. Building rentals without a picnic area near the building can rent picnic tables at a rate of \$15.00 per table plus 5.6% WI sales tax.

**Sales/Donations:** If you have sales, donations, raffles or silent auctions of any kind, you must obtain a permit from the Special Events office. Please contact the Special Events office at 414-257-4503.

**Smoking:** is prohibited in all Milwaukee County Parks buildings.

**Tables and Chairs:** Tables and chairs will be set up by the Parks Department per your request. Only tables and chairs supplied by the park can be used. Groups are not allowed to furnish their own rented tables and chairs or other furniture. Please contact the

**Park Phone #** listed in your rental contract at least **ONE WEEK PRIOR** to the rental date to clarify all set-up requests.

**Teen Parties:** Special requirements must be met for teen parties. Please contact the Public Services office at 414-257-8005 for more information.

Restroom facilities and area parking lots are available for use by all park patrons.

For rental emergencies on the day of your rental, please call (414) 454-4357. Parks staff will respond as soon as possible.

*REVISED in June 2014*