



TOWN OF MUKWONAGO FACILITY USE RENTAL AGREEMENT

NAME OF ORGANIZATION: _____

PERSON RESPONSIBLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE:(day) _____ (cell) _____ (home) _____

RENTAL INFORMATION

Check One: Town Resident Non Resident

DATE OF RESERVATION: _____ START TIME _____ END TIME _____

PURPOSE OF RENTAL: _____

NUMBER TO BE ACCOMODATED: _____

RENTAL FEE CHART DEPOSIT fee of \$100 required with Reservation Form

RENTAL FACILITIES	RESIDENT FEE	NON-RESIDENT FEE
Town Hall Meeting Room (Multipurpose room & bathrooms) - Capacity 100	\$75	\$150
Town Hall Kitchen	\$25	\$25
Park Pavilions	\$50	\$100
Baseball Diamonds (not prepped)	\$10 / per 3 hrs	\$15 / per 3 hrs
Baseball Diamond (prepped) <i>Contact Parks & Recreation Dept. to discuss set-up</i>	\$50 / per 3hrs	\$75 / per 3 hrs
Soccer Fields	\$10 / per 3 hrs	\$15 / per 3 hrs
Volleyball Courts	\$10 / per 3 hrs	\$15 / per 3 hrs
Alcohol permit (Beer & Wine Only) PARKS ONLY Permit Fee: see separate form attached	\$50 (non-refundable)	\$50 (non-refundable)

What Facility are you requesting? (check all that apply)

TOTAL FEES

Town Hall/Park Pavilions

- Town Hall Meeting Room Town Hall Kitchen Lauren Park Pavilion
 Oak Ridge Park Pavilion Town Park Pavilion \$ _____

Baseball Diamonds

- Lauren Park #1 Lauren Park #2 Lauren Park #3
 Lauren Park #4 Town Park Lower Town Park Upper
 Oak Ridge Park \$ _____

Soccer Fields

- Town Park - K1 Town Park - K2 Town Park - 1A
 Town Park - 1B Town Park - 2A Town Park - 2B
 Town Park - LARGE Oak Ridge - 1 Oak Ridge - 2
 Oak Ridge - 4 Oak Ridge - 5 Oak Ridge - LARGE \$ _____

Volleyball Courts

- Lauren Park Court 1 Lauren Park Court 2 \$ _____

Sub Total \$ _____
 Rental Tax (5.1%) \$ _____
 Rental Total \$ _____

Deposit Separate Check Payment:
 RENTAL SECURITY DEPOSIT \$100.00 Check # _____

In consideration of being conditionally allowed to use a Park Pavilion, Town Hall Meeting Room, or other Town facility the undersigned Person Responsible, individually, and also the named Organization (if any) (Person Responsible and Organization, if any, referred to hereinafter, collectively, as "RENTER") hereby agree as follows:

1. The RENTER accepts and shall fully comply with the Town of Mukwonago Code Ordinance Chapter 46 which is attached hereto as Exhibit A, and incorporated herein by reference.
2. The Person Responsible hereby states that he/she hereby agrees to be present at all times throughout the private use of the Town Park Pavilions, Town Hall Meeting room or other Town of Mukwonago facility.
3. The RENTER shall pay in advance, with this application, the application fee(s) listed above for each day of use and a \$100 security deposit by check only. If the fee and security deposit are paid by check, they must be paid by separate checks.
4. Security deposit will be returned to the Person Responsible if the rented facility is restored to a condition as it was prior to use by the Person Responsible. In the event any damage has been done or the rented facility has not been properly cleaned, the TOWN reserves the right to forfeit the security deposit to cover repairs and/or cleaning. In the event damages are done to the TOWN property exceeding the amount of the security deposit, the TOWN reserves the right to charge the Person Responsible for the additional expenses. The security deposit is not to be considered liquidated damages.
5. The Person Responsible shall be directly responsible for any damage done during the rental period. If an Organization is named, the Person Responsible and the Organization shall be jointly and severally responsible.
6. The RENTER hereby agrees to indemnify, defend and hold harmless the Town, its agents, servants, employees, assigns and independent contractors of and from any costs, fees (including Attorney fees of an Attorney of TOWN'S choosing) and all liability arising in any manner whatsoever with regard to personal injury or property damage that may arise during the RENTER's preparation, use, or subsequent cleaning or repair of the Town facility and related activities.
7. All fees as established, in addition to the security deposit, must be paid at the time of application or the TOWN will not grant to the RENTER, use of the facility. The Town of Mukwonago has a 72 hour refund policy. Rental fee less a \$25.00 processing fee will be refunded if the TOWN is notified prior to 72 hours of the reservation use date. If the TOWN is notified of cancellation less than 72 hours before the scheduled use date rental fees are not refunded. Only the security deposit will be returned if notification is less than 72 hours. Alcohol Permit is non-refundable.
8. Any and ALL municipal use of the facility shall take precedence over the private uses. The Town of Mukwonago reserves the right to enter the facility and use it as necessary, even during the private use.

