

INDOOR PAVILION RENTAL RULES AND REGULATIONS

PLEASE READ CAREFULLY
(REVISED 8/2/2021)

Please note the following requirements for 2021 Indoor Facility Rentals
(Subject to change/update based on guidance from Milwaukee County)

- Please visit <https://county.milwaukee.gov/EN/COVID-19/County-Policies-and-Procedures> for information and recommendations related to COVID-19.
- All permits will be issued over the phone (414) 257-8005 or online www.countyparks.com.
- In cases of emergency, renters may be asked to leave the pavilion until the emergency is resolved.
- All non-wedding, indoor private events are required to wear face masks, regardless of vaccination status of attendees.
- Restroom doors will be propped open where possible.
- **All permitted rentals will identify one individual (the “renter”) who will guarantee that physical distancing and other requirements will occur among all attendees of the rental (the “users”).**
- The renter assumes all personal liability, and the indemnification of liability for Milwaukee County, for the behavior of all users, including adherence to requirements in this plan.
- Users will practice the appropriate physical distancing of at least 6 ft. separation when possible.
 - Per City of Milwaukee Covid Orders, “Physical Distancing” means maintaining physical distancing of six (6) feet between individuals not residing in the same household.

Screening

- The renter is responsible for communicating to all users that they must pre-screen themselves and their families prior to attending the event. Pre-screening activities can include:
 - Self-screening for the presence of symptoms (fever of 100.4 or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) with the past 14 days.
 - Determining if, within the past 14 days, the user has traveled nationally or internationally.
 - 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 event.

SEE THE FOLLOWING PAGES FOR RULES & REGULATIONS

BUILDING RENTAL RULES AND REGULATIONS

This contract 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 this rental "For Cause" will result in forfeiture of all fees. **The person responsible for this rental must be 21 years of age or older.**

Admission/Entrance: Parks staff will arrive 15 minutes prior to the start time stated on the rental contract to unlock the facility. To purchase additional hours for your rental, please contact the Public Services Office at 414-257-8005 at least 15 days prior to your rental date. If the building is not vacated by the end time stated in the contract, renter will be invoiced at a **double hourly rate for every half (1/2) hour past the rental time**. If the building is occupied prior to the agreed upon start time per Park Manager's approval, renter will be invoiced at a **double hourly rate for every half (1/2) hour past the rental time**

****Decorating, setup, caterers, DJ and cleanup must be all completed within your rental time**.**

Charging for admission is not allowed. If hosting a public event and charging for admission, please call the Special Events office at 414-257-4503.

Advertising Any social media public posting and/or advertising for a building rental is considered a Special Event. For more information on how to obtain a special event permit, please contact the Special Events office at 414-257-4503.

Alcoholic beverages: are allowed; however, if alcoholic beverages are being sold or are included with the price of admission/registration, a special event permit will be required. For more information, please contact the Special Events office at 414-257-4503. **Alcoholic beverages must be served only to individuals who are 21 or older and must be consumed within the rented space.**

Amplified Sound: is allowed in most buildings, but not all. The following locations do not allow amplified sound: Cooper Park Pavilion, Lincoln Upper Pavilion, Lincoln Lower Pavilion, and any of the community rooms. The use of microphones, DJ equipment, and live bands is considered amplified sound and must be confined, if allowed, to the rental space only.

Cancellation: Our cancellation policy is enclosed in every rental contract and posted on our web site. Please read it carefully.

Clean Up/Damage: Rental groups are responsible for restoring the facility to its original condition at the end of their rental; including the removal of all decorations, masking tape, and clearing tables and counters of all perishables. If excessive clean up or damage to park property occurs, the renter will be invoiced with additional charges 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 ALLOWED.** 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.** Smoke/Fog/Mist machines are not allowed. The following facilities do not allow helium balloons: Gordon Park pavilion, Humboldt Park pavilion, Lincoln Blatz Upper and South Shore Park pavilion. If using helium balloons at any other facility, please anchor helium balloons with weights. Renter will be invoiced to remove helium balloons from the ceiling.

Food & Beverages: Prepared or catered food and beverages may be brought into park buildings, and can be kept warm or refrigerated in most locations. Please make sure to tour your rented facility prior to your rental date 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 any lost, stolen, or damaged property during the rental time specified in the park contract. Renter is responsible for the actions of their guests, and they will be billed for damages and excessive clean-up costs.

Inflatable Structures: Inflatable structures are **NOT** allowed inside park buildings. Inflatables can be placed outside a building upon Park Manager's approval and with a Certificate of Insurance (COI) in the amount of \$1,000,000 in general liability naming Milwaukee County as an additional insured. COI must be submitted to the Public Services office and placed on file at least one week prior to the rental date. Only one (1) inflatable structure is allowed per facility. **Generator to operate inflatable structure is mandatory. STAKING IS NOT ALLOWED.** Inflatable structure must be secured with either weights or sandbags. If approved, inflatable will be allowed outside a rented building during the rental times stated in the contract.

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. Rental facilities without a picnic area nearby can rent picnic tables at an additional cost. To rent picnic tables, please call Public Services at 414-257-8005.

Sales/Donations: If you have sales, collect donations, sell raffle tickets or have a silent auction of any kind, you must obtain a special events permit. For more information, please call the Special Events office at 414-257-4503.

Smoking/Tobacco Products/Vaping: is prohibited in all Milwaukee County Parks buildings, or within 30 feet of any entrance or exit of a building. Milw Co Ordinance 47.16 (3) (a) (b)

Tables and Chairs: Tables and chairs will be set up by the Parks staff in a standard way. Only tables and chairs supplied by the park can be used. Renters are not allowed to furnish their own rented tables and chairs or other furniture. **Renters are NOT allowed to take any Parks furniture outside.** Please contact the **Park Phone #** listed on first page of your rental contract at least **ONE WEEK PRIOR** to the rental date to clarify all set-up requests for the building.

Teen Parties: per the request of Milwaukee County Sheriff, events in which most guests are under 21 must end by 8pm. A list of chaperons is required (1 adult per every 10 teens) and must be provided to the Public Services office a week prior to the rental date. Requests by schools to extend the end time of a teen party, will be considered on a case by case basis and additional requirements will be in place.

Non-Transferability: the rights and obligations under this rental contract are non-transferable by the renter, either voluntarily or involuntarily, at any given point.

Restroom facilities and parking lots are available to all park patrons where applicable.