



GREENFIELD CITY HALL
2nd FLOOR, ROOM 200
7325 W. Forest Home Avenue
Greenfield, WI 53220-3356

OFFICE HOURS
Monday-Friday 8:00 AM - 5:00 PM

TELEPHONE
(414) 329-5370

FAX
(414) 543-2369

ONLINE
www.greenfieldparksrec.com

E-MAIL
parksrec@greenfieldwi.us

Check payable to
City of Greenfield



PARK RESERVATION AND ATHLETIC FIELD USAGE PERMIT APPLICATION

Only accepted when accompanied with all fees and signed.
 The person signing this is responsible for the coordination and supervision during desired usage.
 Application must be received in the Parks and Recreation Department at least seven (7) working days prior to reservation date.

-Please print clearly or type -

Name (First & Last) _____

Name of Group _____

Address _____

City _____ **State** _____ **Zip** _____

Cell Phone (_____) _____ **Alt. Phone** (_____) _____

Email _____

DATE(S)

1st Choice: Month _____ Date _____, 20____ Day _____

2nd Choice: Month _____ Date _____, 20____ Day _____

TIME (Staff will open & close for your specified time. Indicated time should reflect set-up and clean-up)

Starting _____ AM/PM Ending _____ AM/PM (Park closes at 10:00 PM)

TYPE OF ORGANIZATION/GROUP

- Family Event Church School Service Organization
 Company/Commercial Other _____

PURPOSE OF PERMIT

- Birthday/Anniversary/Family Reunion Picnic Special Event
 Tournament: Adult Youth
 League Practice: Adult Youth
 Other _____

AREA REQUESTED (Shelter photos available at www.greenfieldparksrec.com)

- Konkel-North Konkel-South Konkel-East Konkel-Gazebo Kulwicki Park
 Softball Diamond: #1 #2 Sand Volleyball Court: #1 #2 #3 #4
 Special request needs _____

ESTIMATED ATTENDANCE _____

NOTE: Events over 200 persons will require Parks & Recreation Board/Common Council approval.

PLEASE ANSWER THE FOLLOWING (✓)

- Will admission be charged? Yes No (See Policies #16)
 Sales of any kind? Yes No (See Policies #16)
 Donations collected? Yes No (See Policies #16)

If **YES**, to any of the above, you will need to either get approval of Parks & Recreation Board/Common Council or to obtain a license/permit. (Refer to the Policies, Guidelines, and Procedures for specific requirements. Applicable sections of policy are indicated above.)

Continued on back ➡

Department Use Only Date received _____

FEES/CHARGES DUE AT TIME OF APPLICATION

Please refer to "Fees & Charges" and "Policies, Guidelines, and Procedure" attachments.

Please (✓) all that apply

- KULWICKI PARK** \$ _____
- KONKEL PARK NORTH SHELTER #5201**
- Outside Shelter (only)** \$ _____
(1-6 Hours/includes 12 tables which seat 8/table.)
- Electrical Use**-optional (**\$12**) \$ _____
("outside" outlets)
- KONKEL PARK SOUTH SHELTER #4900** \$ _____
(1-6 Hours. Includes 12 tables which seat 8/table, serving area, refrigerator, electric, and AED.)
- KONKEL PARK EAST SHELTER #4695** \$ _____
(1-6 Hours. Includes 12 tables which seat 8/table, serving area, refrigerator, electric, and AED.)
- KONKEL PARK GAZEBO** \$ _____
(1-6 Hours/includes electric & seating for approx. 24/4 tables.)
- Non-resident Fee** \$ _____
(50% surcharge of Shelter Area Reservation, Field Usage, and Inside Serving Area fees.)
- Park Rental Damage Deposit (Charge Card Only)** \$ **100.00**

EXTRAS

- Beer/Wine Cooler Distribution Permit (\$10)** \$ _____
- Additional Hours**
_____ @ **\$35** Resident/**\$50** Non-Resident \$ _____
- Picnic Table (Table seats approx. 8)**
_____ @ **\$10** each \$ _____
- Amusement/Special Equipment (\$25)** \$ _____
(Inflatable Bounce House/Tent)

SPORTS AMENITIES

- Baseball/Softball Diamond(s):** #1 #2
(\$25/hour/diamond) \$ _____
- Field Prep _____ @ \$30/diamond \$ _____
- Lights \$15/field \$ _____
- Sand Volleyball Courts:** #1 #2 #3 #4
(\$25/hour/court) \$ _____
- Court Prep _____ @ \$30/court \$ _____
- Nets _____ @ \$5/court \$ _____
- Lights \$15 \$ _____
- TOTAL** \$ _____

