

# SUAMICO FACILITY RESERVATION FORM

12781 Velp Avenue, Suamico, WI 54173  
Phone (920) 434-8410 | Fax (920) 434-4820  
www.suamico.org



Renters/Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Suamico Resident? [ ] Yes [ ] No If No, Resident of: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

SECURITY DEPOSIT RETURN ADDRESS (Only fill out if primary address is different than return address):

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Section 1 - General & Non-Profit Renters

**Calavera Springs Park**  
Capacity 132  
YEAR ROUND

**Idlewild Park**  
Capacity 187  
YEAR ROUND

**Sunset Beach Park**  
Parking Limitation - Pg. 6  
(open Apr. 1 - Oct. 31)

Date of Rental: \_\_\_\_\_

Time of Event: from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. (please include setup & clean-up time)

Type of Event: \_\_\_\_\_

### RENTAL DETAILS:

Will alcoholic beverages be served? [ ] Yes [ ] No

Will alcoholic beverages be sold? [ ] Yes [ ] No *If yes, a permit is required from the Village Clerk*

Will there be exterior amplified music (live band, DJ, stereo system, etc.)? [ ] Yes [ ] No

Will you use a grill, fryer, or booyah kettle outside? [ ] Yes [ ] No If yes, what type? \_\_\_\_\_

## Section 2 - Non-Profit Renters - Additional Information (if applicable)

**Non-Profit Organization Renters Only (any group with 501(c)(3) status)**

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do we have a current copy of 501(c)(3) on file? Yes / No Do we have a deposit check on file? Yes / No

As the official user or authorized designee of the above group, I hereby agree to accept the responsibility for the observances, regulations, and policies established by the Village of Suamico governing the use of all parks and recreational facilities. I furthermore accept full responsibility for any damages or excessive clean-up expenses that may be incurred as a result of the use of the above shelter by myself or by those that I represent. I have received a copy of the Suamico Rental Agreement policies and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I understand that failure to list any information requested on this form or falsification of information will result in denial of the application. I release the Village of Suamico and its employees from any liability for injuries or damages associated with the rental.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Suamico Municipal Services Center | 12781 Velp Avenue Suamico, WI 54313 | (920) 434-8410  
For more information, please visit [www.suamico.org](http://www.suamico.org).

### Office Use Only

Added to Calendar \_\_\_\_\_ Fee/Deposit Paid \_\_\_\_\_ 501(c)(3) Form on File (if applicable): \_\_\_\_\_

Date Key Issued and key #: \_\_\_\_\_ Date Key & Cleaning Sheet Returned: \_\_\_\_\_

Deposit Returned? \_\_\_\_\_ Yes, Mail/Shred or if Cash; Request Check. No, Letter Sent \_\_\_\_\_

## **FACILITY RENTAL POLICIES & PROCEDURES:**

Renters - Reservations are made on a first come, first serve basis for the upcoming year at the Municipal Services Center beginning the first business day in November, and online will open up the second business day in November. Absolutely no reservations will be taken by phone. All rentals must be taken in person with full payment and deposit. If non-profit, you must have a copy of your 501(c)(3) as a part of this form. No rentals will be taken without a copy of such form as regular rental fees will apply.

Hours - All facilities are available for rental between the hours of 8 a.m. and 10 p.m. Please note that setup, take down, and clean-up must be included in your rental time.

After Hours Staff Contact - If, during your rental period, you have an emergency that must be addressed immediately, please call on call staff @ (920) 676-9178.

Fees - \*See Fee Schedule\* (Year Round Shelters Page & Open Air Shelter Page 4 )

Security Deposits - A security deposit will be charged to all groups using the facility for keys, equipment, damages, and/or clean-up costs. It will be returned only after the facility and/or equipment is inspected by Village staff and found to be in good condition. Upon inspection, your check or a portion thereof will be returned within 7-15 business days with notification of any deductions to the deposit necessary to cover the cost of clean-up, lost keys, or repairs as agreed upon under the conditions of this contract. In the event that you rent throughout the year, one check can remain on file for the entire year.

Admission - No admission fee, donation, contribution, or other charge shall be made or collected by the organization for admission to the rooms.

Key - Key must be picked up at the Municipal Services Center (12781 Velp Avenue) during regular business hours (weekdays 7:30 a.m. - 4:30 p.m.) up to 2 days prior to the rental period. If staff is required to provide a key or open the facility outside of regular business hours, a minimum of 2 hours of staff overtime will be charged. In the event that you forget to pick up the key, call 676-9178. Keys must be returned by the next business day following the rental (drop box is located at the east entrance of the Municipal Services Center at 12781 Velp Ave.).

Decorating - All decorations, tables, and chairs must be put up and taken down without damaging the walls, woodwork, floors, ceilings, or blinds. Nails, tape, tacks, staples, and screws are prohibited. White mounting putty is permissible but must be completely removed after use. No open flame devices are allowed, which includes candles, hurricane lamps, lanterns, chafers, etc. The renter must remove decorations and return the shelter in the same condition, if not better, immediately following the event during their rental period.

