



Germantown Park and Recreation Department
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PARK RENTAL POLICIES

The main use of Germantown Park and Recreation facilities is for activities, sponsored and conducted by the Park and Recreation Department. These facilities or portions thereof, when not in use in regularly scheduled Department activities, may be used by others on a first come, first reserved basis.

I. GENERAL INFORMATION

Verbal permission by any staff member of the Park and Recreation Department for the use of facilities, equipment or exceptions to any of these listed rules will not absolve the renter of his/her responsibilities as outlined in this policy.

The Village of Germantown, or any of its officers, agencies, or employees, will not be responsible for injuries or loss of, or damage to personal property occurring as a result of your activity being conducted on Village property.

Violation of any segment of this policy and/or Village codes will be just cause for the denial of future reservations of park facilities and the forfeiture of deposits made. Rowdy behavior or disturbances of the residential neighborhood adjacent to the park facility will be just cause for immediate cancellation of the activity by Department officials or the Police Department.

A. RESERVATION OF FACILITIES

1. Germantown Park and Recreation programs have first priority of use.
2. Summer facilities are open May 1st to October 31st.
3. Summer reservations start the first Monday in February for Village of Germantown Residents. Germantown School District Residents & Non-Residents may reserve a park shelter/facility starting the 3rd Monday in February.
4. Winter reservations at Kinderberg Park start the first Monday in May.
 - a. Kinderberg Park Winter reservations run from November 1st through April 30th.
5. Reservations are for a six (6) hour block of time, with additional hours available for five (\$5) dollars each hour.
6. Renters can only put one facility and date on hold at a time.
7. A facility can be placed on hold for one (1) week from the date placed.

8. Please note the facilities will not be available for rental on the following holidays: Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday and Easter.
9. Reservations can be taken over the phone, by mail, in person or on-line.
 - a. Mail reservations require a completed application & full payment.
 - b. On-line reservations can be taken anytime at www.village.germantown.wi.us.
9. Persons renting facilities must be 21 years of age or older.
10. Athletic Fields
 - a. All athletic field reservations are to be made through the Department office.
 - b. The Department gives priority to Village sponsored programs over outside user groups. Athletic field reservations do not include equipment.
 - c. Preparation includes game preparation of the field for the first game of the day or evening. Additional field preparation is available through special arrangement with the Department. Only park maintenance personnel are authorized to line the grass portions of the fields or use motorized equipment to drag the infields unless special arrangement is made through the Department.
 - d. The Department will not make cancellations. Reserving parties are responsible to verify field conditions and take all steps in the cancellation/postponement of games or practice.

B. FEES, DEPOSITS, REFUNDS AND SERVICE CHARGES

1. Fees are based on rental of facilities, as is, and does not include special preparations, set-ups, or use of equipment which does not ordinarily belong to that facility.
2. A 50% service charge is assessed for cancellations made up to two (2) weeks prior to the rental date; otherwise the entire rental fee is forfeited.
 - a. Inclement weather/rain is not a valid reason for a refund.
3. Deposits shall be retained if:
 - a. Keys or padlocks are lost,
 - b. There is damage to the facility, equipment, or grounds,
 - c. Litter is left in or around the facility,
 - d. The facility needs additional cleaning.

4. Germantown youth related community organizations such as: Scouts, Germantown Kickers, Germantown Hawks, Germantown Little League, Jaguars Baseball, School Groups or by the discretion of the Park & Recreation Director, may use the Kinderberg shelter at no fee Monday thru Thursday. Friday, Saturday and Sunday use at the Kinderberg shelter or any other park facility shall require a payment of \$10.00 per hour for a maximum usage time of three hours, unless specified in other agreements.
5. A resident is defined as any individual or business located within the boundaries of the Village of Germantown. If you are reserving a park on behalf of a business/organization, residency is defined by the location of the business/organization, not the person reserving the shelter/facility, even if they are a Germantown resident.

C. HOURS OF USE

1. Parks hours are 6:00am to 9:00pm. All activities must stop and facilities must be cleaned and secured by 9:00pm.
2. With permission from the Park and Recreation Commission, a park facility rental time may be extended. Requests must be made two (2) months in advance of rental.

D. SALE OF REFRESHMENTS

1. If any types of refreshments are to be sold, appropriate Village licenses and permits must be secured, with copies attached to the signed facility agreement. The sale of refreshments shall follow the conditions of the beverage license obtained.
2. Beer, wine and wine coolers are permitted in designated picnic areas. Alcohol is prohibited in Wiedenbach Park.

