Park Pavilion Rental Policy

**Purpose:** Park facilities are provided for the enjoyment and participation of park users. It is the purpose of this policy to provide users with the opportunity and convenience of reserving the pavilion and to regulate use of the Village owned park facilities and park related equipment. Pavilion rental fees are collected to offset the cost of administering and maintaining facilities for park users.

**Reservation Process:** It is highly recommended that the user visit the parks in Salem Lakes before making reservations to ensure accommodations meet their needs.

A. Reservations shall be authorized on a first come, first reserved basis.
B. Reservations shall be made in person at the Salem Lakes Village Hall, 9814 Antioch Road (STH 83), Salem, WI. Village Hall office hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.
C. Applicant must be 21 years of age or older. Photo ID will be required for proof of age and residency.
D. Applicant will complete application form and submit appropriate fees (rental fee and deposit). Please make ONE check payable to the Village of Salem Lakes.
E. Certificate of liability insurance shall be required for all groups for one or more of the following: serving fermented malt beverages, the use of temporary structures, attendance of 50 or more people, and for smaller groups at the discretion of the Village Administration. (See additional fees on next page.) Insurance certificates shall name the Village of Salem Lakes as an additional insured and shall insure the following: property damage $100,000; injury to persons, $250,000 per person; and $1,000,000 per incident. Certificate of insurance shall cover the time period from set up, day of event, and clean up.
F. The applicant agrees to be bound by the rules established in this policy and in Chapter 396, Parks and Recreation Ordinance, and on behalf of an organization, if applicable.
G. The Village of Salem Lakes may accept reservations for use of specific areas of the park or pavilion upon submission of a completed application form and required documentation, rental fee, and security deposit.

**Cancellations:**

A. In case of severe inclement weather on the date of the rental, the applicant may select another available date within the same calendar year only. Severe inclement weather shall be defined as continuous rain, thunderstorms, high winds, or other weather conditions that make using the pavilion hazardous to the user. In order to be eligible to reschedule, the applicant must contact the Salem Lakes Village Hall office on the rental date or the next business day to request to reschedule. Applicant must provide name, permit number, and date reserved. No refunds will be provided.
B. The Village of Salem Lakes will refund the rental fee and security deposit to any applicant approved by the Village canceling his or her reservation at least 30 days prior to scheduled rental date.
C. The Village of Salem Lakes will refund the security deposit but retain rental fee to any applicant approved by the Village canceling his or her reservation less than 30 days prior to scheduled rental date.

**Facility Rental Fees, Security Deposits, and Other Fees:** The Village of Salem Lakes Board may establish rental fees and security deposit amounts by resolution from time to time.
### Pavilion Rental Fee and Security Deposit

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
<th>Business</th>
</tr>
</thead>
</table>
| Pavillion WITH use of Concession Area | $100.00 + $150.00  
Totals $250.00 | $175.00 + $265.00  
Totals $440.00 | $200.00 + $500.00  
Totals $700.00 |
| Pavillion WITHOUT use of Concession Area | $50.00 + $100.00  
Totals $150.00 | $100.00 + $200.00  
Totals $300.00 | $150.00 + $300.00  
Totals $450.00 |

**Additional fees may apply, and become due after approval, for the following:**

- Concession/Sales permit with approval of Village Board: $25.00 per day
- Special Event Fee with approval of Village Board: $25.00 per day
- Temporary Structure permit with approval of Village Board (example: bounce-house, tent, canopy, etc.): $15.00 per structure
- Fermented malt beverages/wine permit (Not for Sale): $25.00
- Temporary Class “B” Retailer’s License (Bona fide Associations, Clubs, other organizations ONLY): $10.00
- Ball fields: $25.00 for 2 hour blocks

**Waiver or Reduction of Fees:** Requests to waive or reduce rental fees and security deposit fees will be reviewed on a case-by-case basis. Requests must be made in writing and reviewed by the Park Commission at their next regular meeting. General guidelines for reducing or waiver of fees:

A. Rental fees shall be waived for all school districts within the Village of Salem Lakes School District and Village of Salem Lakes sponsored events.
B. Rental Fees may be waived or reduced for other local schools, civic, churches, and legally recognized non-profit organizations.

**Rules and Regulations:** The following rules and regulations must be reviewed and adhered to when using the pavilion and other amenities at Salem Lakes parks as well as all other rules and regulations listed in Chapter 396, Parks and Recreation Ordinance. If there are any maintenance issues, please call the highway department and leave a voicemail for Mike Murdock at 262-843-2313, extension 5661.

- Material shall not be tacked, nailed, or stapled to pavilion structure. Blue painters tape may be used. Any material that is mounted must be removed prior to leaving.
- Driving on grass to unload is strictly **PROHIBITED.**
- Picnic tables and pavilion area must be cleaned up.
- Applicant shall be present at the park during the entire period of the park/pavilion rental.
- **ALL TRASH MUST BE TAKEN WITH YOU OR DEPOSIT WILL BE FORFEITED.**
I/we, the applicant, and/or organization shall indemnify, hold harmless, and agree to accept tender of defense. I/we agree to defend and pay all legal, accounting, consulting, engineering, and other expenses related to any claim asserted against the Village, its agents, officers, or employees growing out of the applicant’s rental or use of Salem Lakes parks.

<table>
<thead>
<tr>
<th>Park Name</th>
<th>Address</th>
<th>With Concession Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salem Community Park</td>
<td>9410 256th Avenue, Salem, WI 53168</td>
<td>Pavilion WITH Concession</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pavilion WITHOUT Concession</td>
</tr>
<tr>
<td>Salem Oaks Park</td>
<td>8155 236th Avenue, Salem, WI 53168</td>
<td>Pavilion WITH Concession</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pavilion WITHOUT Concession</td>
</tr>
<tr>
<td>Schmalfeldt Park</td>
<td>383 Railroad Street, Silver Lake, WI 53170</td>
<td></td>
</tr>
<tr>
<td>Camp Lake Park</td>
<td>26937 104th Street, Trevor, WI 53179</td>
<td></td>
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</tbody>
</table>

As the applicant and permit holder, I have read the rental policy and the rules and regulations. I understand and fully agree to comply with all terms related to this policy and all applicable laws and Village of Salem Lakes Ordinances.

Rental Date(s) Requested ______________________ Time(s) ______________________
Type of Event ___________________________________________  ❑ Resident  ❑ Non-resident
Print Name ___________________________________________ Phone # ______________________
Applicant Address ______________________________________ City/State ______________________
Signature ___________________________________________ Date Submitted ______________________

For Village Office Staff Only Below This Line
Application received by ______________________ Date ______________________
❑ Resident (verified)  ❑ Non-resident  ❑ With Concession  ❑ Without Concession
Fee $________ + Deposit $________ = $________  ❑ Cash  ❑ Credit Card  ❑ Check #_________

Permit Approved By ______________________ Date ______________________

Pavilion WITH concession:  ❑ Key #________ Date key given out ____________ By (initials) _________
Key returned to (initials) _________ Date returned ____________
Deposit refund requested $________ Deposit refund issued with check #_________

Resident (verified)  ❑ Non-resident  ❑ With Concession  ❑ Without Concession