

**GREENDALE PARK AND RECREATION DEPARTMENT**  
**Greendale Gazebo Park**

**Policies and Procedures**

1. All clubs/associations, groups, or individuals wishing to use this facility must complete the Application Form for Use of Greendale Gazebo Park. Applicant must be the end user (i.e.: wedding usage would be bride or groom). Minors requesting use of facility must do so through their adult advisor or parent. They must be chaperoned throughout their event on a ratio of 1 adult per 10 minors.
2. Reservations are accepted after the first week in January for that years' scheduling of the facility. Applications are accepted on a calendar-year basis only. Greendale Park and Recreation Department organizations and Greendale community service organizations may begin applying for their annual reservations in the month of December for the next year. The Greendale Lions Club has priority reservation for this site for their 4th of July and Village Days activities, with the location and confirmation of its refreshment center being the same as in the years prior to the building of the gazebo. Also, the Lion's Club will not be expected to share the site with other groups during the 4th of July and Village Days activities. The Greendale Lions Club reservations must be received by December 1st of each year. Other activities receiving priority scheduling include Village of Greendale Community Tree Lighting program (late-November to early-December) and for Concert programs sponsored by the Greendale Park and Recreation Department and Greendale Entertainment Association as approved by the Village (Saturday and Sunday mid-June through end of August from 5:30 p.m. – 9:00 p.m.).
3. The following are examples of permissible uses of Greendale Gazebo Park upon receipt of permit (no more than three activities will be scheduled in one day):
  - a. Community band concerts as approved by the Village Board (sound must be within reason for harmony in the neighborhood)
  - b. Appropriate photo sessions (i.e.: weddings, graduation, family)
  - c. Other forms of appropriate public entertainment (i.e.: puppet shows, theatre performances, school activities, children's reading times)
  - d. Fundraisers for recognizable charitable organizations
  - e. Service organizations/Not-for-profit organization activities
  - f. Weddings/**Memorial Services** (no decorations, no tents or canopies, **no caskets**, only non-amplified music, and chairs limited to designated area, however, no more than 50 allowed)
4. The following are examples of non acceptable events at the facility:
  - a. For profit retail sales (i.e.: plants, machinery, art, food/concessions, novelties)
  - b. Private parties (i.e.: showers, picnics)
  - c. Unsanctioned concerts/practices
  - d. Church services
  - e. **Political campaigns, rallies and other activities**
5. Person making application will be held accountable for all actions/activities of the people involved in their activity.
6. Users must make themselves aware of what the actual park boundaries are as outlined in the lease agreement with Milwaukee County (available at Village Hall, 6500 Northway).

**General Use and Rules**

1. Application form and payment of fees must be received within ten (10) days of the requested date of use. Completed form and payments are to be returned to the Park and 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". Separate checks should be written for the usage fee and for the security deposit.
2. Building and Grounds hours available are Monday through Sunday from 8:00 a.m. to dusk or 9:00 p.m., whichever is earlier. All activities and programs, unless special permission has been granted, must end by dusk or 9:00 p.m., whichever is earlier.
3. All facility users will furnish their own equipment and materials.

4. Any damage(s) caused by user will be their responsibility and charges to repair damages/broken items will be assessed to the applicant.
5. The Village of Greendale/Park and Recreation Department will not be responsible for lost and stolen articles during time of use by individuals or groups.
6. Any fund-raising activities by clubs/associations, groups, or affiliations using Greendale Gazebo Park will be for the purpose of raising funds for recognizable charitable organizations.
7. No animals are allowed in the park or gazebo unless special permission granted.
8. No motorized vehicles allowed on grass or other park areas unless special permission granted. Parking in designated area only. Users should park in the Municipal Parking Lot (located off of Parking Street – see map).
9. Absolutely no fermented or alcoholic beverages (wine and hard liquor) will be permitted unless approval is obtained from the Village Board. A liquor license will only be granted to community groups upon proper application and review. Any beverages consumed must be in cans, or plastic or paper cups. No glass bottles unless special permission granted.
10. The use of private charcoal grills is not permitted unless approval is obtained from the Village Board. At no time may charcoal grills be used in the Gazebo itself. If approval is granted, unburned coals and ash shall be disposed of in such a manner as to prevent littering, fire and damage of any park property.
11. Grounds must be cleaned up at the conclusion of the usage. 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.
12. Security deposits will be returned no later than three (3) weeks after assessment of area.
13. The Park and Recreation Department reserves the right to deny and/or cancel any request for inappropriate usage. A cancellation will be made with a 48 hour notice.
14. **RESERVATION FEE SCHEDULE:**  
No fraction of hour usage will be accepted.

	<u>Non-Commercial</u>	<u>Commercial *</u>
Greendale service organizations/not-for-profit: (8 hours maximum usage)	No Charge	Not Applicable
Greendale individual or other group requests: (3 hours maximum usage)	\$ 20.00/hour	\$ 40.00/hour
Milwaukee County organizations/individuals: (3 hours maximum usage)	\$ 30.00/hour	\$ 60.00/hour
Outside Milwaukee County organizations/individuals: (3 hours maximum usage)	\$ 50.00/hour	\$100.00/hour

**Administrative Fee** ..... \$10.00/rental  
**Security deposit** (applied to all groups except Park & Recreation).....\$100.00  
(refundable if left in good condition)

\*Commercial usage of the Gazebo must be reviewed and approved by the Village Manager.

15. User is responsible for posting and removing permit at gazebo during usage.
16. No signs, banners, decorations, etc. shall be affixed to the Gazebo facility with the exception of those sanctioned/ approved/affixed by the Village.
17. In accordance with the lease agreement between the Village of Greendale and Milwaukee County for use of the land, any signs must be approved by the Village Board before being placed on the property.
18. Use of any type of mechanical or technical amplification is not permitted unless special approval obtained from the Village.
19. The named and/or individual and organization agrees to indemnify and hold harmless the Village of Greendale from any and all liability which might be occasioned to said Village by virtue of granting the permission in this application.

