

PARK RULES AND REGULATIONS  
FOR  
THE TOWNSHIP OF OTTAWA

# TOWN OF OTTAWA

## Administrative Rules and Regulations for reservation of recreation facilities and buildings

**General:** Reservation of facilities shall be subject to the following rules and regulations.

- Facilities available for reservation includes: Pavilion, Shelters, Baseball and/or T-ball fields, volleyball courts, and picnic areas.
- Applications for reservations shall be made in writing to the Town of Ottawa through the “Town of Ottawa Facilities Use Agreement”. Reservation of park facilities will not be permitted unless the application is approved by Park Employee or Town Supervisor in charge of Park.
- The reservation form shall be kept on-site for review of any Town personnel or conflicting park user.
- The Town of Ottawa reserves the right to govern the use of the buildings and facilities and may accept/reject any request or cancel any function at any time with or without prior notice.
- Applications for use will be on a first-come-first serve basis, unless it’s a reoccurring event.
- All rules, regulations, rates, etc., for use of Park facilities and buildings are descriptive in nature and not meant to be all inclusive, and may be subject to change or revised at any time , at the discretion of a Town Supervisor or Park Employee.
- The responsible person signing the application does, by so doing, accept personal responsibility for all damage to the facility, buildings or appurtenances thereof.
- Rental charges must be paid prior to use of facility.
- An approved facility use agreement gives you the permission to use certain reserved areas, but it doesn’t give you exclusive rights to the park. Remember this is public property and small groups of citizens wanting to enjoy their park may do so in areas not specifically reserved by your group.
- Sorry - no dogs allowed in park.

**Supervision:**

- The applicant and all named persons responsible for supervision must be present from the time the Pavilion/Shelter/Field is occupied or while the event is in progress and must wait until all users of the agreement have vacated the premises and completed security measures.

## TOWN OF OTTAWA

- The applicant and the individuals supervising the function shall be responsible for the conduct and control of both patrons and participants of each function.
- The applicant and individuals supervising are responsible for seeing that no equipment or other portions of the facilities are used except those that are requested in the building use application.
- The applicant and the persons responsible for the supervision shall see that the facility is left in the same condition as when the organization entered the building or facility.

### **Responsibilities:**

- It shall be the responsibility of the applicant to pay for all damages that are a result of the improper use or supervision of the equipment, building, or grounds. Any group failing to report damage and pay for it may be denied subsequent use.
- It shall be the responsibility of the applicant and the persons responsible to vacate the premises, after clean-up, within the time scheduled. The area will be checked by Park personnel after the group departure and the findings of this inspection will determine the amount of deposit returned. Deposit will be returned no sooner than 5 days after the function.

# TOWN OF OTTAWA

## RULES APPLYING TO ALL PERSONS USING THE TOWN OF OTTAWA PARK

1. No parking vehicles off assigned parking lots, underground sprinklers are installed right up to parking lots.
2. Stakes of any kind are prohibited from being driven into the ground due to the underground irrigation system.
3. Tables may be moved if not interfering with other groups but must be returned to original area of use.
4. No glass bottles or containers are permitted on any Baseball/T-ball, Soccer field, Volleyball court or grassy areas.
5. All garbage shall be disposed of in available cans or removed from the park by occupant.
6. Vehicles shall be driven on roadways only, no off-road motorized vehicles are permitted, unless written approval prior to the event.
7. Playground equipment can be used by everyone under adult supervision.
8. Park grounds are open from April 1<sup>st</sup> and close on November 1<sup>st</sup>. Park hours are 7am to 30 minutes after dusk daily.
9. Area shall be cleaned up after use.
10. Groups cannot charge admission at the entrance or any part of the park.
11. A minimum of one adult chaperon shall be present for every 25 persons or fraction thereof, under the age of 18 years. For mixed groups, a minimum of one male and one female adult chaperone are required at all times.
12. Food and refreshments shall be prepared before being brought to park. Outlets are available for roasters, to keep food warm. Any food cooking needs to be separately approved by the Town Board.
13. Decorations must be made of fireproof materials and must be put up without damaging walls, woodwork, ceilings, etc. and taken down.
14. The Town Board shall interpret the rules in cases in which there is differences of opinion as to their meaning.
15. The Town Board recommends the buildings be inspected before rental.

