

**GREENDALE PARK AND RECREATION DEPARTMENT**  
**Community Center Pavilion**

**Policies and Procedures**

1. All clubs/associations, groups, or affiliations wishing to use this facility must complete the Application Form for Use of Community Center Pavilion. Minors requesting use of facility must do so through their adult advisor or parent. They must be chaperoned throughout their event on a ration of 1 adult per 10 minors.
2. The priorities for the scheduling of the pavilion are as follows:
  - 1st - Greendale Park and Recreation Department activities and programs;
  - 2nd - Greendale based clubs/associations, groups, and affiliations (private and otherwise) which are non-profit and of an educational, recreational, service or civic nature.

For the purpose of classification in these policies, the following definitions apply:

- a. Club/Association - A Greendale-based, organized group of persons, banded together through a common activity interest, with officers elected from the membership. It has a written statement of purpose and a constitution or by-laws. The membership must be made up of at least 75% of Greendale residents.
  - b. Affiliations - A club or group that is affiliated with the Recreation Department and associated insofar as its interest is recreational in nature and it seeks only the use of recreational facilities. The membership of an affiliated club or group must be made up of at least 75% of Greendale residents.
  - c. Group - Activity centered, but has little or no organization, no officers, statement of purpose, or by-laws. The request must come from a Greendale resident and participation at the event must be made up of 50% of Greendale residents.
3. Applications for rental of the pavilion are accepted on a calendar-year basis only. Applications must be made after January 1st of each year.
  4. Groups of more than 200 people cannot be accommodated at this facility.

**General Use and Rules**

1. Application form and payment of fees must be received at least ten (10) days prior to the requested date of use. Required payments must be submitted at the time of receipt of the completed application form. Completed form and payments are to be submitted to the Recreation Office (5647 Broad Street). Failure to submit the reservation fee within the specified time period will result in cancellation of the reservation request. Checks should be made payable to "Greendale School District". Two separate checks should be written; one for the usage/administrative fee and one for the security deposit.
2. Pavilion hours available are Monday through Sunday from 8:00 a.m. to 10:00 p.m. All activities and programs, unless special permission has been granted, must end by 9:30 p.m.
3. All pavilion users will furnish their own equipment and materials.
4. Any damage(s) caused by a club/association, group or affiliation will be their responsibility and charges to repair damages/broken items will be assessed to the applicant.
5. Applicants must provide sufficient supervisors, chaperones or crowd control personnel to insure proper conduct and control of all patrons and participants. An adult must be present from the beginning time stated on the application until all participants have left the premises.

-OVER-

6. The Park and Recreation Department will not be responsible for lost and stolen articles during time of use by individuals of a club/association, group or affiliation.
7. Any fund-raising activities by clubs/associations, groups, or affiliation using Community Center Pavilion will be for the purpose of raising funds for recognizable charitable organizations or for the Greendale Park and Recreation Department.
8. No animals or horses are allowed in the park or pavilion.
9. No motorized vehicles allowed on grass or other park areas. Parking in designated area only.
10. Absolutely no fermented or alcoholic beverages (wine and hard liquor) will be allowed. Any beverages consumed must be in cans, or plastic or paper cups. No bottles.
11. The use of private charcoal grills is permitted providing lawn and vegetation are not damaged. Unburned coals and ash must be disposed of in such a manner as to prevent littering, fire and damage of any park property.
12. Grounds must be left as they were. Any damage costs will be charged to those responsible for the area. Clean up fees for any litter or disorder beyond the ordinary use will be charged to those responsible for the area. Initial charges will be taken out of required deposits and the remainder will be billed to the applicant.
13. Security deposits will be returned no later than three (3) weeks after assessment of area.
14. The Park and Recreation Department reserves the right to cancel any request made with adequate notice.
15. The use of any type of amplification is not permitted unless special approval obtained from the Village Board.
16. Reservation of the Community Center Pavilion does not entitle user to exclusive/priority use of any other park amenities/facilities (ball fields, tennis courts, basketball courts, roller hockey area, or playground – first come, first serve).
17. The reservation for use of the Pavilion includes only the open area and restrooms. Other rooms in the Pavilion are not available for rental or use.
18. The use of tents, canopies or other temporary structures during usage must be approved prior to usage.
19. Maintenance does not clean and restock the bathrooms during the period of usage.
20. Users are responsible for clean-up involved when using the pavilion for an event (all garbage, food, etc must be bagged and placed in garbage receptacles).
21. Fee schedule:

Greendale Resident Group

1 – 100 people	\$40.00/day
101 – 200 people	\$55.00/day

Non-Greendale Group

1 – 100 people	\$100.00
101 – 200 people	\$130.00

Administrative Fee

\$10.00/rental

Security deposit (refundable if left in good condition)

\$50.00