Payment Method:

Check (payable to: **City of Greenfield**) **Cash**

Credit Card (circle one)   

Card # _____

Exp. Date ____/____

Print Card Holder Name: _____

Signature **X**: _____

AMUSEMENT/SPECIAL EQUIPMENT

Please (✓) all that apply - **No amplified music allowed**

- Pony Rides Petting Zoo Carnival/Festival Rides
(Above requires prior Parks & Recreation Board/Common Council approval)
- Inflatable Bounce House(*) (additional \$25 fee)
Renter must provide generator and sand bags.
- Tent: Size _____' x _____' (*) (additional \$25 fee)
- Grills/Rotisserie: Gas Charcoal
- Food Truck

Other **Amusement/Equipment** we should be made aware of:

(*) LIABILITY INSURANCE

(Refer to Policies, Guidelines, and Procedures: Section 11.)

A minimum of \$1,000,000 in liability insurance with the City of Greenfield as co-insured is required. A certificate of insurance must be provided to our office ten (10) days prior to your event.

Name of Insurance Co. _____

Phone (_____) _____

AGREEMENTS

BEER/WINE COOLER DISTRIBUTION PERMIT

AGREEMENT (Check **ONLY** if you plan to distribute beer or wine at the gathering.)

The gathering shall be a private affair, not open to the public, and not advertised publicly in any manner. No charge for beverages shall be made to guests, and no beverages shall be distributed to any persons under 21 years of age. Only beer/wine distribution is allowed (*i.e. no hard liquor*). No intoxicating or alcoholic beverages shall be dispensed or be in possession of any person on the premises after 10:00 PM (park closing). A copy of this permit is sent to the police department.

Sale of beer/wine requires a special liquor license and approval of the Common Council, (inquire with the Director or Parks & Recreation)

RENTAL AGREEMENT (Required)

I/our group ("Renter") have read, understand, and agree to abide by the outlined "Park Reservation and/or Athletic Usage Policies, Guidelines, and Procedures" and Renter agrees to indemnify, defend, and hold harmless, the City of Greenfield, its officers and employees, from and against all loss or expense including costs and reasonable attorney's fees and/or liability for damages for personal injury and property damage to the extent caused by any negligent or willful act or omission of renter.

Falsification or misrepresentation could constitute automatic loss of damage deposit and/or cancellation of event (or any other policy procedure).

I HEREBY ATTEST THAT THIS COMPLETED APPLICATION IS A TRUE STATEMENT OF DESIRED USAGE AND IS REPRESENTATIVE OF THE INDICATED GROUP/ORGANIZATION/AFFILIATION (if any).

Signature **X**: _____

Date _____



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PARK RESERVATION FEES & CHARGES

RATES are for a period of 1-6 hours.
(This includes allotted time to set-up and clean-up.)

Non-Resident (NR)

Will be accessed a 50% surcharge of total fees.

KONKEL PARK NORTH SHELTER #5201* / KULWICKI PARK

Group Size	Outside Shelter ONLY*
1-100.....	\$60 / \$90 NR
101-105.....	\$120 / \$180 NR
151-200.....	\$160 / \$240 NR

Optional

Electrical Use "outside" outlets (daily fee) \$12

(* Outside shelter at Konkel only. No Shelter at Kulwicki Park. For Brooks Pavilion rental at Kulwicki Park contact the Greater Greenfield Lions Club at <http://gglions.org>.

KONKEL PARK SOUTH SHELTER #4900 or EAST SHELTER #4695

Includes electric, inside serving area with refrigerator, and 12 tables which seat approx. 8/table.

Group Size	
1-100.....	\$200 / \$300 NR
101-150.....	\$280 / \$420 NR
151-200.....	\$400 / \$600 NR

KONKEL PARK GAZEBO \$25 / \$37.50 NR

Includes electric and seating for approx. 24 (4 tables).

Damage Deposit-Refundable (charge card payment only) ... \$100.00
(Refer to Policies, Guidelines, and Procedures Section 9.)

Amusement/Special Equipment* \$25.00
 Inflatable Bounce House and/or Tent

(* Liability Insurance

(Refer to Policies, Guidelines, and Procedures Section 11.)

A minimum of \$1,000,000 in liability insurance with the City of Greenfield as co-insured is required. A certificate of insurance must be provided to our office ten (10) days prior to your event.

