



## PARK FACILITIES USER POLICY AND FEE SCHEDULE

Town of Ledgeview  
3700 Dickinson Road  
De Pere, WI 54115

### RESERVATIONS

Reservations are made on a first come, first served basis. A signed Facility Reservation Form must be received to confirm the rental reservation.

### CANCELLATIONS

It shall be presumed that event dates will not be changed once a permit is issued. If an event is cancelled for the permitted day, rental fees are non-refundable. Security deposits will be refunded in full if an event is cancelled. The event may be moved to an alternate date if an alternate date is available and no further review of permit conditions is required. Rescheduling is limited to one time and the new rental date must be within the same calendar year as the original reservation. If the facility and time frame is not available, the regular cancellation policy applies. The applicant shall also be responsible for any actual costs incurred by the Town in reliance upon the issued permit.

### SECURITY DEPOSIT

A security deposit will be charged to all groups renting the shelter for damage and/or clean-up costs. The deposit will be returned after the facility and/or equipment is inspected by Town staff and is found in good condition. The Town will refund the deposit amount by check within thirty (30) days after the last day of the reservation provided the inspection passes successfully.

### PARTIES ELIGIBLE FOR RENTAL

Any private citizen (resident or non-resident), public non-profit group, private non-profit group, private business or corporation, or governmental agency may request to reserve use of the Town facilities as described.

### ADMISSION

No admission fee, donation, contribution or other charge shall be made or permitted to be made or collected by the renter/organization for admission to the shelter without prior permission.

### PARK HOURS

All parks owned and operated by the Town of Ledgeview shall be open from dawn until dusk, daily between April 1<sup>st</sup> and Nov 1<sup>st</sup>.

### CLEAN UP & SET UP

The facility is expected to be left in the condition it was found. The cost of Town staff and equipment used to transport rental equipment and to perform clean-up and/or repair shall be billed to the renting organization/agency at \$50/hour plus 100% of Town cost if applicable, within ten (10) days of the conclusion of the event. Please report any damages, if any.

### TRASH & RECYCLING

All trash including litter on the grounds shall be deposited in garbage cans or bins. Bins are to be provided by the renter. Recycling is required. Please utilize recycling containers for your plastic, glass and aluminum only (no garbage). All recyclable material must be cleaned.

### PARKING

Parking is permitted in allotted areas only.

GROUNDS

Grounds marking or grooming will be provided by the Town at the equipment and staff rate of 100% of Town cost. If the Town is unable to provide this service, user will have to make their own arrangements for this service.

RESTROOM FACILITIES

When crowd size exceeds the capacity of the permanent toilet facilities, additional toilet facilities must be provided by the renter. There shall be 1 toilet unit for each additional 100 people. Toilets must be removed following the end of the event. Portable toilets that are on site must also be pumped out by the renter during and after the event.

LIABILITY/SECURITY

Security is the responsibility of the renter. The Town is not responsible for the safety of individuals attending or participating in an event. Professional security will be required for all events over 500 people, or fraction of 500 people. The Town of Ledgeview and its staff shall not be liable for lost, stolen or damaged property, personal injuries or other loss at any reserved facility.

INSURANCE

An organization/agency contracting to rent a Town Park Facility for a special event **open to the public**, or group of 100 or more is required to present a certificate of insurance with limits of liability not less than \$2,000,000 bodily injury each occurrence and \$50,000 property damage each occurrence and hold the Town of Ledgeview harmless. The Town of Ledgeview shall not be liable for any injuries, deaths or property damage from the use of park facilities. In addition, the Town of Ledgeview shall be listed as additional insured. The certificate must be on file **30 days** prior to the date of the event. Copies of an insurance policy are not acceptable. Acceptance of proof of insurance is at the discretion of the Town Clerk/Administrator.

