



**Greendale Park and Recreation Department
Application Form for Use of
Community Center Pavilion**

Reserved Date(s): _____ Time: From _____ am/pm to _____ am/pm

Number of persons in group _____ Type of use, group function or purpose: _____

Name of Group or Organization (if applicable): _____

Applicant/Contact Person: _____ Home Phone: _____

Address: _____ Work Phone: _____

City: _____ Zip: _____

Will there be food at your event? Yes No Non-amplified music? Yes No

Catered _____ Prepared _____ Grilled _____ (Radio, CD Player, iPod Speaker)

Will you be needing electricity for your activity? Yes No Parking Permit Needed? Yes No

If so, for what purpose: _____ I understand how to use the parking permit _____
(initials)

LIABILITY INSURANCE on file (if using tents, inflatable bounce house/structure): Yes No

We have read, understand and agree to the Fermented Malt Beverage and Wine Ordinance for our event. _____
(initials)

We understand that leaving the pavilion area covered in litter, chalk, silly string or water and/or not returning the square tan picnic tables under the pavilion will result in automatic loss of my security deposit. _____
(initials)

I (We) agree to follow the rules and regulations for the Village of Greendale as established in Local Ordinance, Chapter 19 and promise to comply with them. The above-named individual and organization accepts the responsibility for the conduct of the above group while on park property and for leaving the facility in an orderly manner and agrees to pay for damages incurred during the special use period. The above-named 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. We have reviewed the policies and procedures, and general usage as outlined for our usage.

Applicant's Signature Date

NOTE: If you encounter any problems during your permitted usage, during the week (8:00 A.M. - 4:00 P.M.) call the Park and Recreation Dept. at 414-423-2790, or on weekends and after 4:00 P.M., call the Greendale Police Department at 414-423-2121.

OFFICE USE

Date Department Received: _____

Return of Deposits

Reservation Charge Required: \$ _____

OK to release security deposit? Yes No By: _____

Amount Received: \$ _____ Date _____

Refunded (security): Yes _____ No _____

Ck # _____ Cash _____ CC _____ By _____

Reasons for denial _____

Administrative Fee Required: \$10.00 _____

Date refunded: _____

Ck # _____ Cash _____ CC _____ By _____

How refunded: mail _____ in-person _____

Security Deposit Required: \$50.00 _____

Signature of person receiving refund (in-person): _____

Amount Received: \$ _____ Date _____

Additional charges to be made: \$ _____

Ck # _____ Cash _____ CC _____ By _____

Reason(s) for charge(s) _____

Department Staff Date

Department Staff Date

Copy mailed to:
Director of DPW: _____ Greendale Police Dept.: _____

Department of Public Works

NOTE: Any amplification not permitted without special approval of the Village Board.

OK to release security deposit? Yes _____ No _____

Comments: _____