THE ACCEPTANCE OF THIS FORM CONSTITUTES AN ACKNOWLEDGMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS HEREIN NOTED. AT THE DISCRETION OF THE TOWN OF MUKWONAGO PARKS & RECREATION DIRECTOR, RENTAL, IN SOME CASES OF TOWN PARK FACILITIES MAY REQUIRE APPROVAL BY THE TOWN BOARD

Authorized Signature of Person Responsible

Date

A copy of approved Rental Agreement must accompany renter at time of use of facility.

FOR OFFICE USE ONLY

REQUEST APPROVED

REQUEST DENIED

RENTAL AMOUNT RECEIVED \$ _____ CASH _____ CHECK # _____

ALCOHOL PERMIT FEES RECEIVED:

CASH _____ CHECK # _____

Accepted Denied

Payment Returned (if denied) Date: _____

SECURITY DEPOSIT RECEIVED:

CHECK # _____

DATE SECURITY DEPOSIT RETURNED _____

SIGNATURE _____

Town of Mukwonago Parks & Recreation Department

Date

**Special Notes:



TOWN OF MUKWONAGO
W320 S8315 Beulah Road, Mukwonago, WI (262-363-7077)

**PERMIT FOR BEER & WINE
AT TOWN OF MUKWONAGO PARKS ONLY**

Fee: Resident/ Non-resident/\$50.00 non-refundable (paid by separate check)

Date to be used _____ Park Name _____

Hours: From _____ To _____ No. of people expected _____

Organization (if applicable) _____

Applicant's Name _____

AGE _____ VERIFIED _____ Yes _____ No _____ Form of Identification _____

Telephone Number (Home) _____ (Cell) _____

Address _____
Street City Zip

Application must be submitted one week prior to the requested date, (five working days).

I accept the responsibility for leaving the facility in an orderly manner. All rules and regulations regarding the uses of Towns parkland as stated in Town of Mukwonago Ordinance Chapter 46 shall be in effect

I hereby swear that all information as stated on said application form is true and correct and that I will conform with all Federal, State and Local ordinances and regulations regarding alcoholic beverages if I am granted this permit.

I hereby acknowledge that it is illegal to sell beer or wine under this permit use.

Applicant's Signature _____ Date _____

No glass bottles are allowed in parks.

Office Use

Date Received _____

Town of Mukwonago Police Department approval _____ Yes _____ No _____ Signature _____