II. GENERAL CONDITIONS OF USE

A. FACILITIES

1. Parks hours are 6:00am to 9:00pm. All activities must stop and facilities must be cleaned and secured by 9:00pm. The only exemption from this policy is Haupt Strasse Park's softball field where park hours can be extended to 10:30pm and whereas all activities must stop and facilities must be cleaned and secured by 10:30pm.
2. Facilities for rent are at the following Parks: Dheinsville, Firemen's, Haupt Strasse, Kinderberg, Schoen Laufen, and Spassland.
 - a. Dheinsville, Firemen's, Haupt Strasse, Schoen Laufen, and Spassland Parks are open air shelters.
 - b. Kinderberg Park has two (2) rental options: an open air shelter with an indoor multi-purpose room and a picnic area with no electricity.
3. All facilities have electricity except Schoen Laufen & the Kinderberg picnic area.
 - a. In the event that the electricity is not on, renters need to contact the Police Dept.

4. Rentals include the facility only. The public still has access to other park amenities, fields, restrooms, play areas, etc...
5. Kinderberg Park - Renters must take their receipt to the Police Department to pick-up a key for the multi-purpose room. The same key that accesses the multi-purpose room is used to unlock the restrooms inside the facility. The restroom doors to the outside of the facility are on a timed lock. It is important you lock the inside restroom and multi-purpose room doors after your event and the key returned to the Police Department. Do not lock or unlock the outside restroom doors - they are on a timed lock!

Note: The indoor multi-purpose room air conditioning is set for 75 degrees. This temperature can be maintained ONLY if users keep all the doors shut. Please do not prop open the doors or open the windows. Thank you.

B. DRIVING AND PARKING OF VEHICLES

1. Driving or parking of vehicles on turf areas is prohibited.
2. At Kinderberg and Firemen's Parks pathway access to the facility is temporary only and vehicles must be removed during the duration of the event.

C. AMPLIFIED MUSIC OR SOUND SYSTEM

1. Public address systems are not allowed in the parks.
2. The volume of radios, speakers, etc., must be kept at a moderate level.

D. PETS

1. Dogs are allowed in all village parks; however they must be on a leash. Violators may be fined.

E. FIRES

1. Open fires are prohibited. You may only use fire in grills designed for such purpose and need to dispose of embers properly.

F. DECORATIONS

1. Decorating is permitted, using tape only and must be removed at the conclusion of the event. All decorations must conform to state and municipal fire codes.

G. INSURANCE

1. If, in the opinion of the Park and Recreation Department, the activity requested implies any form of hazard, risk, or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Village of Germantown. Such insurance must name the Village of Germantown as "Additional Insured" and have a rider on endorsement, requiring ten days' notice to the office of Park and Recreation in the event of cancellation of the policy or policies for any reason.

H. OTHER RESPONSIBILITIES

1. Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the rental unless written permission has been granted.
2. Items such as soda, beer, food, etc., purchased from dealers, may not be delivered to rented facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless someone is there to receive said items.
3. Individuals or groups renting Park and Recreation facilities will be held responsible for the conduct of the people admitted to their activity.

III. SPECIFIC CONDITIONS OF USE

A. BUILDINGS & FACILITIES

1. Renter will be held responsible for leaving the facility in as good condition as it was found. Please observe these rules:
 - a. Do not staple, nail or tack anything to the interior or exterior of building.
 - b. Do not pour cooking grease down sink or floor drains.
 - c. Do not overload electrical outlets.
 - d. Use fire extinguishers only in an emergency.
 - e. Remove all decorations and tape.
 - f. Tables and chairs should be wiped off and returned to their proper places.
 - g. All kitchen facilities cleaned, including refrigerator, sink and counter tops.
 - h. Sweep floors.

IV. ADMINISTRATION OF POLICY

- A. The Park and Recreation Commission recognizes that there are exceptions to all rules, thus, under special circumstances, reserves the right to modify and alter these policies by a majority vote of said Commission.

V. ALL OTHER PARK RULES AND REGULATIONS NOT LISTED ARE DESCRIBED IN CHAPTER 21 OF THE MUNICIPAL CODE.

POLICE DEPARTMENT USE:

The keys for Kinderberg Park must be picked up and **returned** to the Germantown Police Department on the day of your rental. A copy of your receipt must be presented when picking up the keys. Take this sheet with you to the Police Department.

Date: _____

Key Issued to: _____
Signature (Renter)

Print (Renter)

Time Out: _____ am / pm

Time In: _____ am / pm

Initials (Police) _____