

Village of Grafton

SHELTER RENTAL GUIDELINES & PARK RULES

SHELTER RENTAL GUIDELINES

1. **Requests for park reservations** are accepted on a first come, first served basis beginning the first business day following January 1 of the given calendar year. Exception: Park reservations for the *Robert P. Zaun Pavilion* will be accepted starting September 1 (or first business day following September 1) for the following calendar year.
2. **To reserve a shelter**, please call the Grafton Parks and Recreation Department office at 375-5310 or stop in the office to check park availability. The Department requires the park fee and deposit to be paid in full to confirm a reservation.
3. **A resident is defined** as any individual or business located within the corporate boundaries of the Village of Grafton.
4. **Reservations** must be made a minimum of 1 week in advance.
5. **Pavilion keys** must be picked up at the Grafton Parks and Recreation Department between 7:00 a.m. and 3:00 p.m. Keys must be returned accompanied by a completed "Park Shelter Checklist" by the following day. An overnight drop box is available at the office for your convenience. The security deposit will not be refunded if the key is not returned.
6. **Amplified music** (live bands, DJ's) requests must be submitted in writing to the Parks and Recreation Department, 675 N. Green Bay Rd., at least 30 days in advance. Some parks are located in residential areas. Amplified music is limited to 3 hours in length and not permitted after 9:00 p.m. Groups must vacate the building (including all personal items) no later than 10:00 p.m.
7. **Tents and Inflatables:** Site approval is required by the Parks and Recreation Department. Any type of inflatable requires a Certificate of Liability. The certificate must be provided to the Department at least two weeks prior to the reservation date. The Certificate of Liability must list the Village of Grafton as the certificate holder and be in the amount of \$1,000,000.
8. **Smoking** is prohibited in all Village buildings.
9. **Unconditional refunds** will be allowed 30 days prior to a park/facility reservation date. A \$10.00 fee will be retained as an administrative charge. For cancellations less than 30 days prior to a park/facility reservation date, 50 percent (50%) of the permit fee will be retained as an administrative charge. Refunds will not be allowed on or after a park/facility reservation date.
10. **Inclement weather/rain** will not be reason for a refund of a park reservation fee. If one must reschedule due to inclement weather conditions, the park fee/deposit will be applied to your new request.
11. **When renting** a park facility, you are renting the shelter/pavilion only. Requests can be made to include the sand volleyball court (Lime Kiln Park), ball diamond (Centennial Park), for a designated amount of time, with your rental. The rest of the park facilities are open to the general public.
12. **Picnic Tables, Chairs and other Tables:** Any chairs, tables, and picnic tables that are moved must be returned to their original location. Zaun Pavilion: Tables and folding chairs must remain inside the building.
13. **Set-up:** Set-up is not allowed prior to the time stated on the Permit Agreement. The shelter is available to you **ONLY** on the day of your reservation. Entering the shelter prior to the day of your reservation may result in loss of the deposit. The Village of Grafton is not responsible for any supplies or equipment brought in prior to the time stated on the Agreement.
14. **Nails, tacks, staples**, Scotch tape, duct tape, thumbtacks, screws or similar fasteners are not to be used on any surfaces. Masking tape, painters tape and command hooks are allowed. Zaun Pavilion: Lighted candles, dance wax, glitter, rice and confetti are prohibited.
15. **Clean-up:** The park and associated facilities must be maintained and restored to the same condition as when entered. All supplies, equipment, tape and decorations are to be removed by the time stated on the Permit Agreement. Refrigerator and stove appliances must be cleaned after use. All countertops must be cleaned. Turn off all lights and lock all windows and outside doors. The security deposit may be withheld if the clean-up checklist isn't completed.

16. **All trash must be placed** in the proper trash receptacles provided by the Village. Do not place trash outside of receptacles. Excess trash that does not fit in the receptacles should be removed by the renter.
17. **Any rental party sponsoring an event** which is expected to generate large quantities of refuse must provide adequate trash containers and shall be responsible for contracting refuse removal following an event. Clean up and removal of any refuse that results in additional cost to the Village will be billed to the sponsoring organization.
18. **Exits** must be kept free of any obstructions. Extension cords must be "listed" and not multiplugged.
19. **The kitchen** is solely a warming kitchen and cannot be used for major meal preparation.
20. **Keep exterior doors closed** at all times. DO NOT PROP OPEN.
21. **Parking** in NON-DESIGNATED areas is prohibited. Parking is restricted to the parking lot or street ONLY. Loading/unloading of vehicles from grassy areas, decks, or sidewalks is prohibited.
22. **Glass beverage containers** are prohibited. Please serve your beverage in non-glass containers.
23. **Parkland and public restrooms** (those with outside access) are open to the public. A reservation gives renters exclusive use of specified shelters and/or athletic facilities only.
24. **Rental facilities** are outside park shelters. The Village will make every effort to prepare each park rental to a level of reasonable cleanliness expected for an outside facility. Beyond this, it is the responsibility of each renter to prepare the shelter to his or her level of expectation.
25. **Local law enforcement officers** are advised of the shelter/pavilion reservations and must be admitted while on patrol.

PARK RULES

1. **Park Hours:** 6:00 a.m. to 10:00 p.m. unless special hours are approved by the Grafton Parks and Recreation Board. Exception: **Robert P. Zaun Pavilion rentals are from 9:00 a.m. to 10:00 p.m.**
2. **Alcoholic beverages** are permitted in designated picnic areas, or other areas as designated by the Grafton Parks and Recreation Board. Glass containers are prohibited. See item # 22.
3. **No soliciting** or sales except by permit.
4. **Use of park property** for private profit-making activities is prohibited. Sales/vending activities in parks may be allowed as part of an approved event (i.e., sales within the sponsoring organization to offset the cost of the event [company picnic]; sales by non-profit group to raise funds for the group's operation [scouts]; sales to raise funds that directly benefit the park system [civic group]).
5. **Animals** are not allowed in Village parks (except for service dogs).
6. **Go Carts** or Mini-Bikes are prohibited.
7. **Camping** is prohibited.
8. **No fires** except in grills designated for that purpose. No grills are allowed underneath shelters or on any concrete or blacktopped areas. **Portable fire pits** are prohibited in all Village parks.
9. **Metal detecting** is allowed in Village parks; however, digging is not allowed.
10. **No wading**, swimming, or bathing in the Milwaukee River.
11. **No firearms**, bow & arrows, except in designated area under license supervision.
12. **Volume of radios**, speakers, etc., must be kept at a moderate level in consideration of other park users.
13. **The feeding of waterfowl** is prohibited. The Village is not responsible for any waste left behind by waterfowl.