OPTIONAL

Beer/Wine Cooler Distribution (only) \$10.00

Extra Picnic Tables (seats 8) \$10.00 each

Additional Hour(s) \$35 / \$50 NR per hour

Notes:

- Event size maximum is 200 persons
(Events that exceed 200 persons require Park & Recreation Board and Common Council approval/may require a formal contract & dictate special/additional fees/charges.)
- Restrooms and soda machines will remain open for public use during permitted event.

RESIDENT schools located in Greenfield (public/parochial) school groups will be FREE with approved permit;

- **Businesses** located in Greenfield would be considered a resident.
- **Groups/Teams** with 50% of Greenfield residents or sponsored by City of Greenfield would be defined as a resident.

NON-RESIDENT Organizations, teams, and groups not considered community based or sponsored by the City of Greenfield will be accessed a 50% surcharge of total fees.

Return Completed Application

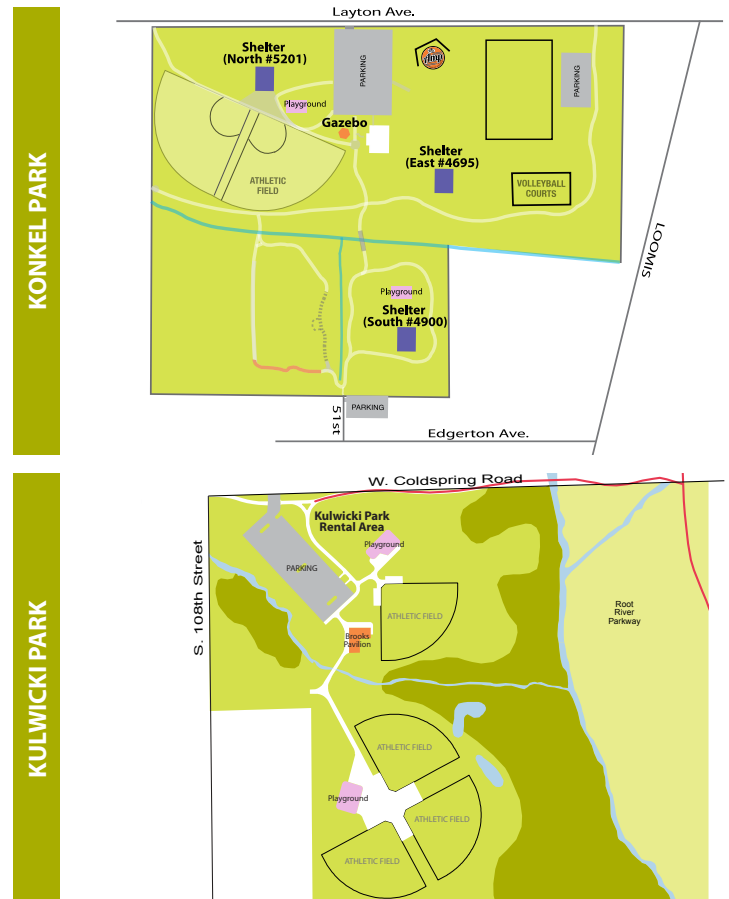
Mail: City of Greenfield Parks & Recreation Department
 7325 W. Forest Home Ave., Room 200
 Greenfield, WI 53220

Fax: (414) 543-2369

Email: parksrec@greenfieldwi.us

All fees *(including damage deposit and reservation fees)* must be paid at time of application.

Shelter photos available at www.greenfieldparksrec.com





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ATHLETIC FIELD USAGE FEES & CHARGES

- Field & Court Hourly Rate**\$25.00/hour/field or court
- Field & Court Preps**..... \$30.00/prep
 Field preps (dragged and marked for softball/baseball diamonds) and Court preps (dragged and marked for volleyball courts) may be requested. NOT included as part of the service fees unless indicated.
- Lights** \$15.00
 For evening/night usage.
- Volleyball Nets** \$5.00/net/court
- Beer/Wine Cooler Distribution (only)**..... \$10.00

RESIDENT schools located in Greenfield (public/parochial) school groups will be FREE with approved permit;

- **Businesses** located in Greenfield would be considered a resident.
- **Groups/Teams** with 50% of Greenfield residents or sponsored by City of Greenfield would be defined as a resident.

