



### **Shelter and Facility Use Policies and Procedures**

#### **RESERVATIONS**

- Reservations will be accepted up to one year to date in advance.
- Applicant is the duly authorized representative, responsible for all items in agreement.
- Dates and hours must include all set-up, take-down and cleaning time.
- All facilities and areas have maximum total capacities.
- Violation of the terms of use may result in denial of future reservation requests.

#### **FACILITY RENTAL HOURS**

- Applicant may access the facility only on the date(s) and time(s) listed on the agreement.

#### **ADDITIONAL FEES AND CHARGES**

- A charge may be assessed for clean-up beyond the usual and customary.
- Additional fees and charges are based on the current fee directive.
- In the event of damage or loss occurs, due to the applicants use, applicant will be charged.

#### **REFUND POLICY – FEE RETENTION**

- Any fee, deposit, or charge labeled as non-refundable will not be refunded upon cancelation. Refunds may be granted in the form of credit on CivicRec account, check, or credit back to card on file.
- Rentals cancelled 30 calendar days or more prior to the scheduled event will result in a 10% cancelation fee. The remaining balance will be refunded.
- Rentals cancelled 29 calendar days or less before the scheduled event will result in 100% forfeiture of all fees.
- Rentals may be modified or moved to a different date up to 4 days in advance of the scheduled event at no cost.
  - Reservations cannot be modified or moved 3 days or less before the scheduled event dates.

#### **SECURITY DEPOSIT / STAFF CHARGES**

- Security Deposits shall be paid according to the specific facility and/or agreement.
- Key deposits shall be paid at the time the facility rental is approved.
- Key deposits shall be returned upon fulfilling the obligations under the agreement, including returning key within 7 days.
- Deposits shall be returned if:
  - Building is cleaned, undamaged and secured.
  - Facility is totally vacated by the contractual end time.
  - Building is occupied only during the specified time on the agreement.
  - Tent, temporary structure or other items are removed by the agreed time.
- Deposit Retention
  - Charges will be deducted or assessed from the deposit for any damages, cleaning, lost keys or services required. If charges exceed the deposit, the applicant shall be billed for the difference.

#### **FACILITY INSPECTIONS**

- It is the applicant's responsibility to inspect the premises upon arrival and report any problems. Please call the Building and Events Staff immediately at 715-870-1592 to report any abnormalities to your facility.
- For East Gate Hall rentals, an inspection sheet will be completed before and after use.

#### **FACILITY/SHELTER RULES AND GUIDELINES**

- Use tape when decorating. Remove tape when cleaning up after your event. Staples and nails are not allowed.
- Decorating and clean-up MUST be completed only on the day of rental – unless additional days are reserved.
- Wipe off all table tops and benches to leave them clean for the next shelter reservation.
- Use the brooms and mops provided to sweep the floor and mop up any spills or water on the floors of the restrooms, kitchen and

all general use areas.

- Empty all garbage cans and take all refuse to the dumpster outside the building.
- All litter, including paper, garbage, cans or any other trash shall be deposited in the waste receptacles provided.
- If using outside areas, clean up litter and restore picnic tables to their original locations.
- Check to be sure all water faucets, lights and stove are turned off before leaving.
- Close all windows and lock all doors. Double check all shelter doors before leaving the park.
- If private property remains overnight during multi-day events, security of the property is the responsibility of the Applicant.

#### ADVERTISING

- No person shall distribute, post bills or advertisements without written consent.

#### SALES/COMMERCIAL EVENTS

- No person shall sell or offer for sale any goods, merchandise or service, except as authorized by the City of Wausau, Park Commission or Forestry/Recreation Committee.
- When authorized, proper licenses must be held.
- When authorized, such sales are subject to commercial use fees and policies.

#### GENERAL REGULATIONS OR REQUIREMENTS

- Hours – Parks are closed between 11 pm and 6 am, except persons in attendance at a sanctioned event or rental of a facility shall be allowed to stay in the park until midnight.
- Litter – throwing waste or refuse anywhere except in a solid waste container is prohibited.
- Behavior – Any person who fails to follow rules or regulations may be excluded and removed from the property or facility.
- Alcohol Beverages – if alcohol beverages will be available as a function of the event, they must be controlled in a manner that restricts access to the beverages by minors.
- Pets and Leashes – Pets must be on a leash at all times and the leash may NOT be more than 16 feet long.
- Pet Waste – Feces must be picked up and disposed of in a sanitary manner.
- Animals in Buildings – Pets are not allowed in buildings and in other areas as posted.
- Parking – Vehicles may only be parked in designated parking areas.
- Fires – Are only permitted in designated fireplaces, fire rings and permanent grills or as authorized at the property or facility.
- Fireworks – Are prohibited without a permit.

#### SPECIAL EVENTS

Certain events qualify for a Special Event in the City of Wausau. Applicant is required to work with the City of Wausau Clerks Office and obtain approval of event. Definition of Special Event: "Event" means any planned extraordinary occurrence requiring City services and/or on public right-of-way or public premises including, but not limited to, parades, processions, festivals, athletic events and events requiring street closures. "Event" does not include static, unattended displays or exhibits for any duration of time.

#### 400 BLOCK RULES AND REGULATIONS

- Reservation of the 400 Block does not automatically permit an event.
  - Approval process requires that a special event application be completed and filed with the City Clerk. If the Special Event is not approved, reservation will be cancelled.
- Hours – Event related activities on the block will be limited to the hours of 7:00 am to 12:00 midnight.
- Camping – Overnight camping is prohibited.
- Fires – Open fires are allowed by permit but are restricted to only liquid or gas fuel.
- Grilling – Grilling is only allowed with permission of the Parks, Recreation and Forestry Department.
- Vehicles – May not be driven or parked on the block without prior approval.
- No vehicles may be driven across or parked on the fountain.
- Stakes – Any event that involves penetrating the grass areas of the block may not occupy the site until all underground utilities have been marked and all approvals for structures have been attained. Applicant is responsible for any damages to the facilities.
- Decorations – Nothing may be used that punctures, abrades, leaves residue, removes finishes or discolors any surface of any City property. Decorations may only be present within the permit time period.
- Sales and Advertising – No person shall sell or offer anything for sale or post or distribute bills or advertisements without the express written permission of the City.
- Tents – Tent delivery, erection and removal shall occur during the permit time period.