

## PARK AND FIELD USE POLICY

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When not in reserved use, the Village of Mukwonago parks and fields are open to the public on a first-come first-serve basis so long as the property and equipment are used with care and for appropriate uses. **Village youth groups will apply separately. Contact the Village Clerk's office for more information.**

### FOR RESERVED USE OF VILLAGE PARKS

In order to insure exclusive availability and proper preparation, the individual(s) or group(s) must comply with the following procedure:

1. A representative must appear in person at the Village Clerk's Office (Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to noon) to fill out an application for reserved use of a park facility at least **two (2) months in advance** of use. **Deposit must be paid upon submittal of the application, otherwise the park may be given to another party. The renter is responsible to pick up the pavilion key at the Clerk's Office 1-2 business days prior to their rental day. No items shall be stored in the pavilion prior to the rental day unless payment has been received for the extra day(s).**
2. Payment of all fees must be paid upon submittal of the application. Fees are listed on Page 1 of the application.
3. "Resident" is defined as a person, group, or company having a Village of Mukwonago address. The event must only be for the business or group within the Village limits, or personal events only for applicants residing in the Village.
4. A receipt and a copy of the executed application will be given at time of payment. This receipt and approved application should be taken to the park for evidence of reserve use priority if there is any dispute. If the park is not yielded by other individuals after visual inspection of receipt and polite request to vacate, the receipt holder should call the Mukwonago Police Department (363-6435).
5. CANCELLATIONS must be made a minimum of 24 hours in advance of reserved time. No cancellations can be made except from 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to noon on Friday. If Clerk's Office has received cancellation at least 24 hours prior to reserved time, a refund will be given. If less than 24 hours notice is given, no refund will be given.

### RULES FOR THE USE OF ANY VILLAGE PARK

1. Only the facilities indicated are to be used. Inspection after use is required. Said inspection shall be performed by a representative of the Village as determined by the Public Works Superintendent. The representative will have full authority to determine if the facilities have been cleaned sufficiently to warrant return of the deposit and that no damage to the facilities exist. In the event of a dispute, an appeal can be made to the Village Board.
2. Buildings, if used, must be cleaned by 9:00 a.m. of the day following their use. Picnic grounds and other areas must be clean and restored upon completion of the function unless special arrangements have been stated on the permit.

#### A. Cleaning includes:

- 1) Normal kitchen cleaning, picking up after yourself and wiping down facilities used.
  - 2) Garbage cans must be left clean in pavilion and in picnic areas. Park users are responsible to bring their own 55-gallon garbage bags, then they are to be placed in the dumpster in park.
  - 3) The floor in the pavilion must be cleaned thoroughly with soap and water when beer and soda are served.
  - 4) In all circumstances, the grounds must be restored no later than noon of the day following its use.
3. No grills are to be placed directly on the ground, otherwise parties will be responsible to replace the dead grass.
  4. If generators are to be used, they must be placed on the HWY 83 side of the park.
  5. A deposit in accordance with the schedule stated on page 1 is required from the individual, group or organization requesting use of any park facility. Please note:

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- A. \$100.00 over and above the required fees shall be required from any individual, group or organization who has forfeited the deposit the last time they used a park facility.
- B. Any individual, group or organization who forfeits the deposit 2 times, or willfully abuses park facilities, shall be denied use of said facilities. Denial shall be at the discretion of the Village Board.
6. For any Village Park: Additional Port-a-pots will be needed if the attendance at the function exceeds 300 people. Any damage will be the responsibility of the sponsoring group. The following schedule should be followed:
- 301-400 persons - 2 port-a-pots (1 for the men & 2 for the women)  
401-500 persons - 4 port-a-pots (2 for the men & 4 for the women)  
501-600 persons - 6 port-a-pots (3 for the men & 6 for the women)
- \*for additional 250 persons over 600, an additional port-a-pot for each sex will be required. (Note: Maxwell Street will provide seven port-a-pots and Summerfest will provide five to six.)
7. Parking is prohibited on the grass in all parks and at all times unless approved by the Village Board prior to the event. (exceptions to this rule are Maxwell Street and Summerfest) (Ordinance #581; Section 82.180)
8. If you are selling alcohol, you will need to obtain a temporary license through the Village of Mukwonago with a different application. This temporary license is only good for sales of wine and beer and is only available to organizations that are considered to be bona fide clubs. You must also provide at least one Village of Mukwonago licensed bartender who must be on site where these sales will occur for the duration of your event. If you are currently a business with a retail alcohol license from the Village of Mukwonago, and you wish to sell alcohol outside of your current premises, you will need to go before the Village Board for approval to extend your license beyond the current premises.
9. **Noise** - Groups that have bands or disc jockeys will be required to end music at 11:00 p.m. Bands or disc jockeys for Summerfest will be required to end music at 11:00 p.m. Fireworks displays will begin at 9:30 p.m. and end no later than 10:30 p.m. **All park events must end by 11:30 p.m.**
10. The deposit shall be available for pickup no earlier than the 2nd day following the park's use and upon a satisfactory inspection report as stated in rule 1.
11. The applicant will provide an indemnity bond if the event has 50-149 people per day. The applicant will obtain liability insurance for an event that includes alcohol or has 150 or more people per day. Proof of this insurance, with coverage no less than \$1,000,000 which names and endorses the Village, its officers, agents, employees, and contractors as an additional insured party is due no later than 20 days before the event.
12. No dogs are allowed in Field Park during Maxwell Street and Summerfest. (Section 58-33 (a)(4)b)
13. For assistance during non-normal Public Works hours (Public Works is available M-Fr, 7:00 a.m. to 3:30 p.m.), please go to the Village of Mukwonago Police Department or call the non-emergency number at 262-363-6435.

**It is not the intent of this permit and/or deposit to restrict the use of park facilities by an individual, group or organization. Its intent is to insure that the park ground and facilities are left in substantially the same condition as found.**

**Use of all parks in the Village of Mukwonago is regulated by Chapter 58 of the Municipal Code**