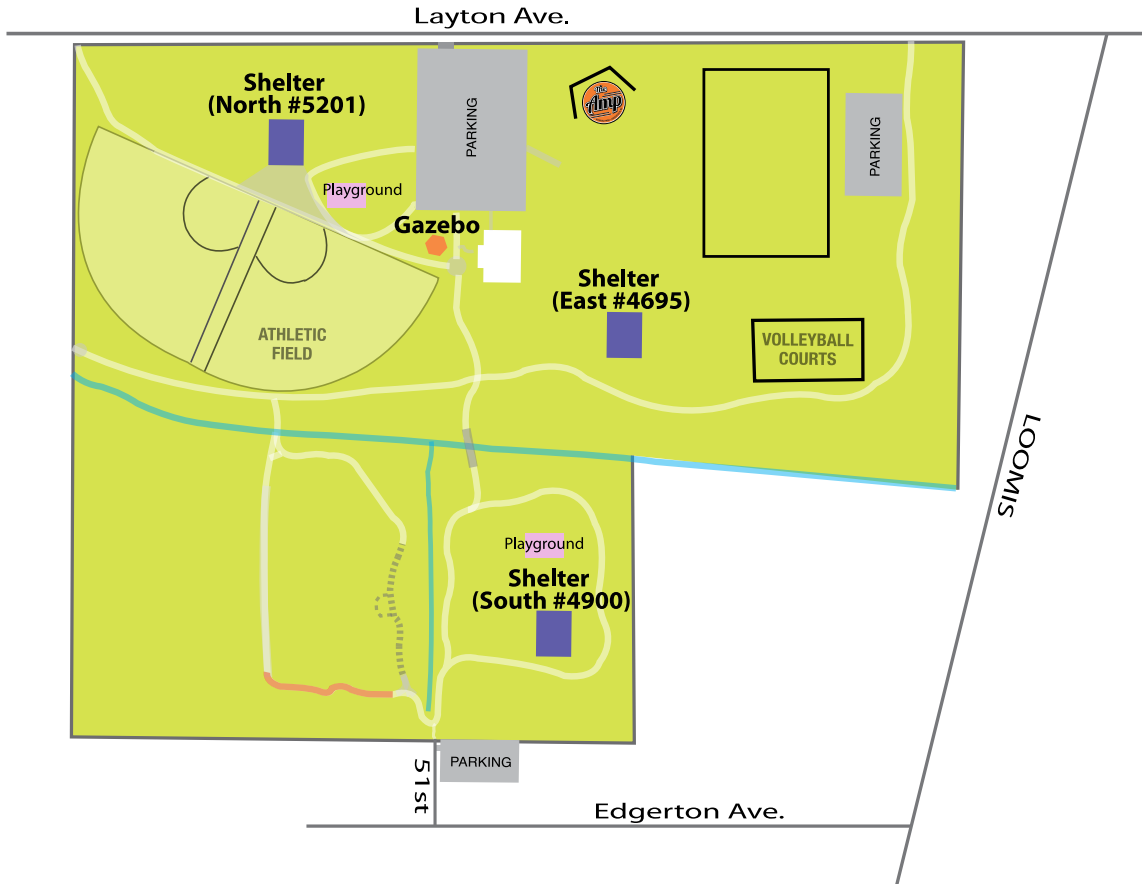
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All fees must be paid at time of application.

KONKEL PARK



PARK RESERVATION/ATHLETIC FIELD USAGE

Policies, Guidelines, and Procedures

1) APPLICATION APPROVAL

Requests for reservations for the calendar year will be accepted beginning the first business day following January 1st of the calendar year. Application must be made by an adult, 18 years of age or above, who will assume primary responsibility for enforcing park policies, guidelines and procedures during the picnic/special gathering. Applications for use will be on a first come, first served basis, with all fees due upon application. Email or telephone reservations will NOT be accepted. Reservations are granted administratively for groups of 200 or less. Applications involving 201 or more persons require Parks and Recreation Board/Common Council approval. Applications will be prioritized as follows:

- i- City of Greenfield Parks & Recreation Department (sponsored programs)
- ii- Other recognized City of Greenfield Departments or Committees (waiver of permit fee)
- iii- Greenfield and Whitnall School Districts (waiver of permit fee)
- iv- Bona-fide community groups/organizations operated within the corporate limits of the City of Greenfield and primarily for the purpose of serving residents of Greenfield
- v- Other persons/groups that reside within the City of Greenfield
- vi- Persons/groups that do not meet any of the above criteria and reside or operate "outside" the corporate limits of the City of Greenfield (non-residents). *Users within this classification will be required to pay double the standard service fee.*

2) RECEIPT OF APPLICATION

Mail-in applications are subject to varied daily pick-up times. In addition, lost or delayed mail will not be the responsibility of the Parks and Recreation Department. It is highly recommended that the application is submitted in person.

