To: Community Center Park Renter
From: Jackie Schweitzer, Director

May, 2019

Thank you for your reservation of the Community Center Park pavilion. Due to issues that have continued to occur regarding rentals at the pavilion, we are highlighting/clarifying some of the important issues to make your experience, as the renter, a safe and pleasant one.

1.) The Park and Recreation employee assigned to open the bathrooms at the pavilion will be there "at the time" you have "indicated" on your application. She/he will not be there before that time to open bathrooms as you are responsible for the users of the bathrooms. If you are *early* (and please advise any others in your party who arrive early with you of your reservation times), **do not call** the police to open the facility…a call to them will result in forfeiture of your security deposit.

2.) The Greendale Police should only be called in the event of outlets not working, plumbing issues, or other non-renters who might provide you with a conflict.

3.) We would like to reiterate that there is no beer, wine or hard liquor/alcohol allowed at the park or in the parking lot. Violation can result in extensive fines by Greendale Police.

4.) Have you asked for a permit to drive ONE vehicle up the asphalt pathway near the tennis courts to the little parking lot?   If not, please stop in for one (which allows one vehicle to take the asphalt path to the split rail area); otherwise, you may NOT have any vehicles parked any place in the park except the parking lot. Absolutely no driving on the grass, parking on the grass, or parking near the pavilion. This can result in a police citation.

5.) Tables, to the best of the department's ability, will be placed under the open area of the pavilion. If general park users have removed them after the park attendant has checked them out on Friday, you will have to move them back for your usage, if needed. You may move them out of the pavilion for your usage; however, you must return them under the pavilion at the conclusion of your event.

6.) There is NO kitchen facility available at the pavilion for your use. Your rental fee/permission extends only to use of the pavilion and having the bathrooms opened and accessible for your event.

7.) The department cannot guarantee the cleanliness of the tables so we recommend you bring towels and a solution to clean them. Also, due to this pavilion being an open area facility, there may be leaves and other debris that blows into the area. The pavilion is cleaned on Fridays during the day; however, things can happen between then and your usage.

8.) If you expect lots of garbage from your event, please notify the Park and Recreation employee upon her/his arrival to open the bathrooms, and extra bags will be provided to you for your day. At the conclusion of your usage, all garbage should be in bags/cans at the pavilion. The employee will then put the garbage in storage for pick up by the Department of Public Works on that Monday.

9.) There is minimal lighting under the roof of the pavilion….so once dusk comes, please note that there will be minimal lighting for activities and clean-up.

10.) No Bounce Houses allowed on the premise due to underground wiring and safety to the users when not properly secured.

11.) No loud amplified music allowed during the rental.

12.) If using a charcoal grill at the pavilion, you must have made arrangements to take the coals home with you. They are not to be disposed of in the garbage cans or on the property.

13.) Sidewalk chalk is not permissible, nor is access to water for any water events (like water balloons or garden hoses).

Again, thanks for consideration of use of the Community Center Park pavilion for your event. Following these issues should result in a positive and fun event whether for a graduation party, birthday party, family reunion, or whatever you are celebrating!

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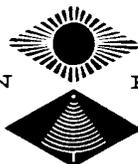
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