

## City of Dodgeville Parks & Recreation Department Facility Use Policy for Harris Park Ley Pavilion

Department Policy: City of Dodgeville Parks and Recreation Department

Effective Date: April 15, 2015

Approved by: Dodgeville City Council

Purpose: This policy is intended to regulate use of City of Dodgeville's owned park facilities, Harris Park Ley Pavilion and owned parks.

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The Parks and Recreation Department offers the Ley Pavilion and various shelters in the park system that can be reserved by individuals and groups. The facilities may be reserved up to three (3) years in advance for a specific date and time. Reservations are taken on a first-come, first-served basis and recommended to be made in the Clerk's Office at City Hall, 100 E Fountain Street, Clerk's Office phone number is 608-930-5228 and the Parks Department phone number in case of an emergency is 608.341.7091

The \$100 deposit and completed Facility Application is due to City Hall within 48 hours of making reservation.

### Steps To Renting:

- ❖ Any person or organization wishing to conduct an event that is open to the public, at Ley Pavilion must complete and submit the Facility Application to the Dodgeville Clerk's Office no less than 60 days prior to event. Applications available on line at [www.cityofdodgeville.com](http://www.cityofdodgeville.com) Or may be picked up at City Hall.
- ❖ Any applications requesting waiver of fee must come before the Parks and Recreation Commission PRIOR to event.
- ❖ A signed agreement by both parties, and receipt by the Clerk's Office of the specified deposit will constitute approval of the event.
- ❖ Payment of the rental fee must be received within seven (7) days prior to event.

### Rental Hours - Ley Pavilion

- ❖ The exact date and hours of the event must be submitted with the Facility Application.
- ❖ Daily rental will be defined as an event lasting up to 12 hours from set up to break down and clean up is complete. Events lasting past 11 p.m. (park closing) need approval by the Dodgeville City Council for extended hours. Permission must be obtained prior to the event. The Dodgeville City Council meets the first and third Tuesdays of the month.

## Deposit – Ley Pavilion

- ❖ As stated above, a \$100 deposit will be due IN FULL upon submittal of Facility Application.
- ❖ This deposit secures the requested date, and acts as a security deposit in case of damage to the facility.
- ❖ The deposit will NOT be applied against the Rental Fee
- ❖ The deposit or portions of will be returned to the Lessee in approximately 20 business days from the event date.
- ❖ If the function is cancelled 30 days prior to rental date by the Lessee, deposits will not be returned.

## Alcohol

- ❖ Lessee must inform the Parks Department upon submission of application of plans to serve or sell alcohol
- ❖ If alcohol is served (and NOT sold), lessee must obtain licensed bartenders to serve beverages. A copy of the Wisconsin license must be presented along with a picture I.D. to City Hall. The following types of beverages may be served:
  1. Beer (pre packaged or draft)
  2. Pre-packaged coolers that meet standards for grocery store sales
  3. Wines and champagnes
- ❖ Permits for the sale of alcohol must be obtained from the City of Dodgeville 60 days prior to event.
- ❖ No consumer will be sold alcohol without proper identification
- ❖ Lessee assumes full responsibility for enforcing all state alcoholic beverage consumption laws.
- ❖ For the sale of alcohol, the Lessee is responsible for obtaining appropriate liquor liability insurance coverage and providing proof of coverage to the City of Dodgeville's Parks Department.

## Key Pick Up

- ❖ Key will be distributed by Parks Director at his discretion
- ❖ There may be another rental before or after your scheduled time - You are not permitted in the building prior to your scheduled rental time

## Harris Park Ley Memorial Pavilion Fee Schedule

Users	Ley Pavilion & Kitchen	Daily Rental Fee	Deposit
<i>Non-Profit Organizations</i> i.e church functions, 4H Clubs, School District functions, organized Youth activities <u>TAX EXEMPT/CERT REQUIRED</u>	included	\$100	\$100
<i>Family Events - City of Dodgeville</i> Residents - Picnics, Graduations, Reunions	included	\$250	\$100
<i>Family Events – Non Residents</i> Picnics, Graduations, Reunions	included	\$350	\$100
<i>Private Enterprise</i> Auctions (NT), Concerts (T), Home Shows, Company Picnics (T), Product/Promotional Displays DAILY RENTAL ONLY – TAXED IF APPLICABLE *NT – Non taxable *T – Taxable	included	\$500	\$100
<i>Weddings and/or Weekend Rental</i> City Residents	included	\$400	\$100
		Weekend booking only Friday 3 p.m. - Sunday 5:00 p.m.	
Non Resident	included	\$700	\$100
		Weekend booking only Friday 3 p.m. - Sunday 5:00 p.m.	

**Items Included in Rental of Ley Pavilion Include:**

- Power outlets and lights
- Use of kitchen area electrical power outlets, lights and hot water
- Garbage bags
- 50 chairs
- 30 cafeteria tables. Extra tables are the renter’s responsibility.

**Additional Rental Options:**

- Stage Rental Fee - \$50
- You may contact Dodgeville Lions Club, Bob Kratochwill at (608) 574-4011 for additional tables to rent.

**Rental Fees Subject to Change. Actual fee charged will be the current fee on the date of event.**