



# Parks, Recreation & Forestry

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## FACILITY RENTAL POLICY

1. Park pavilions are available for rent from May 1<sup>st</sup> through September 30<sup>th</sup>. Any organized gathering in excess of 15 people or longer than two hours requires a pavilion reservation.
2. Reservations are taken on a first-come, first-serve basis. Pavilion reservations may be completed online or in person at the Parks, Recreation and Forestry Department office. Telephone reservations are NOT accepted.
3. Pavilions become available for reservations online beginning at 9:00 am Central Time on the first business day of May for the following year. In person reservations begin upon the opening of the office on the second business day of May.
4. Reoccurring special events that were successfully held the previous year may book their event for the following year prior to the calendar becoming available to the public. Organizers of said special events shall get right of first refusal for the same "time frame" as the previous year. "Time frame" shall be defined as a specific date, range of dates or weekend and shall be specified at the time of booking. It is the responsibility of the event organizer to contact the Parks, Recreation and Forestry Department office to ensure the desired date is reserved prior to the calendar becoming available to the public. Availability is not guaranteed for those who do not meet this time frame. (If booking for a Special Event, please see our Special Event Policy for further requirements.)
5. A fee will be charged for exclusive use of a park pavilion with the rates to be established by the Park Commission and Village Board. All groups reserving park pavilions will be charged at the normal rate except as provided by the "Free Facility Use Policy". Payment in full of the facility rental fee and security deposit is required at the time the reservation is made.
6. The adult completing the reservation is responsible for payment of all fees associated with the rental and is expected to be present during the time frame of the rental.
7. Cancellations must be made at least ninety (90) days prior to the rental date in order to receive a full refund. All refunds are subject to a \$20 processing fee. 100% of the security deposit will be refunded.
8. The Parks, Recreation and Forestry Department reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facility due to misrepresentation of information on the application, unsafe facility conditions, or weather conditions.

9. Regular shelter hours are 9:00 am – 10:00 pm. Lions Park Barn hours are 9:00 am – 11:00 pm. Renters may only occupy the facility during shelter hours, including set-up and clean-up times. Nothing may be left in the facility before or after the designated reservations date. Occupying or entering the facility outside of the designated shelter reservation may result in the loss of security deposit and/or additional charges.
10. The renter must clean up in accordance to the posted requirements and leave the facility in a reasonable condition. If additional clean-up is required as a result of the event or rental, the associated costs will be charged to the renter.
11. If a park or associated facility is damaged as a result of a rental or event, the cost of the labor and materials used for the repair will be charged to the renter. The adult completing the reservation is responsible for all additional costs related to the event or rental.
12. A reservation gives the renter exclusive use of the specified pavilion only. All parkland, playgrounds, athletic fields and public restrooms (those with outside access) are open to the public. No admission fees or other charges may be collected.
13. All park pavilions have maximum capacities set by the Parks, Recreation and Forestry Department based on safety code regulations, seating capacities, parking provisions and intended park use. The Parks, Recreation and Forestry Department reserves the right to deny any reservation application if the expected attendance will exceed the safe capacity of the facility.
14. Use and set up of tents, canopies, amusement rides, inflatables, and dunk tanks must be approved by the Parks, Recreation and Forestry Department and may be prohibited in certain parks or areas. A placement plan must be submitted at least 10 working days prior to the event.
15. No person shall vend, sell or offer for sale any food, beverage or other commodity or article within any park to the public without authorization from the Park Commission. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses from the Outagamie County Health Department.
16. Renters shall comply with all noise ordinances established by the Village of Greenville and are subject to all penalties as provided in the ordinance if violated. Amplified music and/or PA Systems should be set to a level as not to disturb other park users or neighboring residences. Use of any amplification is subject to Department approval and may be prohibited in certain parks or areas.
17. Parking is allowed in designated areas only. Driving or parking on the grass or trails is not permitted. If damages are found as a result of the event or rental, the associated costs will be charged to the renter.
18. Renters shall obey all other park rules and regulations. Any violation of the above policy or any other park rules may subject all permits to be revoked and may be grounds for denial of future requests for the use of park facilities.