## RULES FOR CONCESSION AREA OPERATIONS

1. Subject to Town Board written approval
2. No concession operations out of vehicles
3. Operator responsible for obtaining all necessary licenses and permits
4. Operator responsible for policing area and cleanup.
5. Insurance provided in accordance with the Town of Ottawa. Proof of said insurance shall be submitted to the Town Clerk at least 10 days prior to use of the concession stand.

## RULES GOVERNING HARDBALL AND SOFTBALL TOURNAMENTS

1. Fees will be determined at the time of reservation and be required to deposit a minimum of 50% prior to event. Remaining fees are required with 14 days, following the event. If the fees aren't paid, future reservations may be denied.
2. Fees must be paid to Town Clerk
3. No concession operations out of vehicles. Concession stand must be closed by dusk.
4. Operator is responsible for policing area and cleanup. Town Board may require additional facilities such as dumpsters and/or Port-a-Johns.
5. All necessary licenses and permits shall be obtained by organization.
6. Insurance provided in accordance with Town Board. Proof of said insurance shall be provided to Town Clerk 10 days prior to tournament.
7. In the event of a partial tournament due to inclement weather, the tournament may be finished on a later date, with approval of the Town Park Supervisor, at no extra charge.
8. Fields will be inspected by Town Park Supervisor, when inclement weather affects field conditions. Representative will determine when/if fields can be used.

## PICNIC SHELTER AREA RESERVATION FEES (MAX CAPACITY 50 PEOPLE)

### Resident Fee: Picnic Shelter Area

\$50 reservation fee. Not to include Commercial or Company picnics or parties. Refund of \$25, or portion thereof, depending on condition of area after use.

### Non-Resident Fee: Picnic Shelter Area

\$100 reservation fee. Not to include commercial or Company picnics or parties. Refund of \$50, or portion thereof, depending on condition of area after use.

### Commercial or Company Fee: Picnic Shelter Area

\$150 reservation fee. Refund of \$75, or portion thereof, depending on condition of area after use.

### Youth Fee:

No fee to all local youth (non-profit) with adult leadership (Boy Scouts, Girl Scouts, 4-H Club, Sunday School, School Picnics, Pioneers, ETC.). Reservation form is still required to be filed and approved.

### Liquor permit Fee:

\$25 fee allows for Responsible drinking in accordance with Wisconsin Statutes with completion and approval of Facilities Use Agreement. Park disturbances or the possibility of underage drinking will be addressed by the Waukesha County Sheriff.

### Additional fees: (non-tournament)

\$10.00 reservation fee per 2-1/2 hour period required for groups requesting the use of Baseball, T-ball or Volleyball court. This includes shelter area at each field or court.

## PARK PAVILION RESERVATION FEES

### Resident Fee: ½ Pavilion

\$300 reservation fee. Not to include Commercial or Company picnics or parties. Refund of \$250, or portion thereof, depending on condition of area after use.

### Full Pavilion

\$300 reservation fee, refund of \$200 or portion thereof, depending on condition of area after use.

### Non-Resident Fee: ½ Pavilion

\$350 reservation fee. Not to include commercial or Company picnics or parties. Refund of \$250, or portion thereof, depending on condition of area after use.

### Full Pavilion

\$350 reservation fee, refund of \$150 or portion thereof, depending on condition of area after use.

### Commercial or Company Fee: ½ Pavilion

\$400 reservation fee. Refund of \$250, or portion thereof, depending on condition of area after use.

### Full Pavilion

\$400 reservation fee, refund of \$200 or portion thereof, depending on condition of area after use.

