

# WIL-O-WAY FACILITY GUIDELINES

1. **ENTRANCE / ADMISSION:** Charging admission at the facility for your event is not allowed.
2. **CLOSING TIME:** The facility closes at 12am (Midnight). Renters must end their event, have the facility cleaned and everyone out of the building by 12am (Midnight).
3. **OVERCROWDING:** Renters must maintain a safe number of people in the building at all times. The manager will require your assistance in complying with the maximum hall capacity, and if necessary will enforce the maximum capacity through law enforcement. **Maximum Capacity: 180**
4. **SET UP / DECORATING:**  
Decorating/set-up & clean-up time must be within your rental time & will be charged at the rental rate.  
Setting up tables & chairs is renters' responsibility.  
Affixing ANYTHING to the walls, windows, ceilings, beams, fireplace, etc., IS NOT ALLOWED!  
Balloons MUST BE secured with balloon weights.  
Confetti of any kind (paper, Mylar, rice, bird seed, etc.) IS NOT ALLOWED!  
Exits/Entrances MUST NOT BE BLOCKED with furnishings, decorations, stages, boxes, etc.
5. **CLEAN UP:**  
**Tables / Chairs:** Wipe down all tables and chairs used. Put away all tables & chairs (on the proper dollies) that were brought out of storage and/or as directed by the manager.  
**Kitchen:** wipe down stove, oven, microwave, refrigerator & counters (if used).  
**Bathrooms:** remove all trash, including items left on the floor, & place in the parking lot dumpster.  
**Sweep Floors:** great hall, restrooms, kitchen & main hallway (where there is debris).  
**Spot Mop:** great hall, restrooms, kitchen & main hallway (where there are spills, water only, no chemicals).  
**Decorations / Garbage:** Remove all decorations (including tape & balloons), supplies utilized, all garbage generated (bring enough extra-large garbage bags) & place in the parking lot dumpster.  
**EXTRA FEES:** extra cleaning by facility/manager = \$150 per hour; facility garbage bags = \$2 each
6. **BANDS/DJ's: MUSIC MUST STOP no later than:** WOW Grant (11:00pm) WOW Underwood (11:30pm)
7. **TEEN PARTIES** (events where most guests are under 21): Appropriate level of adult supervision is required. The Sheriff's Department is notified of all teen parties taking place in the parks. Curfew laws must be followed. Advertising / sharing your event on social media is not allowed.
8. **ALCOHOL:** Only beer, wine & champagne ARE ALLOWED!
9. **CONCEALED WEAPONS, SMOKING, and FOG / MIST MACHINES: ARE NOT ALLOWED!** – No Smoking, including E-Cigarettes, within 30 feet of the building entrances. Cigarette butts, etc. MUST be disposed of in the proper receptacles.
10. **FIRE ALARMS / FOG / MIST MACHINES:** Renters are responsible if fire alarms are activated without cause. Response fee (\$150) will be charged to the renter.
11. **FIREPLACE:** The fireplace is NOT ALLOWED TO BE USED, per Fire Inspector & Fire Department.
12. **DOORS / WINDOWS:** The facility is heated & air conditioned for the renter's comfort. As such, doors and/or windows typically remain closed for temperature control. However, if weather permits you may open doors and windows to increase ventilation.
13. **GRILLS / GRILLING / FOOD CARTS / ETC.:** Grills / Food Carts / Etc. using charcoal or propane as fuel are NOT ALLOWED IN THE FACILITY. Grilling can be done outside with grills / carts no closer than 10' from the facility. Renters must put hot charcoal into the designated containers.
14. **OUTSIDE GROUNDS:** If the outdoor area is used, renters are responsible to pick up all trash, empty the trash cans, put in parking lot dumpster, & return picnic tables to original location. Fireworks (or anything similar), Floating Lanterns as well as Outside Fires ARE NOT ALLOWED (per Milwaukee County Parks Policy). Smokers please see guideline #9 above.

Renters who don't follow these guidelines, may have their deposit accessed and may be barred from future rentals. The Rental Manager and/or law enforcement reserve the right to shut-down any rental for failure to comply with the guidelines, unsafe conditions, or for any other reason they deem appropriate. Should a rental event get shut-down, the security rental party WILL NOT receive a refund for unused hours. Milwaukee County, Wil-O-Way, Staff, Managers, etc. are not responsible for items left at the facility. Thank You.

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## UPDATES TO FACILITY GUIDELINES DUE TO COVID-19

### **FACE MASK POLICY:** [Link to full Milwaukee County Face Mask Policy](#)

Private indoor events held at County facilities:

Members of the public entering Milwaukee County facilities **that are fully vaccinated members of the public are not required to wear masks. Unvaccinated members of the public and County employees regardless of their vaccination status who are attending private events held at County facilities are required to wear masks. No proof of vaccination status shall be required of any member of the public attending a private event.** All guests will be required to provide their own masks. No masks will be provided.

Exemptions Include:

- Children ages two (2) years old and younger.
- Children ages 3 through 12 should only wear a face mask if a parent or guardian monitors to make sure it is worn safely. All children under 12 years old must remain within six (6) feet of parent/guardian, or household unit, and those who are small enough should be in a stroller or cart.
- Anyone with a disability that makes it difficult to put on, wear, or remove a face mask.
- Anyone consistently interacting with a person who is deaf or hard of hearing and primarily relies on lip reading.
- Anyone who has been advised by a medical professional not to wear a face mask because of personal health issues.
- Anyone who has difficulty breathing or is incapacitated.
- Anyone whose religious beliefs prevent them from wearing a face mask.

### **CAPACITY:** [Link to full Milwaukee County Capacity Limits Administrative Order](#)

**Capacity is 180 people.**

**SCREENING:** The renter is responsible for communicating to all users that they must pre-screen themselves, and their families prior to attending the rental event. Pre-screening activities can include:

- Self Screening for presence of symptoms (fever of 100.4°F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past 14 days
- Determining if the user has been in close contact with a person who has been diagnosed with, was tested for, has symptoms of, or was isolated or quarantined as a result of COVID-19. If a renter or user is flagged during the pre-screening process, the renter shall not allow the individual to report to the rental event.

**PHYSICAL DISTANCING:** Physical distancing of 6' between chairs and people should be maintained, whenever possible. Members of a household may sit together without physically distancing.

**DANCING:** Dancing is permitted at events so long as distance reminders are clearly marked on the dance floor, and no eating or drinking is allowed on the dance floor.

**FOOD AND BEVERAGES:** If food and/or beverages are being served during the event:

- Beverage Self Service must physically distance in lines
- Buffet Service must physically distance in lines.
- Food by wait staff is allowable.

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**CLEANING PROCEDURES:** The Wil-O-Way Facilities will be cleaned before and after each private party event at the Wil-O-Ways. The cleaning crew follows all recommended CDC Guidelines. During the event itself a Rental Manager will be onsite who will be cleaning high touch point areas such as door handles, every 2 hours.

## **Assumption of Risk**

By signing this Acknowledgment, the Renter understands that Facility staff cannot guarantee that the Renter will not contract COVID-19/Coronavirus at the Facility, and each Renter fully assumes all risks posed to the Renter that may result from Renter entering the Facility.

## **Acceptance of Policies**

If the Renter does not adhere to the Facility's guidelines and policies may be expelled from the Facility and grounds at management's discretion.

X

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Name of Renter

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Revised: February 24, 2022