TRAFFIC CONTROL

On-street run/walk event sponsors shall contract with the Brown County Sheriff’s Department at least 60 days in advance of the event for traffic control according to the following schedule:

Number of Participants	Number of Cars Needed
0-300	None
300 – 750	One
750 –1500	Two
1500 – 3000	Three
Over 3000	Four

TENTS

Tents may be allowed by permission of the Town Clerk/Administrator/Town Board. Fire Department inspection may be required.

PROBLEMS

If a problem arises during your rental time, please call the Town of Ledgeview at (920) 336-3360. In the event that you contact the Town staff during non-business hours, you may be charged the hourly wage of the person responding to your call. Business hours are 8:00am-4:00pm Monday-Friday. You will not be charged if your call pertains to a building malfunction, or other situation that is caused in part by an error of the Town.

**ALL EXISTING PARK RULES AND TOWN ORDINANCES, WHETHER LISTED HERE OR NOT, ARE TO BE OBSERVED. THE TOWN RESERVES THE RIGHT TO REVOKE A RESERVATION OR SPECIAL PERMIT AT ANY TIME WHEN RULES HAVE BEEN BROKEN.**

**FOR ALL EMERGENCIES, DIAL 911**

**FEES**

**\*\*All fees for the shelter along with the security deposit are required payable in full at the time of reservation\*\***

PARK SHELTER (April 1 – November 1)

	Category 1	Category 2	Category 3
<b>Ledgeview Park Shelter (per day)</b>	\$15	\$30	\$60

SECURITY DEPOSIT (Refundable)                      \$100.00                      (Will be refunded if park left in same condition it was found)

ADDITIONAL CLEANING/SERVICE CHARGE \$50/hour

All other applicable fees are as listed in facility rental contract and are not eligible for discounts.

**Category 1:** Government Agencies, Non-Profit Organizations

**Category 2:** Town of Ledgeview Residents, Charitable Groups within the Town of Ledgeview, Schools

**Category 3:** Non-Residents of Ledgeview, For-Profit Businesses

Examples:

**Government Agency:** Department of Transportation, Department of Natural Resources, Brown County Library

**Non-Profit Organization** (any group with official 501(c)(3) status): Boy/Girl Scouts, YMCA, nationally recognized service clubs, American Heart Association

**Charitable Groups within the Town of Ledgeview:** (any group without 501(c)(3) status): church organizations, special interest groups, sports teams/clubs

**Schools:** Unified School District of De Pere, Northeast Wisconsin Technical College, University of Wisconsin-Green Bay

**Non-Residents of Ledgeview:** Any individual who lives outside the Ledgeview municipal boundaries

**For-Profit Businesses:** Any group or individual who operates for a profit

If any group interested in renting a Town facility is experiencing financial hardship and would like to petition the Park Committee for a rental fee discount, they may do so by completing the “Rental Fee Discount Request Form” to be submitted for consideration at the next appropriate Park Committee meeting.

ATHLETIC FACILITIES

The ball diamond or soccer field may be reserved at no charge for maximum time of 1 hour. Fees are required when athletic facilities are reserved for extended periods of time.

SOFTBALL DIAMOND

2-hour reserved practice	\$10.00/practice
Game/Tournament, Monday–Friday 4:00pm-sunset	\$50.00/day
Game/Tournament, Saturday–Sunday 8:00am-sunset	\$100.00/day
School team seasonal practice charge	\$200.00/season

SOCCER FIELD

2-hour reserved practice	\$5.00/practice
Game/Tournament, Monday–Friday 4:00pm-sunset	\$30.00/day
Game/Tournament, Saturday – Sunday 8:00am-sunset	\$50.00/day
School team seasonal practice charge	\$200.00/season

RUGBY/ FOOTBALL FIELD

2-hour reserved practice	\$10.00/practice
Game/Tournament, Monday–Friday 4:00pm-sunset	\$50.00/day
Game/Tournament, Saturday–Sunday 8:00am-sunset	\$100.00/day
School team seasonal practice charge	\$200.00/season

SECURITY DEPOSIT (Refundable)

\$100.00 (Will be refunded if park left in same condition it was found)

*Fees approved by Town Board 3/2/2020*