



FACILITY RESERVATION AGREEMENT

W6895-A Parkview Drive • PO Box 60 • Greenville, WI 54942
 Reservations: Monday – Thursday 7:00am – 4:30pm / Friday 8am – 12pm
 After-hours On-Call (920) 757-7276 Option #2
 Phone: (920) 757-7276 • Fax: (920) 757-6342 • www.greenvillewi.gov

PARK/FACILITY: _____

DAY & DATE: _____ TIME FRAME: _____

TYPE OF EVENT: _____ # OF PEOPLE: _____

CONTACT PERSON: _____

ORGANIZATION: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

Important Information:

Items such as tents, amplification, beer/food sales, concession sales, mechanical rides, inflatables, etc. are subject to approval from the Parks, Recreation and Forestry Department and may require special approval from the Park Commission and/or Village Board.

- Special events require additional permitting and fee. Please see the Special Events Policy, Manual and Application for more information.
- Renter must call two business days prior to their rental to obtain their entry code.
- Renters using the Barn Facility must notify the department two weeks prior to their rental to designate their use of wooden picnic tables. If no notification is made, all 40 tables will be placed inside the facility.
- Payment is due in full at the time of booking by cash or check only. We do not accept credit/debit cards. Payment can be made to: Greenville Parks, Recreation and Forestry Department. Completed forms can be dropped off at the above address or mailed to: Park Reservations, PO Box 60, Greenville WI 54942.

Special Activities or Needs: _____

I agree to indemnify and save harmless the Village of Greenville and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of Village of Greenville properties herein specified. I have received a copy of the Facility Use Information located on the back of this form and agree to abide by all rules, regulations and policies established by the Village of Greenville for the use of buildings, properties and facilities; and to adhere to all specifications and limits listed.

Signature: _____ Date: _____

Department Approval: _____ Date: _____

FOR OFFICE USE ONLY

Rental Fee	\$ _____	Amount received \$ _____	cash	check# _____
Security Deposit	\$ _____	Date: _____	Taken by: _____	
Total	\$ _____	Send Security Deposit back to: _____		

FACILITY USE INFORMATION

AGREEMENT: Reservations may only be made by persons 18 years of age or older. The adult completing and signing the Facility Reservation Agreement is responsible for payment of all fees associated with the rental and is expected to be present during the timeframe of the rental.

PAYMENT: Payment in full of the facility rental fee and security deposit must be submitted with the Facility Reservation Agreement at the time the reservation is made. Fee and agreement may be submitted in person or via mail. Telephone reservations are NOT accepted and reservations are not final until receipt of the fee and agreement.

CANCELLATIONS/REFUNDS: Cancellations must be made at least twenty-eight (28) 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.

SHELTER HOURS: 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 for the time specified on the rental agreement.

PARK HOURS: 7:00 AM – 10:00 PM

FACILITY ACCESS: Entry to kitchen areas and enclosed pavilions is done through the use of keypad locks. The renter must call two business days prior to the rental date to obtain the access code.

SET-UP/CLEAN UP: Set up and clean up is only allowed during the time specified on the reservation agreement and, unless otherwise approved by the department, renters may forfeit their deposit if entering/exiting the facility outside of these times. Do not leave anything in the facility/park area before or after the time specified on the reservation agreement. The renter must leave the park and associated facilities in reasonable condition. Staples, duct tape, poster putty and scotch tape may not be used for hanging decorations. Painters tape, masking tape and electrical tape is allowed for decorating provided it and all residue is removed afterwards. If additional clean up is required as a result of the rental or event, the renter will be charged a fee to cover the labor cost.

DAMAGE TO PARK PROPERTY: 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 repair will be charged to the renter.

PARKING: Parking is allowed in designated areas only. Do NOT drive or park on the grass or trails.

PUBLIC ACCESS: Parkland, playgrounds, athletic facilities and public restrooms (those with outside access) are open to the public. A reservation gives renters exclusive use of the specified pavilion only. No admission or other fees may be charged.

ELECTRICITY: Each outlet in the pavilions contains 20 amps max and if overloaded with appliances, the breaker will trip and there will be no power. If Village staff is called in to fix this problem, the renter will be charged a fee to cover the labor cost.

AMPLIFICATION: Amplified music and/or PA systems must be on low. The renter shall comply with all noise ordinances established by the Village of Greenville and is subject to all penalties provided in the ordinance if violated.

GARBAGE/RECYCLING: All trash and recyclables must be placed in the appropriate containers. If trash receptacles become full, deposit the bag in the dumpster and place a new bag in the can. Additional bags are provided. Renters must take any garbage and recycling not in the receptacle to the dumpster or with their belongings.

GRILLS/FIRES: Fires are not allowed in the parks. Grilling is allowed in the provided grills or portable grills. Leave the hot ashes in the grill. All grills must be located at least ten feet from any structure. All carcasses, bones, grease, etc. that is generated from cooking must be removed from the park.

GLASS CONTAINERS: Glass beverage containers are not allowed in the parks.

NO SMOKING: Smoking is prohibited inside all park pavilions and restrooms.

PICNIC TABLES: Each pavilion has a designated number of picnic tables. Please return any moved tables to their original location at the end of your rental.

CAPACITIES: All park pavilions have maximum capacities set by 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 capacity of the facility.

PARK LABOR: Renters will be charged at \$100.00 per hour with a minimum of \$100.00 if additional clean-up is required or employees are called in after normal work hours.