Concerns (if any): _____

Mukwonago Fire Department approval _____ Yes _____ No _____ Signature _____

Concerns (if any): _____

Copy mailed to applicant (date) _____

Fee Collected Check _____ Cash _____ Date: _____

Reason for Denial (if applicable): _____

Approval Granted: _____ Yes _____ No

Signature, Parks & Recreation Department _____ Date _____



TOWN OF MUKWONAGO TOWN HALL MEETING ROOM RULES AND REGULATIONS

1. Please call the Police Department at 363-5188 thirty (30) minutes **prior** to your arrival time to arrange for the police to open the hall for your rental use.
2. Town Hall facilities must be left in the same condition as when arriving. All food and supplies brought in for your rental use must be removed (if applicable). Disposal of all garbage in dumpster behind Town Hall is required.
3. It is the responsibility of the RENTER to shut off all lights and lock the main entrance to the municipal building. Exit out the back door.
4. **NO** Alcohol is allowed in the Mukwonago Town Hall.
5. Town of Mukwonago employees will set up the meeting room according to the RENTERS submitted floor plan. (Dragging or sliding tables and chairs may damage the floor) which could result in the forfeiture of renters security deposit.
6. The Mukwonago Town Hall meeting room is available Monday-Friday from 4:00pm – 10:00pm and Saturday, Sundays, and Holidays from 8:00am – 10:00pm.

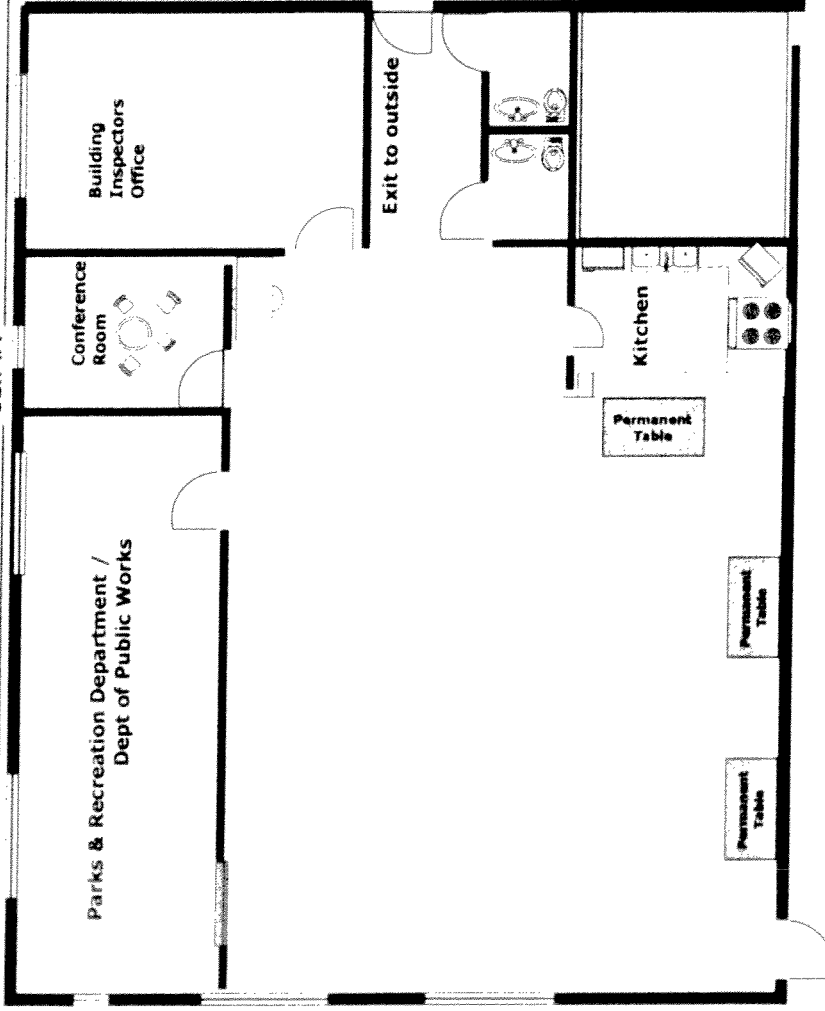
TOWN HALL FACILITY
SET UP DIAGRAM

USER GROUP / PROGRAM / CLASS NAME: _____

Room Use Date: _____

ROOM USE TIME: Start _____ End: _____

Contact Phone: _____ Cell #: _____



TOWN OF MUKWONAGO

Approximate Room Size 36 x 40

SET UP YOUR OWN ROOM - Available Options Below
Draw where you would like the following tables and
chairs set-up for use.

