

**Terms of Reservation for
Winnebago County Community Park
SHELTER #5 (SOCCER SHELTER)**

1. RESPONSIBILITIES OF THE PERSON IN CHARGE:
 - a. The individual designated as the Contact Person on the Reservation Permit and must be at least 18 years old to reserve the shelter. Throughout the event, the Contact Person is held responsible for the preservation of order, noise control and shelter clean-up. While occupying the shelter, the Contact Person is to have the Reservation Permit in their possession.
 - b. Use of the Community Park shelter is subject to municipal and county ordinances and can be terminated at the discretion of the local municipal police dept. or County Parks Department if any term of the Reservation Permit is violated or when public safety is threatened.
2. SHELTER ENTRY CODES:
 - a. Call the Parks Department the week of your reservation (at least two days in advance) to receive the shelter entry code.
3. CANCELLATION POLICY:
 - a. Cancellations must be made at least two weeks prior to the scheduled event for the full rental refund. If a cancellation is made less than two weeks prior to the reservation, the rental fee will be forfeited. Cancellation must be made by the Contact Person.
4. ACCESS & PARK HOURS:
 - a. Community Park hours: 7 a.m. to 11 p.m. Premises must be cleaned and vacated by 10:45 p.m.
 - b. Early entry/setup before the rental date is allowable to Saturday renters only for a non-refundable \$25 fee. Payment for this service must be made by the Wednesday prior to the reservation. Saturday renters may store items the Friday of the event between the hours of 3:30 p.m. and 6:30 p.m. with notification of the Parks Department at the time of the reservation.
5. ELECTRICAL SERVICES:
 - a. Caution is advised when using shelter electrical services as each duplex receptacle is on a 20-amp circuit and can be easily overloaded.
6. ALCOHOL, GRILLS & TENTS:
 - a. Groups having keg beer must have a Keg Beer Permit and limit consumption to persons 21 years of age or older.
 - b. Renters must obtain Parks Department permission in order to conduct pig or corn roasts that require grills three feet or more in length.
 - c. Tents with maximum of four-inch stakes are permitted only in designated areas. Contact the Parks Department for location of designated areas. Tents with stakes longer than four inches require a permit. Tents may only be setup on the day of the reservation and must be removed the same day. Charges will be assessed for damages incurred during setup or removal of tents.
7. PROHIBITED ACTIVITIES:
 - a. The soccer fields around the shelter are to be used for soccer activities only.
 - b. Glass beverage containers are prohibited on all Parks Department properties.
 - c. Park vehicles in designated areas only. Parking on the grass or road is prohibited.
 - d. Smoking is not allowed in any Parks Department facility.

- e. With the exception of service dogs, all other dogs are only allowed on leash, on designated park trails, and at the Best Friends Dog Park within the Community Park. Dogs are not allowed in the Natural Way area of the Community Park.
- f. The feeding of animals in any county park is strictly prohibited.
- g. Renters shall not remove benches, tables or other type of fixtures from any other shelter unless prior permission is obtained.
- h. Thumb tacks, nails, duct tape or similar fasteners are not to be used on any surfaces. Painters tape and masking tape are recommended.
- i. Any unnecessary or unlawful discharge of a County-owned fire extinguisher is prohibited.
- j. Renter shall not post "Out of Order" notices or unplug any vending machines on the premises unless permission to do so has been granted by the Parks Director. Said machines are under the control of Parks Department and shall not be tampered with.
- k. With the exception of nonprofit organizations, no private group or organization is allowed to sell or market items on any Parks Department property other than the Sunnyview Expo Center. Nonprofit organizations intending to sell or market items during a shelter reservation are required to obtain prior written permission by the Parks Director and must acquire the necessary insurance coverage one month prior to the event.

8. GARBAGE REMOVAL & RECYCLING:

- a. Renters are responsible for placing all debris in the dumpster available at the shelter.
- b. Recycling containers are available for aluminum cans and recyclable paper products. Paper products containing food residue must be discarded into the garbage containers supplied.

9. CLEAN-UP & SECURING OF SHELTER:

- a. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off counters, tables and chairs, sweeping, taking care of spills, placing garbage in the appropriate bins and removing all decorations. The facility is to be left in the same condition as the renter found it. Renter will be held responsible and billed for any additional clean-up, losses or damages. The Parks Department is not responsible for any equipment or items stolen, stored or left at the shelter.
- b. All personal items must be removed from the shelter the night of the reservation. Entry into the shelter the next day to pick up items is prohibited.
- c. Before leaving the site, renters are to shutoff all lights and proceed to lock and secure the shelter.

10. PARKS EMPLOYEE ASSISTANCE:

- a. Renters are responsible for all aspects involving the setup and running of their event. If immediate assistance is required, contact the on-call Parks employee at (920)420-1803 or (920)420-2135. On weekends the on-call employee is available up until 12 p.m. Please note, a minimum two-hour call-in fee will be assessed to renters requiring assistance (i.e. resetting of breakers).