

**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. Rental season is May 1st through October 15th.
  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 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". 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 11:00 p.m. All activities and programs, unless special permission has been granted, must end by 10:30 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.

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. Dogs must be on a leash.
9. No motorized vehicles allowed on grass or other park areas. Parking is only allowed in designated areas. Renters do have permission to drive ONE vehicle on the asphalt pathway near the tennis courts to the small parking area behind the softball diamond where the split rail fence is up. This permit allows for one vehicle to use the asphalt path to the split rail area to drop off supplies or participants for the event and then the vehicle must be moved and parked in the designated parking lot; otherwise, you may NOT have any vehicles parked any place in the park except the parking lot. This permit is to be picked up at the Park and Recreation Department 10 days prior to usage. Absolutely no driving on the grass, parking on the grass, or parking near the pavilion. This can result in a police citation as it is posted "No Motorized Vehicles Beyond This Point."
10. The consumption of Fermented Malt Beverages and Wine must follow the guidelines of the Village of Greendale Municipal Code 19.04. The rental/gathering shall be a private affair, not open to the public, not advertised publicly in any manner, with no charge for admission as part of the gathering. No charge for beverages shall be made for guests, and no beverages shall be distributed to any persons under 21 years of age. Only fermented malt beverages (i.e. beer) and wine distribution is allowed. No alcoholic beverages shall be dispensed, consumed or be in possession of any person on park premises after 11:00 p.m. Any beverages consumed must be in cans, or plastic or paper cups. No bottles. **Note:** Sale of alcoholic beverages is limited to selected park areas and requires a special license and approval of the Village Board (Inquire with the Director of the Park and Recreation).
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. 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.
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, sand volleyball court, roller hockey area, or playgrounds – first come, first serve).
17. There is NO kitchen facility available at the Pavilion for your use. Your rental fee/permission extends only to use of the open pavilion area and having the restrooms opened and accessible for your event.
18. The use of tents, canopies or other temporary structures for an approved rental must be approved prior to usage. Tents/Inflatables/Bounce Houses/Structures are permitted only in DESIGNATED AREAS when the renter has obtained an insurance liability certificate. Use of tent(s) and/or inflatables require a certificate of \$1,000,000 liability insurance coverage with the Village of Greendale listed as co-insured within ten (10) days prior to the event. Renters must provide generator (no electricity from building available for this usage) and sand bags when using an inflatable. Charges will be assessed for damages occurring during set up and/or take removal. Tents may only be set up on the day of reservation and must be removed the same day.

19. No Staking Rule: Staking is **NOT** allowed due to underground power lines and other utility lines on the park property.
20. Maintenance does not clean and restock the restrooms during the period of usage.
21. 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).
22. The Park and Recreation Department 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. 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.
23. Tables, to the best of the Department's ability, will be placed under the open area of the pavilion. There is a maximum of eight picnic tables seating eight each. 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.
24. 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 blow into the area. The pavilion is cleaned on Fridays during the day; however, things can happen between then and your usage
25. If you expect lots of garbage from your event, please notify the Park and Recreation Department employee upon her/his arrival to open the restrooms, 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.
26. 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.
27. Sidewalk chalk or silly string are not permissible, nor is access to water for any water events (like water balloons or garden hoses). Use of either product will result in loss of security deposit.
28. Fee schedule:

Greendale Resident Group

1 – 100 people      \$60.00/day  
 101 – 200 people      \$100.00/day

Non-Greendale Group

1 – 100 people      \$150.00  
 101 – 200 people      \$200.00

Administrative Fee

\$10.00/rental

Security deposit (refundable if left in good condition)

\$50.00