

CITY OF MUSKEGO
PARKS AND RECREATION DEPARTMENT
W182S8200 Racine Avenue, Muskego WI 53150 (262-679-4108)

APPLICATION FORM FOR USE OF PARK BUILDINGS/SHELTERS
(Bluhm Farm Park, Denoon Park, Idle Isle Park, Manchester Hill Park, Veterans' Memorial Park)

BUILDING/SHELTER REQUESTED: _____

RESERVED DATE(S) _____ TIME: From: _____ To: _____

Type of use, group function or purpose: _____

Name of Group or Organization: _____

Number of persons in group: _____ Percentage of Muskego Residents: _____

Applicant/Contact Person: _____ Home Phone: _____

Address: _____ Work Phone: _____

City: _____ Zip: _____ E-mail: _____

Do you wish to reserve an athletic field(s) for your group? _____ Yes _____ No
(Athletic Field is included with Bluhm Farm Park & Denoon Park shelter rentals)

Will beer be served in the park? _____ Yes _____ No

(A Permit for Beer must accompany this application.) Any beverages sold or consumed must be in plastic or paper cups. No glass bottles allowed. If beer is sold, a license must be obtained through the Muskego Common Council.

Are you cooking/warming/serving any type of food? _____ Yes _____ No

If so, describe: _____

Will you be using charcoal (hot coals) ____ Yes ____ No If yes, a receptacle will be provided for disposal of the hot coals.

NOTE/APPLICABLE TO BLUHM PARK SHELTER ONLY: Electrical appliances need to be plugged into separate outlet boxes to avoid breaking a circuit (capacity of appliances:4). Electrical outlets also available at Idle Isle Park, Manchester Hill Park and Veterans' Memorial Park.

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I (We) agree to follow the rules and regulations for the City of Muskego parks as established in Local Ordinance, Chapter 26 and promise to comply with them. The above-named individual and organization accepts the responsibility for the conduct of the above group while on park property and for leaving the facility in an orderly

manner and agrees to pay for damages incurred during the special use period. The above-named individual and organization agrees to indemnify and hold harmless the City of Muskego from any and all liability which might be occasioned to said City by virtue of granting the permission in this application.

Applicant's Signature _____
Date

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OFFICE USE

Date Department Received: _____

RESERVATION CHARGE: \$ _____
(Payment must be received one week after the approval date to confirm your park shelter rental.)

Amount Received: \$ _____ Date _____ By _____
Ck # _____ Cash _____

KEY/SECURITY DEPOSIT REQUIRED: \$ _____
(Keys for facilities, if applicable, must be picked up at the Parks and Recreation Department office the day prior to use; in the case of a weekend or Monday, the Friday before. Keys must be picked up by 3:30 p.m. A \$25 deposit is required when the key is obtained.)

Amount Received: \$ _____ Ck # _____ Cash _____
Date _____ By _____

EQUIPMENT & CLEANING DEPOSIT/RENTAL REQUIRED: \$ _____

Equipment reserved: _____

Deposit Received: \$ _____ Ck # _____ Cash _____ Date _____ By _____

Department Signature _____
Approval Date

Deposit(S) Refunded (key, security, equipment): Yes / _____ / No / _____ /

Reason for denial: _____

Date refunded: _____ How refunded: mail _____ in-person _____

Signature of person receiving refund (in-person): _____

Additional charges to be made: \$ _____

Reason for charge: _____

Department Signature

Date

Copies to: Applicant, Custodian Service

Lawn Mowing Service/Bluhm, Denoon & Grounds Service/Veterans'

Parks Supervisor, Park Ranger

Date distributed _____

PARKS AND RECREATION DEPARTMENT

**USE OF PARK BUILDINGS/SHELTERS
POLICIES AND PROCEDURES***

General Information

- A. All clubs/associations, groups, individuals, or affiliations wishing to use a facility must complete the *Application Form for Use of Park Buildings/Shelters*. Minors requesting use of facility must do so through their adult advisor or parent. They must be chaperoned throughout their event on a ratio of 1 adult per 10 minors.
- B. These facilities can be requested by any club/association, group, individual or organization with the exception of any organization which in its by-laws, constitution or practices limits attendance, restricts membership or advocates discrimination based upon sex, race, creed, or ethnic origin.
- C. The priorities for the scheduling of the buildings are as follows:
 - 1st – City of Muskego Parks and Recreation Department activities, programs, and meetings;
 - 2nd – City of Muskego activities, programs and meetings;
 - 3rd – City of Muskego-based clubs/associations, individuals, groups, and affiliations (private or otherwise) which are non-profit and of an educational, recreational, service or of a civic nature;
 - 4th – Individuals, groups with non-resident status of less than 50% residents.

