

Park Facility Reservation Agreement

The following is an abbreviated list of the park policies and procedures. As the responsible individual reserving a park shelter, facility or ball field, I agree to abide by the complete park policies and procedures:

Damage, Repairs and Clean-up

- 1. Any damage to City property will be the responsibility of the program/event sponsor. Repair work or restitution will be billed by the appropriate City of Antigo department. Any deposits will be forfeited and subtracted from the total cost of repairs.**
2. The responsible party for the reservation shall notify the Park, Cemetery and Recreation Supervisor and/or designee of any damage which may have occurred while the group used the facility within three days of the occurrence.
3. The responsible party will notify the Park, Cemetery and Recreation Supervisor and/or designee of any injuries and/or accidents involving participants occurring during the group or organization's use of the facility within twenty four hours of the incident.
- 4. Organizations shall provide for the general clean up of the area used and place all refuse in the provided trash containers.**
5. *Littering.* Depositing rubbish or litter in any park or public property is prohibited. No person shall place or deposit any filth, ashes, embers, dirt, garbage, rubbish, paper or other litter, refuse or offensive matter in or on any park or other public property.

General Facility Use Information

- 6. *Bill posting.* The use of any equipment which may damage any portion of the facility is prohibited. No nails, screws, staples or tacks may be used on any facility, structure or trees, except park regulations and other signs authorized by the Park, Cemetery and Recreation Supervisor and/or designee. If tape or string is used it must be removed.**
7. *Removal of park equipment.* No person shall remove benches, seats, tables or other park equipment from any park, except as authorized by the Park, Cemetery and Recreation Supervisor and/or designee.
8. All setups and hookups are subject to the discretion of the Park, Cemetery and Recreation Supervisor and/or designee.
9. Noise levels from crowds, musical instruments, stereos, etc. must be kept to a moderate level. Any amplifying system use must first be approved by the Park, Cemetery and Recreation Supervisor and/or designee.
- 10. Event or party tents are allowed in designated areas of the parks. It is the responsibility of the individual who made the reservation to ensure Digger's Hotline is contacted prior to placing stakes in the ground.**
11. *Glass beverage bottles.* No person shall bring into, carry onto or possess while in any public park glass bottles or glass containers, including those containing or normally used for containing soda, water, fermented malt beverages or alcoholic beverages.

Vehicles and Parking

- 12. *Motorized vehicles.* Except for authorized maintenance vehicles, no person shall operate an unlicensed or licensed motorized vehicle outside of areas specifically designated as parking areas or areas where the operation of such vehicles is specifically permitted. Motor vehicles are restricted to the roads and drives and parking areas. No motor vehicles of any nature may be used on the seeded areas except vehicles which have Park, Cemetery and Recreation Department authorization for shows, rides or exhibits, and then only for the purpose of loading and unloading.**
- 13. *Parking.* No person shall park any motor vehicle in any park in the city except in a designated parking area.**

Requesting the Use of Park, Cemetery and Recreation Services

Service Requests

Various community events require the use of city services for event preparation and clean up. The City of Antigo may provide these services with the following limitations:

- 1. All preparation and clean up must occur during normally scheduled business hours.**
- 2. A minimum fee of \$100.00 for non-emergency call-outs to the City of Antigo staff will be assessed to the requesting party or individual. Any individual or group who requires the assistance of City staff outside of normally scheduled hours, without prior approval, has the responsibility to cover the costs of the additional time in labor and machinery for the time needed to respond to and investigate the call. There will be a \$100 minimum charge. Any additional charges will be Council-approved and established outside labor rates.**
3. When provided, equipment becomes the responsibility of the group or organization using it. The equipment is also subject to fees determined by the Common Council.
4. If any type of work, event preparation or clean up is to occur on City property, it is the responsibility of the responsible individual to carry the required insurance, file the appropriate documentation with the Clerk-Treasurer and notify the City of plans with an event permit when applicable.