3) APPLICATION COMPLETION

No application will be processed without the completion of all applicable information and submittal of required payment.

4) RESERVATION SEASON/PARK HOURS

Reservation season is May 1st through October 31st. Seven (7) working days prior to the reservation date are required for processing applications. No reservations are accepted for Memorial Day weekend or the 4th of July. Volleyball courts and softball diamonds are not available during scheduled league dates and times. Konkel Park hours are 8:00am-10:00pm. Park closes at 10:00pm. Rental hours are Sunday-Thursday 8:00am-9:00pm and Friday-Saturday 8:00am-10:00pm

5) ELIGIBILITY/DEFINITION OF RESIDENT USER

Type of Group/Requirements

- **General** - Minimum of 50% City of Greenfield residents.
- **Company/Commercial** - If Greenfield business or corporate headquarters located in Greenfield, no minimum residency requirement for regular employees and families of that business only. If non-Greenfield business, company must have a minimum of 50% of their employees who are City of Greenfield residents.
- **Church/School/Service Organization ("CSSO")** - If Greenfield CSSO, no minimum residency requirement for members of the CSSO only. If non-Greenfield CSSO, membership of the CSSO must be 50% City of Greenfield residents.
- **Family Based Event** (i.e. Birthday, Anniversary, Reunion, etc.) Minimum residency requirement waived for Greenfield family.

Proof of eligibility by written verification of membership or employee list may be required of groups or organizations in the City, and is required when they are from outside the City. Falsification or misrepresentation of resident/non-resident status could constitute an automatic loss of damage deposit and/or cancellation of event (or any other policy procedure).

6) REFUNDS/CHANGE OF DATE

In case of cancellation, permit fee can be refunded ONLY IF, at least TWO (2) WEEKS prior to reservation date, written request and original permit are received in the Parks and Recreation office. A \$4.00 service fee, original permit and written request are required to change a reservation. Refunds are not issued due to unfavorable weather conditions, but you can reschedule during the current season. Refund will be issued only if park is closed.

7) SEVERE WEATHER

It is your responsibility to monitor weather to ensure your own safety. Our shelters are not intended to provide protection from severe weather.

8) MUNICIPAL/COUNTY ORDINANCES

User permit is subject to all municipal and county ordinances in addition to all rules and regulations governing parks and parkways and can be terminated immediately at the discretion of the Greenfield Parks and Recreation Department, Greenfield Police Department and/or Milwaukee County Sheriff's Department if the terms of the application are violated or when public safety is threatened.

9) DAMAGES/ADDITIONAL EXPENSES

Group and responsible person will be billed for damage to park property, excessive clean-up costs or for significantly underestimating attendance. All or part of the damage deposit submitted may be retained to cover stated damages/expenses. An additional charge may be assessed if the damage deposit does not adequately cover the cost of said damages/expenses.

10) MODIFICATIONS

Any modifications to the site (temporary structures, special signs, barriers, etc.) by the user must be approved by the Director of Parks & Recreation prior to implementation. Any extra costs incurred by the Parks & Recreation due to requested modifications will be charged to the user.

11) TENTS/INFLATABLES/BOUNCE HOUSES

Are permitted only in DESIGNATED AREAS when group has obtained an insurance liability certificate. Contact the Parks and Facilities Supervisor for location of designated areas. Tents/inflatables may only be set-up on the day of the reservation and must be removed the same day. Use of tent(s) and/or an inflatable bounce house requires a certificate of \$1,000,000 liability insurance coverage with the City of Greenfield as co-insured within ten (10) days prior to event. Renter must provide generator and sand bags when using an inflatable/bounce house. Charges will be assessed for damages incurred during the set-up and/or removal of tents. Tents/inflatables will not be allowed to be set-up without the certificate of insurance, generator and/or sand bags.

12) DECORATIONS

Use decorations that will not cause damage to park property. Tape on painted surfaces is prohibited. No stapling. Silly-string aerosol sprays or confetti-type materials are prohibited and the use of such may result in the forfeiture of your damage deposit. Please coordinate your use of decorating materials with the Parks and Facilities Supervisor.

13) **MUSICAL EQUIPMENT (Amplified and Non-Amplified)**
The use of small radios/blue tooth speakers is permitted. Amplified music (bands or DJ's) are prohibited unless authorized by the Parks and Recreation Director a minimum of seven (7) days prior to event. Common courtesy is requested when selecting a volume level. Music must be turned off by 9:00pm Sunday-Thursday and 10:00pm Friday-Saturday.