6 Folding Rectangle Tables 8ft x 3ft (white)

2 Folding Rectangle Tables 6ft x 3ft (white)

60 Chairs

ORDINANCE NO. 2011-3

AN ORDINANCE AMENDING CHAPTER 46 OF THE MUNICIPAL
CODE OF THE TOWN OF MUKWONAGO AND RELATING TO
TOWN PARK RULES

WHEREAS, it is deemed to be in the best interest of the Town of Mukwonago that the Municipal Code of the Town of Mukwonago be further modified and amended in the manner hereinafter more particularly set forth;

NOW, THEREFORE, the Town Board of the Town of Mukwonago, Waukesha County do hereby ordain as follows:

Town Ordinance §46-6 [General Rules and Regulations] is hereby repealed and recreated as follows:

SECTION 1: GENERAL RULES AND REGULATIONS:**I. INDIVIDUAL CONDUCT:**

1. There shall be no activities by any person or organization for which a charge is made without the Recreation Director or designee approval.
2. There shall be no willful disfigurements of buildings or equipment. Wisconsin Statutes Section 943.01 through 943.05, exclusive of penalties, are incorporated herein by reference.
3. Restroom facilities shall be used only for their intended purpose and no person shall urinate or defecate in the park except within designated facilities.
4. There shall be no littering in any form.
5. No person or organization will be permitted private or exclusive use of any areas or buildings without permit of the Recreation Director or designee, as described in Section 2 below.
6. No domestic animals, including without limitation dogs, cats or horses of any kind to be in the park.
7. The consumption of beer and/or wine shall be permitted only by Town of Mukwonago Permit
8. There shall be no hawking, merchandising or selling of any articles without prior permit from Town Board.
9. There shall be no advertising of any nature permitted in the park without Town Board approval.
10. There shall be no placing or posting of signs, placards or advertisements whatsoever, except official Town signs, without Town Board approval.

11. No person may carry a weapon openly in the park with malicious and criminal intent.
12. No person shall make or kindle a fire for any purpose except in places provided therefore and then subject to such regulations as may be prescribed. The use of grills in designated picnic areas shall be permitted provided lawns and other vegetation are not damaged and provided further that all unburned coals or ash are disposed of in such manner as to prevent fire or damage to any park property.
13. Glass bottles are prohibited in all Town Parks.
14. There shall be no camping in any Town Park.

II. VEHICLES:

1. Rate of speed is limited to 5 m.p.h.
2. There shall be no overnight parking within any Town Park.
3. There shall be no parking of vehicles in other than designated lots and roadways.
4. There shall be no operating of motorized vehicles in other than designated lots and roadways.

III. HOURS:

1. Park Hours are from Sunrise to 10:00 p.m. No person shall remain therein during said hours, provided that, the Town Board may from time to time, in all or any of the parks publish or post a closing time different from the above stated time.
2. In the case of any emergency, or when in the judgment of the Town Board the public interest demands it, any portion of the parks or buildings therein may be closed to the public or to the designated persons until permission is given to return.

SECTION 2: PRIVATE USE:

Individuals may use Town Park facilities for private purposes in full compliance with all the following conditions:

1. The responsible party must be a Town Resident or a Village of Mukwonago Resident and must be present at all times through the private use, unless in the case of an emergency. In the case of an emergency, the Town Recreation Director, at his/her discretion, can authorize another Town Resident to be the responsible party, provided that the other Town Resident accepts the same.
2. Town Park Facilities available for Private Use are limited to the Park Pavilions, Baseball Diamonds, Soccer Fields and Volleyball Courts as specified in the Facility Use Rental Agreement.
3. Town Park Facilities for Private Use shall be available on a "first come, first serve" basis with reservations for any calendar year being first accepted at 8:30 a.m. on the first working day in January.

