

# **TOWN OF MUKWONAGO GENERAL RENTAL REGULATIONS**

## **RESERVATIONS**

***Facility Use Rental Agreement*** - Unorganized group. A group less than 10 people or whose participants are almost entirely family.

***Special Event Rental Agreement*** - Organized group. A group that is open to public attendance.

## **FEES & DEPOSITS**

All fees and the security deposit must be paid at the time of the reservation. All rental fees are subject to the additional 5.1% Wisconsin State sales tax. If the rental fee and security deposit are paid by check, they must be paid by separate checks. Non-profit group reservations are required to pay fees, and must provide a copy of the proof of non-profit status 501(C) at time of the reservation.

## **LIMITS TO RESERVATION TIME**

- Programs sponsored by the Town of Mukwonago take precedence over private reservations. The Town of Mukwonago Reserves the right to enter the facility and use it as necessary, even during the private use.
- Application approval is granted for the exclusive use to reserved areas only. The Town of Mukwonago cannot guarantee privacy to any group. Individuals or families are allowed to use public park areas.
- Reservations may be limited on Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled rental time.

## **LIMITS ON USE OF FACILITIES**

- Beer & Wine Permit Application. Beer & wine may be served in Town facilities by permit only. Permits are applied for through the Town Clerk's office, and subject to approval from the Town Administrator and the Mukwonago Police and Fire Departments. A PERMIT FOR BEER & WINE application must be submitted at least 30 days prior to the requested date. Glass bottles are prohibited in all Town parks.
- Beer/Wine License Application. Application to allow the sale of beer or wine is requested from the Town Clerk's office. All persons requesting a beer/wine license must be 21 years old or older. Proof required. The permit application must be made in the manner required by Chapter 125, Wis. Stats., and Chapter 6 of the Town Code.
- Amplifier Permit Application. Each applicant for an amplifier permit shall file a written application (Amplifier Permit Application) with the Town Clerk at least ten days prior to the Town Board meeting and at least 30 days prior to the date upon which said sound making or sound producing device or apparatus is to be used or operated. This is required by Section 42-7 of the Town Code. It is recommended that the Responsible Person attend the Board Meeting to answer potential questions.
- Smoking is prohibited inside all Town of Mukwonago buildings. Violations of this prohibition may be punishable by law. All smoking refuse must be disposed of properly into appropriate smoke/tobacco receptacles.
- Groups of young people under 18 are required to have the rental contract signed by a sponsoring adult who must be present during the rental.
- The Town of Mukwonago is not responsible for private equipment or material used in a Town of Mukwonago park or facility.
- No firearms/weapons permitted in the Town Hall.
- No domestic animals, including without limitation dogs, cats or horses of any kind are permitted in the Town of Mukwonago facilities.
- Any facility decorations must not be removed. Decorations may not be affixed to any permanent and/or painted part of the facility or park facility with tape, nails, hooks or fasteners. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the security deposit.

- All rental of any activities conducted must comply with all Town Ordinances including Chapter 46 of the Town Code.
- All announcements, press releases, flyers, etc. related to groups using the Town of Mukwonago parks/facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE TOWN OF MUKWONAGO.

### **HOW TO APPLY**

Complete the Town of Mukwonago Facility Use Rental Agreement and submit it with the required fees and deposits to the Town of Mukwonago Parks & Recreation Department, W320 S8315 Beulah Road, Mukwonago, WI 53149. The reservation must be submitted at least five (5) business days prior to the reservation date. Reservations are processed on a first-come, first serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the contract. Reservation requests for January and February can be made starting the first working day in November. Reservations request for March through December can be made starting the first working day of January. ***Special Event requests are submitted through a separate process.***

### **FACILITY DEPOSIT REFUND POLICY**

Security deposit will be returned within 30 days after the event 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.

### **CANCELLATION POLICY**

The Town of Mukwonago has a 72 hour refund policy for cancellations of all rentals. Rental fee less a \$25.00 administrative processing fee will be refunded if the Town of Mukwonago is notified prior to 72 hours of the reservation rental use date. If the Town of Mukwonago 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.

### **RETURNED CHECKS**

Checks written and returned as not payable will be charged \$12.00 for each returned submission. The Responsible Person and participants will be removed from the reservation list until the issuer "makes good" on the amount of the returned check(s) and pays the service charges in full.

### **SET-UP & CLEAN-UP**

The responsibility for set-up and clean-up is assumed by the group using the facility. Failure to do so will result in loss of deposit as outlined in the Deposit Refund policy. The Person Responsible must see that the procedures listed for cleaning are carried, including but not limited to the following:

- Assume responsibility for the contents and security of the facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.
- Leave the facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early in the next morning to clean-up. Garbage MUST NOT be left inside of the Kitchenette at Town Park. Remove it to the provided waste cans by the building.
- Any use of charcoal must be extinguished.
- Sweep the floor of the facility, wipe the tables and surfaces after use, and clean up any stains or spills.