14) **BEER/WINE COOLER DISTRIBUTION ONLY**
Is permitted in the reservation area when a valid permit is procured (please refer to reservation application form). There is a \$10.00 permit fee.

15) **CONCESSION (FOOD/BEVERAGE) OPERATION**
Users may request permission to sell food and/or beverages on the premises. If desired, user is required to obtain the following licenses and/or permits three (3) months prior to the event:

TYPE OF SALE	PROCEDURE
Food and Drink	Must complete a <i>Temporary Food & Drink Application</i> at the City Health Department .
Beer/Wine Coolers	Must obtain a <i>Class "B" Retailer Liquor License</i> . Application should be completed at the City Clerk's Department .

Contact the Parks & Recreation Department for specific information regarding concession sales procedures and use of related facilities (Konkel Park Pavilion/Concession Stand). Users that are required to obtain specific licenses/permits/insurance must have proof of obtaining required items on file at the Parks and Recreation Department a minimum of fourteen (14) days prior to the scheduled event. Usage permit will be null and void without compliance.

16) **ADMISSIONS/SALES/DONATIONS**
If you plan to charge admission, have sales of any kind, or collect donations, a *Special Use Authorization Contract* through the Parks and Recreation Board/Common Council will be required. Please contact the Director of Parks and Recreation for further information. This includes sale of food/beverages; tickets for rides/games/raffles or door prizes; novelty items; t-shirts; etc. Notify the Parks and Recreation office immediately if you plan to have sales or collect donations. Users who charge an admission fee in order to enter the premises will be required to submit a written summary of receipts collected. In addition, the City of Greenfield requires payment of \$75.00 or 10% of monies collected (whichever is greater) for services rendered. **PAYMENT DUE NO LATER THAN TEN (10) DAYS AFTER EVENT.**

17) **DOGS/OTHER ANIMALS**
NO dogs/animals are allowed in playgrounds, picnic areas, Farmers Market, athletic fields (including volleyball courts and softball diamonds), or The AMP. Leashed dogs allowed in accordance with posted restrictions. (Ord. #2891)

18) **ELECTRICITY**
Caution is advised when using electrical services. All outlets are 20 amp circuits and can easily be overloaded. Electrical use is charged on a per event basis (please see permit fees and charges).

19) **GRILLS/OPEN FIRES**
No grills are provided by the Parks and Recreation Department. Please coordinate your use of personal gas/charcoal grills and proper disposal of any coals/debris with the Parks and Facilities staff. Users must comply with local fire ordinances pertaining to open fires/grills. Grills must be 10 feet from any structure and not on grass. Must be on asphalt/concrete area or pathway. No fire pits are allowed.

20) **CLEAN UP**
Users will be responsible for the general clean-up of trash and litter during period of usage. Trash placed in proper disposal containers (tied bags) will be removed from the site by the Parks and Recreation Department.

21) **SECURITY**
Users must provide adequate security/supervision of the site. Director of Parks and Recreation may require specific measures. The supervision of all activity associated with the event is the responsibility of the user. In addition, the user must provide for an emergency plan (911 procedure).

22) **PARKING/ADJACENT FACILITIES**
Parking lot, restrooms, playground, vending machines are open to all patrons, NOT EXCLUSIVE TO PERMIT HOLDER. Vehicles cannot be parked in the reservation area. Barricades must not be moved as these driveways are for staff use only. KONKEL NORTH-to load/unload supplies, use roadway nearest diamonds to avoid pedestrian traffic.

All vehicles must be parked in designated parking areas.

23) **PLAN FOR USAGE**
A schedule and/or outline of planned activity, tournament, clinic, special event, etc. must be submitted to the Parks and Recreation Department no later than seven (7) days prior to the date of the event.

24) **INSURANCE LIABILITY**
Users who plan to conduct a tournament (multiple team activity) and/or charge admission fee to enter the premises, will be required to obtain no less than \$1,000,000 in comprehensive liability insurance coverage. Insurance must be applicable to the entire area of use. Other types of usage may be subject to insurance requirement if deemed necessary. All users are highly encouraged to obtain some form of appropriate insurance.

25) **ADDITIONAL SERVICES**
Department work performed and/or materials utilized beyond services provided within the standard service fee will be charged to user. Please note that labor charges will be determined at time-and-a-half, (1.50) of the hourly wage rate.