

CITY OF WHITEWATER POLICY		TITLE: Facility Rental & Reservation
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: 11/10/08 Revised: 11/02/09, 11/1/10, 6/20/11, 8/6/12	TEXT NAME: G:\Park & Rec\Policy\ Facility Rental & Reservation Policy

I. PURPOSE

The Whitewater Parks and Recreation Department schedules, maintains, rents, and reserves indoor facilities, park shelters, and outdoor athletic facilities to the general Whitewater community and surrounding area. These facilities, which include the Downtown Armory, Starin Community Building, Cravath Lakefront Community Center, ball diamonds, soccer fields and tennis courts, are located in City parks and also on city property. The Parks and Recreation Department will schedule these facilities for its own programs, the Whitewater Unified School District, the University of Wisconsin-Whitewater and other private and not-for-profit groups and organizations. These other groups and organizations include, but are not limited to: Traveling Basketball, Traveling Baseball, and the Whitewater Soccer Club. The following policies and procedures have been developed to facilitate the scheduling of athletic facilities by all organizations.

II. SCHEDULING PRIORITIES

The Whitewater Parks and Recreation Department will determine capacity limits for all facilities consistent with established and accepted standards to maintain facilities for continued use. These capacities will be utilized when scheduling activities and may impact the availability of facilities for reservations.

The Whitewater Parks and Recreation Department schedules and reserves facilities according to the following priorities:

1. All Whitewater Parks and Recreation programs (games, scheduled practices, matches, camps, and instructional programs) will be the first programs scheduled at facilities that are managed/maintained by the Parks and Recreation Department.
2. Whitewater Unified School District programs/athletic events will be the second programs scheduled at facilities managed/maintained by the City.
3. Whitewater Unified School District programs/athletic events will be the first programs scheduled at facilities owned by the District.
4. Whitewater Parks and Recreation programs will be the second programs scheduled at facilities owned by the Whitewater Unified School District.
5. Private and/or not-for-profit groups and organizations which reserved facilities managed/maintained by the City will have their programs and events scheduled after all Parks and Recreation and School District programs have been scheduled.

III. GROUP CLASSIFICATIONS

Group 1 No Charge

Partner Organizations will not be charged a facility rental fee for their facility usage provided that their facility use is for the purposes of holding an organization meeting, practice, game, etc. Partner organizations provide a charitable good to the Whitewater community and have had a history of receiving free rentals for facility space.

Exception: Partner List members holding an event serving food or drink will require paying the entire rental fee. Exclusions: Optimist Breakfast w/ Santa & Kiwanis Pancake Breakfast
Any event serving alcohol will be required to pay 100 % of rental fee.

Partner List:

Tax Funded Organizations:

City of Whitewater
Whitewater Unified School District
Chamber of Commerce
Downtown Whitewater
Whitewater Tourism Council
Whitewater Arts Alliance
Whitewater Historical Society

Local Community Program Providers:

National Multiple Sclerosis Society
Special Olympics
Relay for Life (ACS)
4th of July Committee
Local Registered Political Parties
Walworth County Health Services
Whitewater 4H / Boy Scouts / Girl Scouts
Stone Mill Quilters
AWANA
Kettle Moraine Baptist Academy
Alcoholics Anonymus
Community Cat

Youth Sports Organizations:

Whitewater Traveling Basketball
Whitewater Traveling Baseball
Whitewater Youth Soccer
J-Hawks

Local Civic/Charitable Groups:

Kiwanis Club (Breakfast/Noon/Circle K)	Knights of Columbus	Lions Club
League of Women Voters	Optimists	

Note: To be added or considered as a partner organization, please submit a letter of request to the Parks & Recreation Director. Decisions will be based on charitable contribution to the community and/or services provided to youth in our local community.

Group 2 50% of Listed Fee

University of Wisconsin-Whitewater Recognized Organizations, Groups, Schools, Athletics
Private Events not serving food or beverages that are free to the public

Group 3 100% of Listed Fee

Private Event serving food and/or alcohol
Private Event charging admission

All Group 3 Reservations will not receive a key for the facility. A rental attendant will meet them at the facility and open the building, explain regulations, and answer questions beginning January 1, 2011.