Equipment - Items available in the shelters include tables, chairs, mop, bucket, broom, standard kitchen appliances (microwave, refrigerator, oven/range, sink), and restrooms. Only 2 Nescos allowed (1 in the kitchen and 1 in the large room at Calavera). **You must provide your own:** utensils, paper toweling, dish soap, dishtowels, additional garbage bags you may need and cleanser for wet mopping for big spills if made (no ammonia products—for example, you may use a little vinegar with lukewarm water).

Alcoholic Beverages - No intoxicating liquor or fermented malt beverage shall be consumed on the rented premises by any person who has not attained the age of 21. Private consumption of alcohol is permitted by persons of legal drinking age during normal shelter rental hours. No admission fee, contribution, or other charge shall be collected or be permitted to be collected by the renter where intoxicating liquor or fermented malt beverages, as defined by Wisconsin Statutes, are consumed unless prior approval has been secured from the Village Clerk. Note: If prior approval is given for sale of intoxicants, security must be provided at Lessee's expense.

Insurance - Upon approval from the Village Clerk, all rentals open to the general public must provide a Certificate of Liability Insurance in the amount of \$1 million naming the Village of Suamico as an additional insured prior to the scheduled event. This does not include invitation only parties.

Fundraising - Any fundraising activity must seek permission and prior approval to do so from the Park, Forestry, Trails, & Recreation Commission. Please call (920) 434-2212 for more information.

## FACILITY RENTAL POLICIES & PROCEDURES (cont.):



Setup, Clean-Up, & Damage Policy - **BUILDING MUST BE CLEANED THE SAME DAY AS THE RENTAL.**

**Setup or building entry prior to rental day and time is strictly prohibited.** The renter is required to setup and take down all tables, chairs, and personal equipment. **A cleaning/repairs fee of \$50.00 per hour, per-person will be deducted from the security deposit if these items are not completed adequately.** Therefore, the following requirements must be met:

1. Sweep and wet mop the floors to remove loose particles, scuffs, spills, soil spots, or any other foreign materials or blemishes.
2. Remove all decorations, mounting putty, string, or any other forms of adhesive or material used to secure decorations. (Note: No nails, tape, tacks, staples, or screws are permitted.)
3. Remove all blemishes on walls. Careful not to damage the wood along the walls with the carts.
4. Take out all material brought in. This includes litter outside of the building (dumpsters are located in the parking lot).
5. Wipe off counters, cupboards, tables, chairs, sinks, and appliances with soap and water.
6. Take down and put away tables and chairs in a neat and orderly fashion. (Note: A \$10 fine will be imposed for misuse or damage on a per table basis. Do not drag across the floor; pick up and carry).
7. Remove all food items and other personal belongings.
8. Close all windows and blinds and check all doors.
9. Turn off all lights and lock all windows and doors. This includes locking the interior restroom access doors at the park shelters.
10. All litter, trash and decorations must be removed and properly disposed of from the grounds.

**Please note that you will be signing an additional sheet acknowledging cleaning/repairs procedures and agree to treat the shelter much like you would treat and respect your own home.**

Permits - It shall be the responsibility of the renter to obtain any necessary permits or licenses required for their event and to abide by all state laws, as well as all Village ordinances, resolutions, and policies.

Sports Facilities - Athletic facilities, including ball diamonds, tennis courts, and football/soccer fields, are not included with park shelter reservations and may be used by the general public during your rental period. To rent an athletic field, contact the Recreation Department at (920) 544 8476.

Cancellations - If a cancellation is made at least 30 days prior to the scheduled event, you will receive a full refund **less a \$20 administrative fee that is retained.** All fees are non-refundable if the cancellation is made less than 30 days prior to the scheduled event. (Note: This same policy applies if the rental is scheduled less than 30 days in advance.)

Existing park rules and all other Village Ordinances, whether listed here or not, are to be observed. Copies of these rules may be obtained from the office of the Village Clerk or at [www.suamico.org](http://www.suamico.org).



Village of Suamico



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@Village\_Suamico

# Indoor Shelter Rentals



<b>FEES</b> <b>\$150 Deposit for all Rentals</b>	Calavera Springs Shelter Open Year-round		Idlewild Park Shelter Open Year-round	
	Mon. - Thurs.	Fri. - Sun.	Mon. - Thurs.	Fri. - Sun.
<u>CATEGORY 1</u> Government Agencies	\$75	\$100	\$75	\$100
<u>CATEGORY 2</u> Residents	\$75	\$100	\$75	\$100
<u>CATEGORY 3</u> Schools, Special Interest Groups, Charitable and Non-Profit Groups, 501(c)(3) in Suamico	\$75	\$100	\$75	\$100
<u>CATEGORY 4</u> Non-Residents, Non-Resident Non-Profits, For-Profit Businesses	\$125	\$150	\$125	\$150

