



## FACILITY USE INFORMATION

211 Walnut Street, Neenah, WI 54956 (920) 886-6060

**Monday - Thursday 7:30 AM - 4:30 PM Friday 7:30 AM - 4:00 PM**

### **(SOME RULES MAY VARY DEPENDING ON SHELTER RENTED)**

**CONTRACT:** Reservations may only be made by persons 18 years of age or older. The 'customer copy' reservation contract should be in your possession during the reservation period. The **filled out** and **signed** Return copy of the reservation contract must be on file at the Parks & Recreation office. **If you circle 'YES' to any of the question on the contract, you will need additional approval and or permits from different City of Neenah Departments. Failure to have the appropriate permits may cause your reservation to be cancelled.**

**PAYMENT:** Rental fees need to be paid by the due date stated on your reservation contract (10 days from the day you made the reservation), or your reservation may be cancelled. Payment can be made in person at the City Hall Office or through the mail.

**CANCELLATIONS/REFUNDS:** Fees are **non-refundable**. If you must cancel or change the date of your reservation, call 886-6060 ASAP. If that facility and date is re-rented you will receive a refund.

**SHELTER HOURS:** 9:00 AM - 10:00 PM. Whiting Boathouse 9:00 AM - 12:00 AM. **You may only occupy the facility for the time specified on your contract.**

**PARK HOURS:** 4:00 AM - 10:00 PM

**KEYS:** Keys can be picked up in the Park & Rec office on the second floor of City Hall the business day before the reservation. **Weekday reservations must be picked up by 1:00 pm the day of the reservation. Weekend reservations must be picked up by 1:00 pm on the Friday before the reservation. Keys must be returned the business day following the reservation. If a key is not returned the renter/event sponsor will be charged a \$100.00 re-keying fee.**

**SET-UP/CLEAN UP:** Set up and clean up is only allowed during the time specified on the reservation contract. Do not leave anything in the facility/park area before or after the time specified on the reservation contract. The renter must leave the park and associated facilities in reasonable condition. If additional clean up is required as a result of a rental or event, \$75.00 will be charged to the renter/event sponsor.

**ALCOHOLIC BEVERAGES:** Alcoholic beverages **may not be served in any park or park facility.** Exception: Alcoholic beverages are allowed inside the Whiting Boathouse and fenced patio area.

**NO SMOKING:** Smoking is **not allowed** in any park shelter.

**PARKING:** Park in designated areas only. Do not drive on grass or trails.

**ANIMALS:** Dogs are **not allowed** inside the park facilities. Animals must be on a leash and kept on trails. Clean up of animal litter is required.

**DAMAGE TO PARK PROPERTY:** If a park or associated facility is damaged as a result of an event or rental, the cost for the labor and materials used for repair will be charged to the event sponsor/renter.

**TEEN GROUPS:** There must be one adult chaperone **minimum age 21** for every 10 youths. A chaperone form must be completed and returned with the reservation contract.

**MUSIC/PA SYSTEMS:** Parks are located in residential areas. Groups using the park facilities must be considerate to the residents concerning volume of music and noise. The Police Department will respond to complaints per municipal code Division 3 Section 11-146.

**PUBLIC ACCESS:** Park land and public restrooms (those with outside access) are open to the public. A reservation gives renters exclusive use of specified shelters and/or athletic facilities only. No admission or other fees may be charged.

**TELEPHONE:** A telephone may be available for local calls only. Dial "9" first - **EMERGENCY # is 9-911.**