



# De Pere Parks, Recreation & Forestry Department

## Facility Rental Contract – Park Shelters

925 S. Sixth Street, De Pere WI 54115 (920) 339-4065 | Fax (920) 339-4071

Agreement by and between the Park & Recreation Department of the City of De Pere, hereinafter called the "Lessor", and \_\_\_\_\_ of \_\_\_\_\_ (organization). For and in consideration of \_\_\_\_\_ rental fee, and other required stipulation hereinafter made, the lessor hereby authorizes and permits occupancy and use of the premises known as \_\_\_\_\_ for purposes generally understood to consist of park, recreation, picnic, and other activities not to be charged for admittance to public facilities. The lessee hereby agrees to remit any said rental fee and to be held responsible for any and all damage to property and premises and to comply with the following stipulated insurance requirements.

**HOLD HARMLESS:** Lessee shall indemnify and hold harmless the Lessor from any and all damage, or loss; or liability of any kind whatsoever occasioned upon and/or within the leased premises (as described in the lease agreement or as permitted for use by oral or other agreement) or ways or walks or concourse adjacent thereto, by reason of any bodily injury to or death of any person or any act or omission, neglect or wrong doing of the Lessee or any of his, her, and/or its officers, agents, representatives, assigns, guests, employees, or other persons admitted by the Lessee to the premises, and the Lessee will, at his, her, and/or its own cost and expense, defend and protect the lessor against any and all such claims or demands. In addition, "Organizers using De Pere Park property or facilities agree to comply with the Americans with Disabilities Act and will seek to locate or relocate their activities to more accessible locations upon the reasonable request from a person with disabilities."

**Note: If you plan to put up a tent which requires any type of stake to be driven into the ground, you must contact Digger's Hotline at 1-800-242-8511. See back side of this form for tent restrictions. Renters my install one additional tent no larger than 30' x 30' and the tent must be installed within a 50' radius of the shelter you have rented.**

The lessee further agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods.

This Agreement shall take effect on \_\_\_\_\_ (date) and remain in force from \_\_\_\_\_ (time) unless otherwise canceled by mutual consent of the undersigned parties. We estimate \_\_\_\_\_ (number of people) will be attending.

*Marty Kosobucki*

Director of Parks, Recreation and  
Forestry acting for the Board of  
Park Commissioners, City of De Pere

By: \_\_\_\_\_

(Lessee – Person Renting the Shelter)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Home or Cell Phone)

\_\_\_\_\_  
(E-Mail)

### FOR DEPARTMENT USE ONLY

Date Received \_\_\_\_\_ Amt. \_\_\_\_\_ Receipt # \_\_\_\_\_ By(Initials) \_\_\_\_\_

**Take this shelter contract with you to the park the day of your event to show you have rented the shelter. If you encounter any problems with someone occupying the shelter or have a major problem with your shelter that would require immediate attention, contact 339-4078 for assistance.**

**PARK POLICIES ON BACK**

## PARK SHELTER POLICIES

### FEES

Cost of rental is \$70 (Residents) / \$90 (Non-Residents) per day (Monday through Thursday), \$145 (Residents) / \$165 (Non-Residents) per day (Friday through Sunday and Holidays). A \$25 security deposit is required for all indoor shelters, which is returned if the shelter is left in good condition. All fees must be paid when reservation is accepted at the Park and Recreation office, 925 S. Sixth St. **All fees are non-refundable and are non-transferable.** There is no charge for De Pere Service Groups or Youth Organizations (through high school) provided the rental is between Monday and Thursday. Only one free rental is allowed per year per Service Group/Youth Organization.

### AVAILABILITY

All shelters are available for reservation when not in conflict with Department sponsored programs. During summer months, indoor shelters are available from 5:00 p.m. on Fridays through 11:00 p.m. on Sunday, or on holidays. Reservations will be taken beginning the first working day in October of the prior year to the reservation date. Park Shelters will not be used for vending purposes and will be open to the public at all times when not being rented.

### ALCOHOLIC BEVERAGES

#### **De Pere Municipal Code 30-2 (g) (h) Park Regulations**

(g) Beer/wine. Beer/wine may be brought to and consumed in public parks, but the board of park commissioners may restrict parks and areas of parks and set forth times when beer/wine cannot be brought to and consumed in the public parks. The director of parks and recreation may order individual or groups of individuals to discontinue consuming beer/wine in the public park and to remove beer/wine from the public parks if he has good reason to believe that the presence and consumption of beer/wine in the public park is detrimental to the purposes of the public park.

(h) Liquor. No person shall have in his possession any intoxicating liquor in any park without first obtaining official permit from the director of parks and recreation.

### GENERAL

Extra equipment (tables, benches, trash cans) may be requested, but not guaranteed, when a reservation is made. Keys will be required for V.F.W., Braisher and Patriot Parks for Closed Shelters/Restrooms. Keys should be picked up at the Municipal Service Center, 925 S. Sixth St., between 6:30 a.m. and 4:00 p.m., Monday through Thursday, and 6:30 a.m. 10:30 a.m. on Friday, 1-2 days prior to your scheduled event and must be returned the next working day after the scheduled reservation. Glass containers are prohibited. You are only permitted to drive vehicles near shelters to unload and load and for handicapped individuals. When this is completed, the vehicle must be moved back to the parking area. If the turf is too wet, vehicles are not permitted at any time. **Outlets cannot support two large appliances, such as a roaster, large coffee pot or microwave. Renters should distribute the appliances to other outlets.** The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses or damages. In addition, a service charge of \$25 will be assessed if City personnel are called in to correct any problem created by the renter or if an indoor facility is left unsecured.

### NOISE ORDINANCE REQUIREMENTS

#### **Sec. 146-10. Noises created by Human Behavior.**

- (a) No person may create, assist in creating, permit, continue or permit the continuance of any unreasonably loud, disturbing, or unnecessary noise as may tend to annoy, inconvenience, disturb or cause discomfort to any person, or to the comfortable enjoyment of property. (b) No person occupying or having charge of any building or premises shall cause, suffer or allow any loud, excessive or unusual noise in the operation or use of any sound making or reproducing device so that such loud, excessive or unusual noise disturbs the comfort, quiet or repose of persons therein or in the vicinity.

### TENTS

Renters may install one additional tent no larger than 30' x 30' and it must be installed within a 50' radius of the shelter you have rented. The user must follow all recommended guidelines for residential and/or commercial tents, and it must be removed when your rental period ends. A copy of the certificate of insurance and endorsement that adds the city as an additional insured for this activity must be provided by the Parks Department.

### FACILITIES/LOCATIONS - Indoor shelter capacities are required due to fire code.

**VFW PARK**, 730 Grant St. bordered by Grant & Allard Streets. (one indoor shelter - capacity - 55) **Key required** (two open shelters)

**PATRIOT PARK**, 1101 Colleen Lane, off Lost Dauphin (one indoor shelter - capacity 36). **Key required**

**LEGION PARK**, 1212 Charles St., bordered by Charles, Ontario and Webster Avenue (one open shelter)

**BRAISHER PARK**, 630 N. Winnebago, between N. Adams and N. Winnebago St. (one indoor shelter - 30) **Key required**

**VOYAGEUR PARK**, 100 Williams Street, Corner of Williams and Front St. (two open shelters).

**OPTIMIST PARK**, 801 Cook St. between S. Broadway and S. Erie St. (one open shelter).

**PERKOWSKI BOAT LAUNCH**, 1500 Fort Howard Ave., (one open shelter).