# Open Air Shelter Rentals

<b>FEES</b> <b>\$150 Deposit for all Rentals</b>	Idlewild Open Air Shelter Open April 1 - October 31		Sunset Beach Open Air Shelter Open April 1 - October 31	
	Mon. - Thurs.	Fri. - Sun.	Mon. - Thurs.	Fri. - Sun.
<u>CATEGORY 1</u> Government Agencies	\$20	\$40	\$20	\$40
<u>CATEGORY 2</u> Residents	\$20	\$40	\$20	\$40
<u>CATEGORY 3</u> Schools, Special Interest Groups, Charitable and Non-Profit Groups, 501(c)(3) in Suamico	\$20	\$40	\$20	\$40
<u>CATEGORY 4</u> Non-Residents, Non-Resident Non-Profits, For-Profit Businesses	\$50	\$70	\$50	\$70

**CATEGORY 1:** Department of Transportation, Department of Natural Resources, Brown County Library

**CATEGORY 2:** Any individual who lives within the Village of Suamico limits

**CATEGORY 3:** **Schools** such as HSSD, Pulaski, home school, NWTC, UWGB. **Special Interest Groups** such as Scrapbooking club, car club, snowmobile club etc. **Charitable Groups & Non-profit Organizations** Neighborhood Watch Groups, Lake Associations, HSYSAs, Suamico Church Organizations, Howard Suamico Sports Teams/Clubs, HS United Soccer Association, HS Historical Society, HS Boy/Girl/Cub Scouts, American Red Cross, service clubs, 4H

**CATEGORY 4:** Any individual who lives outside the Village of Suamico limits, Any group or individual who operates for a profit

# INDOOR SHELTER CLEAN-UP CHECKLIST



To help keep rental costs low, and to provide a pleasant experience for the next user, each renter is responsible for the following (Please check each box verifying you have completed the task and return after your rental with the rental key):

- Emptied all (main shelter area and restrooms) trash containers into designated dumpster provided.
- Reline garbage with the provided bags
- Cleaned and sanitized all bathroom fixtures (Sinks, Toilets, and Urinals)
- Swept floors (mop if needed)
- Wiped down and take down all tables and chairs
- Oven and microwave were cleaned inside and out (If used)
- Refrigerator was wiped out and no food or ice was left inside (if used)
- Kitchen counters were wiped down
- Litter and trash on grounds around the shelter (if used) were picked up
- Removed mounting putty, balloons, blemishes on walls, etc.
- Closed and locked windows, turned off all lights, and locked doors, blinds are shut
- Check here to acknowledge that no damage was done to the floors, walls, counters, appliances, restrooms, ceiling, fans, windows, blinds, etc.

**A cleaning/repairs fee of \$50.00 per hour/per-person will be deducted from the security deposit if these items are not completed satisfactorily.**

If upon your rental you find any problems, please note it in this space provided:

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As the official user or authorized designee of the above group, I hereby agree to accept the responsibility for the observances, regulations, and policies established by the Village of Suamico governing the use of all parks and recreational facilities. I furthermore accept full responsibility for any damages or excessive clean-up expenses that may be incurred as a result of the use of the shelter by me or by those that I represent. I have received a copy of the Suamico Rental Agreement policies and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I understand that failure to list any information requested on this form or falsification of information will result in denial of future applications and incur cleaning/repairs fees as outlined above. I release the Village of Suamico and its employees from any liability for injuries or damages associated with the rental.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# OPEN AIR SHELTER CLEAN-UP CHECKLIST



To provide a pleasant experience for the next user, each renter is responsible for the following (Please check each box verifying you have completed the task and return after your rental):

- Emptied all trash into designated dumpster
- Reline garbage with provided bags
- Litter and trash on grounds around the shelter must be picked up by renter
- Removed mounting putty, balloons, blemishes around the shelter
- Check here to acknowledge that no damage was done to the integrity of the open air shelter.
  - Open Fires are not allowed in any Village Park
  - Domestic Pets are not permitted on Village Parks
  - Booyah/Fish Boils/Pig Roasts: These types of activities are allowed, but must not cause damage to the park property if the cooking takes place on site (Turf, Concrete, tables etc.). Catered events are typically permissible since cooking does not take place on site. The Suamico Fire Department must be notified if open fires are involved in the cooking process.
  - No Water is provided at Sunset Beach - plan accordingly
  - **No parking is allowed on the lawn at anytime!**

### **SUNSET BEACH ONLY: CAPACITY**

Parking at Sunset Beach Park has a **5-6 vehicle capacity** based off vehicle size (No turn around for large busses or vehicles of similar size). Please be respectful of private, residential, public, and natural areas. We ask reservations to maintain the integrity of the park and surrounding areas. The ideal use for Sunset Beach Park open air shelter is for small scale gatherings such as family picnics, small birthday parties, small organizational meetings, clubs, etc.

*\*If there is a violation or disturbance to Sunset Beach Park area relative to vehicle limits or community safety, local law enforcement has the right to take proper action.\**

**A cleaning/repairs fee of \$50.00 per hour/per-person will be deducted from the security deposit if these items are not completed satisfactorily.**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_