



# Park Permits

## Facility Use, Conditions, and Guidelines

A permit is a contract between the user and the Village of Mount Pleasant Park and Recreation Office. The permit has certain conditions attached to it, and the signer and/or organization being represented must honor the outlined conditions or face loss of their deposit and the use of the park at present and in the future. General park regulations are posted throughout the park and must be observed.

An applicant must fill out the entire reservation form, provide proper ID, pay the appropriate fees and have the request approved before the site will be available for their use. It is the policy of the Village of Mount Pleasant that no person or group shall be the subject of discrimination on the basis of race, color, national origin, sex, age or handicap.

Reservations can be made for the current calendar year only. If your rental is for a wedding, please call the Park and Recreation Office at 262-664-7840 to make appropriate arrangements concerning rental dates.

### Permit Guidelines

#### Permits

- Reservations are confirmed only after payments are made in full. Per the conditions as set forth on the rental agreement, the signed rental agreement is on file at the Park and Recreation office.
- The person whose name appears on the permit or any other authorized persons in charge of the group, must identify themselves to the Park and Recreation Manager so the manager knows who to contact if a problem arises. This person is the responsible party and will be held responsible for the conduct of the people attending their event.
- A rental can be terminated immediately at the discretion of the Parks and Recreation Manager or Mount Pleasant Police for any violation of rules/regulations or any other Village/County ordinance violation.
- A rental can be terminated immediately at the discretion of the Parks and Recreation Manager or Mount Pleasant Police if, in the Parks and Recreation Manager's or Mount Pleasant Police Department's sole discretion, it is in the best interests of public safety.
- Renters reserve the shelter/pavilion only and do not have exclusive rights to the playground equipment, or other areas of the park.

#### Cancellation

- No refund or deposit will be made without written request to the Park and Recreation Office.
- A written cancellation notice must be done at least 30 days prior to the event applicant will receive 90% of rental fee.
- A written cancellation notice must be done at least 29 days prior but not less than 7 days prior to the event applicant will receive 50% of rental fee.
- A written cancellation notice done 7 days prior to the event, applicant will forfeit the reservation fee.
- Beer Permit and Bounce House Permit fees are non-refundable.
- In the event of special hardship and/or unusual circumstances, a written appeal may be made to the Park and Recreation Advisory Board. All cancellations must be filed with the Park and Recreation Office.
- If an emergency occurs, contact the Village of Mount Pleasant Police Department at the Village Hall Campus, 8811 Campus Drive or through 911.

### Conditions for Use of the Park

#### Alcohol

- No alcoholic beverages except beer/wine are allowed at the park.
- A completed alcohol permit must be on file before your rental date in order to possess beer/wine in the park and will only be issued to applicants 21 years of age or older.
- Organizations/individuals that have received an alcohol permit will be required to have an adult over the age of 21 present at all times.
- Organizations/individuals are responsible to ensure that the consumption of the beer/wine is limited to those persons of age 21 and over and all patrons present. Consumption of beer/wine is prohibited after Sunset. No underage consumption of alcoholic beverages is allowed at any time.
- No glass bottles are permitted in the park.

#### Animals/Pets

- No dogs, cats, horses or live animals are allowed into the park at any time.

## Clean Up

- Litter and trash must be placed in appropriate trash receptacles. If the receptacle is full please leave closed garbage bags next to the receptacle. Areas around the rented shelter must be policed throughout the day for litter and trash. Any garbage left behind in violation of this section will subject the renter subject to forfeiture of deposit.
- Any materials or equipment belonging to the renter must be removed from the grounds at the conclusion of your rental.
- Clean up and set-up is the responsibility of the renter. The shelter is expected to be left in the condition that it was found. The renter will be held responsible for the repair of any damage and clean up that is required after the event.

## Fires/Grills

- Open fires are not permitted in any park. All fires/cooking must be done in the grill area only.

## Music/Noise

- Amplified (disc jockey) music is allowed, however the music must be turned off at 10 PM. It is the responsibility of the renter to keep the noise level acceptable to prevent disturbing the surrounding area. Noise must be directed away from residential homes. All music and other noise must comply with the Mount Pleasant Municipal Code of Ordinances Section 54-5.
- No bands are allowed at shelters without the approval of the Park and Recreation Office.

## Weapons/Explosives

- Possession of firearms and/or weapons is strictly prohibited.

## Facility Guidelines

### Decorations

- Decorations will be permitted as long as no physical damage is incurred to the facility or the furnishings and they are removed at the conclusion of the activity.
- Under no circumstances are signs to be nailed, pinned, or stapled to any tree, park sign, or shelter. The renter will be held responsible for any damages and/or clean-up.

### Electrical

- Electrical outlets are available at shelters and pavilions.
- Do not plug in more than two items into outlets. Power strips are not permitted and staff is not available to reset tripped electrical service breakers.

### Hours

- Shelters and pavilions are available from 8:00am to 10:00pm unless written permission is received from the Park and Recreation Office.

### Parking

- Parking is allowed in designated areas only. Parking is not permitted on grass.

### Structures/Equipment

- Structures, temporary or permanent, may not be erected in public parks without approval through a rental permit. This includes, but is not limited to: inflatables, portable toilets, tents, play structures or equipment, stages, platforms, fencing, music equipment, etc. Additional permits may be required.
- Picnic tables at Smolenski Park are numbered and assigned to a section. Tables must remain in assigned section unless multiple sections have been permitted.

If you have any questions or notice any problems concerning the park or the bathrooms please call the Park and Recreation Department immediately at 262-664-7840. On weekends, please call Department of Public Works 262-770-1525 or 262-902-2276.

The Village of Mount Pleasant shall not be liable for any damages related to permitting, condition, closure or use of Village parks or facilities. Nothing in this agreement shall preclude the Village from statutory protections including but not limited to Wis. Stat. §§895.52 and 893.80. Applicant and renter hereby agree to indemnify and hold the Village Harmless from any claims made in connection with permitting, condition, closure or use of Village parks or facilities.

The Park and Recreation Advisory Board is authorized to provide full or partial refund of fees to an applicant in instances where the park area was insufficiently maintained or prepared such that the applicant did not receive full or fair use of the park area. Any such refund shall be reported to the Park and Recreation Advisory Board.

The Park and Recreation Advisory Board reserves the right to limit the usage of the park or park space due to weather, maintenance needs or other reason deemed appropriate by the Park and Recreation Manager.