

General Facility Rental Policies

HOW TO RESERVE

Make your reservation by completing an application; available at the Civic Center or on our website at www.villagesussex.org and submitting it with payment to the Village of Sussex. Reservations must be submitted at least ten (10) business days prior to the reservation date. The ten business day requirement may be waived with approval of the Village Administrator or their designee. Reservations are processed on a first-come, first-serve basis and/or with respect to the priority system that has been established. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the contract. Reservation requests will be accepted up to one year prior to the event date. Requests for large reoccurring special events, with approval from the Park Board, or weddings may be submitted up to two years prior to the event date. All rental fees are cash pricing.

LIMITS TO RESERVATION TIME

- Programs and facility needs of the Village of Sussex, Village Board/Committees, and the Pauline Haass Library/Committees take precedence over private reservations. In the event a Village need conflicts with an already approved reservation, an alternate will be provided. If that alternative does not meet the expectations of the renter, a full refund will be given.
- The Village can not guarantee privacy to any group.
- Reservations may be limited on holidays and select weekends.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled rental time.
- Renters may reserve park facilities for a limit of two times a month unless otherwise allowed through contract.

LIMITS ON USE OF FACILITIES

- Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Administrative Services Department. Village Board approval required.
- Smoking is prohibited inside all Village public buildings. Violations of these prohibitions may be punishable by law. All smoking refuse must be disposed of properly into the appropriate trash containers, as to not litter.
- Groups of young people under 18 are required to have the rental contract signed by a sponsoring adult who must be present during the rental. Additional security may be required and would be a cost incurred by the renter.
- The Village is not responsible for private equipment or material used in a Village of Sussex facility.
- Any facility decorations must not be removed. Individuals who wish to decorate are encouraged to use free standing decorations. Other decorations must be adhered to windows only. Failure to return the facility to its original condition will result in loss of the deposit.
- All activities must follow the Village Codes.
- All announcements, press releases, flyers, etc. related to groups using a Village of Sussex facility must include the following statement: THIS (MEETING/PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

RENTALS THAT NEED BOARD APPROVAL: These events are required to complete an additional special event rental form. All fees and deposits must be paid at the time of the reservation. Board approval is required for the first year of the event or if changes are made to the original site plan or plan of operation for the event and provided no issues have arisen during the event as determined by staff. Events requiring Board approval must submit the reservation form with payment a minimum of forty-five(45) days in advance of the event date.

- Events open to the public
- Overnight parking/camping
- Driving/Parking automobiles on the grass
- Rentals consisting of more than two days per month
- Rentals that will involve soliciting/selling or for fundraising

SET-UP & TAKE-DOWN/CLEAN-UP

The responsibility for set-up, take-down and clean-up is assumed by the group using the facility for all locations. Failure to do so will result in loss of deposit as outlined in our Deposit Refund Policy. The person responsible must see that the procedures listed for cleaning are carried out, including but not limited to the following:

- Assume responsibility for the contents and security of the building. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.
- Leave the facility/shelter/park in the condition it was found. Nothing can be left on the premises overnight. You may not come in early in the next morning to clean-up. Renters must bag and remove all garbage from the cans and deposit the trash and/or recyclables into the appropriate dumpsters that are provided at each location.
- Sweep the floor of the facility, wipe the tables and surfaces after use, and clean/mop/vacuum any stains or spills.

FEES & DEPOSITS

All fees and deposits must be paid at the time of the reservation. Fees are subject to change. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Water available from an outside faucet at the Lion's Building and the Lion's Den only. Additional fees may be invoiced at the discretion of the Village, depend on the type, size and duration of the event.

KEY & DEPOSIT REFUND POLICY:

Providing no damage or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 30 days after the event. If the rental requires a facility key, there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key can be picked up at the Civic Center during normal business hours. Failure of the responsible party to pick up the key during business hours and staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Civic Center no later than the next business day. A drop box in the north vestibule is accessible 24/7. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the building is not left in the original condition, a cleaning fee will be assessed at \$40/hour (2 hour minimum) for events held during a weekday between 7am-3:30pm or \$60/hour (2 hour minimum) for events held on weeknights after 3:30pm or anytime on weekends. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

CANCELLATION POLICY: Cancellations will be issued ONLY if the department is notified in writing **30 days or more** prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Parks and Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible, arrangements can be made for another date. Rain cancellations can be rescheduled at no cost. All Village activities (i.e. youth sports, special events, special board meetings) supersede any outside reservation. All reservations are subject to review.

RETURNED CHECKS: Checks written and returned as not payable will be charged \$30 for each returned submission. Participants will be removed from reservation list until the issuer "makes good" on the amount of the returned checks and pays the accrued service charges in full.

TAX EXEMPT: If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the final signed contract. Copies of these certificates are available upon request. Tax-exempt status allows organizations to receive the resident rate.

FACILITY PROBLEMS

Prior to the day's event, contact the Sussex Civic Center at 262-246-5200. **If the problem occurs the day of the event, please call the Village's on-call employee immediately at 414-587-1965.**



Additional Rental Policies Per Facility Type

Enclosed Facility

(Civic Center, Madeline Depot, The Grove, Lion's Building)

LIMITS TO RESERVATION TIME

- Hours for rentals: Sunday through Thursday (8am - 10 pm), Friday through Saturday (8am - 12 am).

LIMITS ON USE OF FACILITIES

- To preserve our facility, the use of glue, tape, tacks, nails, staples, confetti, glitter or similar products are prohibited. Decorations may only be adhered to windows with the use of damage free products (i.e. Command products line or glue dots).
- Candles must be dripleless and enclosed in a glass container of sufficient height to cover potential flame.
- Village of Sussex equipment is not available for use during a rental.

CLEAN-UP

Janitorial supplies are available for use - sink, paper towels, broom, mop, etc. (Lions Building rentals only - Supplies are located in the last stall of the ladies restroom, slide lock just over left top side of the door.) *Providing these items is a courtesy to our guests, please utilize.*

YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

Youth organizations within the Hamilton School District may use the Lion's Building at Village Park free of charge with Park Board approval. All other park and recreation buildings will require the appropriate fee if rented. To be considered a youth organization, groups must consist of school aged children (examples: Boy Scouts, Girl Scouts, 4-H Club). Also, the group must have an adult supervisor at all meetings. All groups must fill out a Park/Facility Rental Request Form at the beginning of the calendar year (January 2). Groups must pay a \$100 deposit at the time of the rental request. Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Parks and Recreation Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Parks and Recreation Director at 262-246-5200.

Outdoor Facility

(Open Air Pavilions, Concession Stands, Green Space, Fields/Courts)

RESERVATIONS

All organized groups shall reserve a field/court, shelter or building before utilizing Village of Sussex facilities. An unorganized group is any group that is less than 10 people. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

LIMITS TO RESERVATION TIME

- All parks close at 9 pm with the exception of Village Park and Armory Park which close at 11 pm. Our indoor facilities can be rented until 11 pm. Extended hours can be requested. Approval of the Board is required.

LIMITS ON USE OF FACILITIES

- No parking on the grass or vehicles driven on the grass; unless otherwise agreed upon.
- All pets must be leashed and under control of its owner at all times. Clean up after your pet.
- Charcoal must be properly disposed of in the labeled containers.
- Treatments using pesticides or insecticide by groups renting Village of Sussex facilities is prohibited unless prior approval has been received by the group for such activity.