Definitions:

For the purpose of clarification in these policies, the following definitions apply:

Club/association – A Muskego-based, organized group of persons, banded together through a common activity interest, with officers elected from the membership. It has a written statement of purpose and a constitution or by-laws. The membership must be made up of at least 50% of Muskego residents.

Affiliations – A club or group that is affiliated with the Parks and Recreation Department and associated insofar as its interest is recreational in nature and it seeks only the use of recreational facilities. The membership of an affiliated club or group must be made up of at least 50% Muskego residents.

Group or individual – Activity centered, but has little or no organization, officers, statement of purpose, or by-laws. The request must come from a Muskego resident and participation at the event must be made up of 50% of Muskego residents.

Non-resident---Applicants that register less than 50% residency on the participation form shall be subject to non-resident fees.

D. Clubs/associations, groups or affiliations desiring use of a facility on a limited basis may do so. However, regular weekly or monthly schedules will not be accepted for any individuals, groups or organizations for a period exceeding one year. However, the Board reserves the right to preempt any request as scheduled for priorities in policy (C., 1st and 2nd priority use).

General Use and Rules

- A. Application form and payment of fees must be received within ten (10) days of the requested date of use. Completed forms and payment are to be returned to the Parks and Recreation Department office (lower level, City Hall). Failure to submit the reservation fee within the specified time period will result in cancellation of their reservation request. Checks should be made payable to "City of Muskego." Final payment must be received one week after approval date or reservation will be deemed cancelled.
- B. If a reservation is canceled more than three (3) working days prior to scheduled use, fifteen (\$15) dollars of the reservation fee will be forfeited. Any cancellations later than three (3) working days prior to scheduled use will result in total forfeiture of fee.
- C. Building hours available are Monday through Sunday from 8:00 a.m. to 10:00 p.m. All activities and programs, unless special permission has been granted, must end by 9:30 p.m.
- D. Only the area(s) designated on the *Application Form for Use of Park Buildings/Shelters* will be available to the applicant. All building users will furnish their own equipment and materials.
- E. Any damage(s) caused by a club/association, group or affiliation will be their responsibility and charges to repair damages or replace broken items will be assessed to the applicant.
- F. The Parks and Recreation Department will not be responsible for lost or stolen articles during time of use by individuals of a club/association, group or affiliation.

- G. Any fund-raising activities by clubs/associations, groups, or affiliations using the buildings/shelters of the Parks and Recreation Department will be for the purpose of raising funds for recognizable charitable organizations or for the City of Muskego.
- H. Electrical capacities are limited to 110V. An outdoor electrical outlet is available at the Bluhm Park, Manchester Hill Park, and Veterans Memorial Park outdoor shelter.
- I. No animals are allowed in any building unless special permission has been granted. Dogs must be on a maximum 6' leash at all times if outside building/shelter. No horseback riding is allowed in park areas. No dogs shall be allowed on school district property.
- J. No motorized vehicles allowed on grass or other park areas. Parking in designated areas only.
- K. Absolutely no alcoholic beverages (wine with 6% or more alcohol content and hard liquor) will be allowed. Use of fermented beverages will require special permit of the Parks and Recreation Department. This permit must be obtained one full week (7 days) prior to use at the Parks and Recreation Department office. This application must be completed in person as age certification is necessary.
- L. No beer, other alcohol or soda may be sold without permit by Common Council. No alcohol is permitted on school district grounds.
- M. Grounds must be left as they were found. Any damage costs will be charged to those responsible for the area. Clean up fees for any litter or disorder beyond the ordinary use will be charged to those responsible for the area. Initial charges will be taken out of required security deposits and the remainder will be billed to the applicant.
- N. The Parks and Recreation Department reserves the right to cancel any request made with adequate notice.

Non-specific Facilities

Facility Identification

Additional facilities available for use:

Muskego High School athletic track
Muskego High School tennis courts

Muskego/Norway School District athletic fields

Muskego/Norway School District classrooms (conditional)

Muskego/Norway School District auditoriums, gymnasiums, performance facilities

Adopted by the Parks and Recreation Board 9-16-76, Amended 1-10-77, Amended 1-21-85, (Bluhm adopted by the Parks and Recreation Board 3-9-87), and as Amended. Adopted by the Parks and Recreation Board 3-14-88.

**Revised as part of the General Facility Agreement with the Muskego/Norway school District and adopted by the Parks and Recreation Board 1-93 (Res. 2-93).*