### Youth Fee:

No fee to all local youth (non-profit) with adult leadership (Boy Scouts, Girl Scouts, 4-H Club, Sunday School, School Picnics, Pioneers, ETC.). Reservation form is still required to be filed and approved.

### Liquor permit Fee:

\$25 fee allows for Responsible drinking in accordance with Wisconsin Statutes with completion and approval of Facilities Use Agreement. Park disturbances or the possibility of underage drinking will be addressed by the Waukesha County Sheriff.

### Additional fees: (non-tournament)

\$10.00 reservation fee per 2-1/2 hour period required for groups requesting the use of baseball, T-ball or Volleyball court. This includes shelter area at each field or court.

## RESPONSIBLE PARTY DEFINITION:

The person described as the \*Responsible Party signing this agreement shall be held accountable for the facility authorized and shall be held liable for any costs to the Town of Ottawa for necessary maintenance or repairs due to the damage arising from improper or negligent use of facility.

Under no circumstances shall the authorized party, using Town of Ottawa facilities, arbitrability use other facilities not specifically requested and authorized on the agreement.

The use of the requested facility shall be limited to those dates and areas requested and approved. Those agreements involving extended usage shall be subject to periodic review. In all instances the user of said facility may be required to furnish a certificate of Liability Insurance with at least a minimum limit shown in item #10 below.

It shall also be agreed that the Town of Ottawa and its agents, shall not be held responsible for accidents, injuries, or the theft of personal property incurred by those parties authorized to use Town of Ottawa facilities.

When rental fees are assessed for the use of an authorized facility, the payment of such fees must be made within 10 days of the receipt of a signed copy of approval or before reservation date. Payment to be made to: Town of Ottawa, W360 S3337 Hwy 67, Dousman, WI 53118. Failure to comply with this provision may jeopardize future agreements.

No alcoholic beverages shall be sold on the grounds requested without the applicant first having obtained and necessary permits and/or fermented malt beverage licenses through the office of Town Clerk, W360 S3337 Hwy 67, Dousman, WI 53118. Applicant and responsible persons shall assure that minors are not served alcoholic beverages.



# TOWN OF OTTAWA FACILITY USE AGREEMENT

This form must be completed in its entirety and submitted to the Town of Ottawa, W360 S3337 Hwy 67, Dousman, WI 53118. A signed copy authorizing the use of the requested facility will be returned to requesting party prior to the use of facility. The appropriate fee should accompany request.

1. NAME OF PERSON AND/OR ORGANIZATION REQUESTING FACILITY:

2. EVENT OR PURPOSE: \_\_\_\_\_

3. SPECIFIC DATE(S) REQUESTED: \_\_\_\_\_

4. TIME OF DAY REQUESTED: From: \_\_\_\_\_ To: \_\_\_\_\_

5. ESTIMATED ATTENDANCE: \_\_\_\_\_

6. CHECK THE LOCATION/PERMIT DESIRED:

\_\_\_\_ North Diamond

\_\_\_\_ Volleyball courts

\_\_\_\_ East Diamond

\_\_\_\_ Picnic Area/Shelter

\_\_\_\_ West Diamond

\_\_\_\_ ½ Pavilion \_\_\_\_ Full Pavilion

\_\_\_\_ T-Ball fields

\_\_\_\_ Alcohol permit (no glass containers)

7. DATE OF APPLICATION: \_\_\_\_\_

8. PRINT NAME, ADDRESS AND PHONE # OF APPLICANT:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_ Phone \_\_\_\_\_

SIGNATURE OF RESPONSIBLE PARTY \_\_\_\_\_

\* Responsible Party is defined in Park Rules above

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TOWN of OTTAWA Personnel below

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RENTAL FEE (if required): \_\_\_\_\_

AUTHORIZATION STATEMENT: You are authorized to use the facilities requested above.

A. Minimum limits of Liability Insurance: \_\_\_\_\_

B. Exceptions to areas requested: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Park Supervisor or Town Park Supervisor

**\*\*Sorry - No Dogs Allowed in Park\*\***