4. Town functions will take priority. Private Use of the facilities shall not be to the exclusion of the Town uses. Town officials and employees may enter the premises at any time, even during the Private Use for any purpose.
5. Reservations for use of the Town Park Facilities shall be made with the Town Recreation Department by executing the approved Facility Use Rental Agreement and paying the fees and security deposit in advance.
6. The Town Board shall set the reservation fees and security deposit. The security deposit will be held to cover damage and improper care and necessary cleaning, if any. Any portion of the deposit that remains after all of the Town costs to fully correct any such damage and cleaning are deducted shall be returned to the responsible party as authorized by the Town Recreation Director. The responsible party shall reimburse the Town for any costs of repair or cleaning that exceed the amount of the deposit within thirty (30) days of being invoiced by the Town.
7. The reservation must be canceled at least 72 hours prior to the event. The security deposit shall be refunded and the Town will withhold \$25.00 for a processing fee. There will be no refund of the reservation fee if the cancellation is less than 72 hours.
8. In the event the reservation is canceled prior to the event, the security deposit shall be refunded. The reservation shall not be refunded, however, unless the reservation is canceled at least 72 hours prior to the event.
9. The Town shall not be responsible for anything left, lost or stolen on the premises.
10. Private Use of the Town Park facilities is subject to all rules, regulations and ordinances of the Town of Mukwonago, and subject to strict compliance with the terms of the Facility Use Agreement.
11. The Town Recreation Director is authorized to refuse facility usage when, based on past use, experience or usage has been unfavorable as determined by the Town Recreation Director.

SECTION 3: PENALTIES

1. For any adult adjudged to have violated the provisions of this ordinance, the municipal court is authorized to impose a forfeiture of not less than \$25.00 nor more than \$100.00 plus allowable statutory costs per each offense. Failure to pay any forfeiture hereunder shall subject such violator to be sentenced to the County Jail and/or revocation or suspension of driving privileges.
2. Any adult found guilty of violating any provision of this ordinance who previously have been convicted of a violation of the same ordinance within one (1) year shall upon conviction thereof, forfeit not less than \$50.00 nor more than \$200.00 for each such offense, together with the costs of prosecution. Failure to pay any forfeiture hereunder shall subject each violator to be sentenced to the County jail and/or revocation or suspension of driving privileges.
3. For any juvenile adjudged to have violated this ordinance, the municipal court is authorized to impose any of the dispositions listed in §§938.17(2), 938.343 and

938.344, Wis. Stats., in accordance with the provisions of those statutes, and said statutes are hereby adopted and incorporated herein. The Court is also authorized to require payment for alcohol and other drug abuse services in accordance with §938.361, Wis. Stats. And said statute is hereby adopted and incorporated herein. Any future amendments, revisions or modifications of the current or future statutes incorporated herein, are intended to be made part of this Ordinance in order to secure uniform state-wide regulation of peace and good order of the State.

4. For any juvenile adjudged to have violated an ordinance who violates a conditions of a dispositional order of the court imposed under §§938.343 or 938.344, Wis. Stats., the municipal court is authorized to impose any of the sanctions listed in §§938.355(6)(d) and 895.035, Wis. Stats., in accordance with the provisions of those statutes and said statutes are hereby adopted and incorporated herein. Any future Amendments, revisions or modifications of the current or future statutes incorporated herein, are intended to be made part of this Ordinance in order to secure uniform state-wide regulation of peace and good order of the State.

SECTION 4: Except as specifically modified and amended by this Ordinance, the Municipal Code of the Town of Mukwonago shall remain in force and effect exactly as originally adopted and previously amended. All ordinances or parts of ordinances inconsistent with or in contravention of the provisions of this ordinance are hereby repealed.

SECTION 5: This ordinance shall take effect and be in full force from and after its passage and publication.

SECTION 6: SEVERABILITY: If a court of competent jurisdiction adjudges any section, clause, provision or portion of this ordinance unconstitutional or invalid, the remainder of this ordinance shall not affected hereby.

Adopted by the Town Board of the Town of Mukwonago on the 19th day of October, 2011.

TOWN OF MUKWONAGO



DAVE DUBEY, TOWN BOARD CHAIRMAN

ATTEST:



KATHY KARALEWITZ, TOWN CLERK

Published:10-26-11