IV. FEES & CHARGES

Facility	Capacity	4 Hours or Less Fee		Per Hour Fee Over 4 Hours	
		Resident	Non-Resident	Resident	Non-Resident
Cravath Lake Community Center	100	\$220.00	\$275.00	\$40.00	\$50.00
Starin Community Building	100	\$150.00	\$190.00	\$30.00	\$40.00
Armory Gym w/ kitchen	300	\$150.00	\$190.00	\$30.00	\$40.00
Armory Dance Studio	25	\$150.00	\$190.00	\$30.00	\$40.00
Armory Activity/Meeting Room	25	\$75.00	\$95.00	\$15.00	\$20.00

Facility	Capacity	Daily Fee	
		Resident	Non-Resident
Cravath Lake Picnic Shelter	100	\$60.00	\$75.00
Trippe Lake Shelter (beach)	100	\$70.00	\$90.00
Trippe Lake Picnic Shelter	100	\$50.00	\$65.00
Starin Picnic Shelter	100	\$50.00	\$65.00
Starin Kiwanis Picnic Shelter	100	\$50.00	\$65.00

Daily Fee (unless otherwise noted)			
Facility		Resident	Non-Resident
Cravath Lakefront Park (park area only)		\$100.00	\$125.00
Cravath Lakefront Park (park area & picnic shelter)		\$120.00	\$150.00
Cravath Lakefront Park (includes picnic shelter, community center for 4 hours, & park)		\$285.00	\$350.00
Starin Park Ball Diamond (no lights)		\$80.00	\$100.00
Starin Park Ball Diamond w/ lights (South Field only)		\$150.00	\$190.00
Starin Park (community building for 4 hours & 1 ball diamond)		\$175.00	\$215.00
Starin Park (all 3 ball diamonds)		\$225.00	\$275.00
Moraine View Park Soccer Field		\$80.00	\$100.00
Moraine View Park (all 7 soccer fields)		\$420.00	\$525.00
Any City Park not listed above		\$50.00	\$65.00

Full payment is required at the time of the reservation.

All groups must reserve the building for times needed including set-up and clean-up. In most cases, the contracted cleaning company will arrive at your scheduled completion time.

Groups 1 & 2 must pick-up keys during normal business hours.

Rental Damage Deposit

A \$500 damage deposit is required with any facility reservation. No deposits are required for picnic shelters. These deposits can be paid in one of two ways. The first option is to provide a valid MasterCard or Visa Card; this card will be charged for any damage that occurs. The second option is to write a check to the City of Whitewater for the amount of the required deposit. This check will be cashed the day it is submitted and the damage deposit will be returned within two weeks if no damage is incurred.

Long Term Rental Discount

Rental Groups interested in special rates based on continuous use must enter request 10 days prior to the month they are requesting use to the Parks and Recreation Director, who shall present an agreement to the Parks and Recreation Board for their approval at the next scheduled monthly meeting.

REFUNDS

All requests for facility rental refunds must be submitted in writing to the Parks and Recreation Board.

V. RULES & REGULATIONS

- All facility reservations must be made and completed in full a minimum of 10 days prior to the event. The Parks and Recreation Director can waive the 10 day minimum for special circumstances.
- For Groups 1 & 2, remember to check the site when you arrive! If there are any damages/problems please call 262-473-0122 immediately and leave a detailed message. The exact time of your call and your concerns will be documented.
- Separate permits are required for renters that are serving alcohol, using amplified sound systems (outdoor rentals only), or anyone selling merchandise or booth space. These permits can be obtained from the City Clerk's office.
- All park regulations shall be observed. Municipal Buildings open at 8:00 am and close by 11:00 pm unless approved by the City Clerk at the time the contract is signed. Parks are open at 6:00 am and close at 12:00 am (midnight). The renter will forfeit \$100 of the damage deposit if they are in violation of the park curfew ordinance.
- Payment for the reservation is due in full before the facility is reserved. Photo ID is required with completed facility request form AND payment of damage deposit, as renter you are responsible for any damages.
- For Groups 1 & 2, keys are not distributed on weekend days. You must stop by City Hall before your event, Monday – Friday during normal business hours. Failure to pick up a key will result in a \$50 charge from your security deposit. Failure to return the keys within 5 days of the rental or lost keys the renter will forfeit \$500 of the damage deposit.
- Consumption of alcohol is by permit only and in compliance with applicable ordinances and regulations. Permits/requests to have alcohol in a city facility should be submitted with payment at least 2 weeks prior to the event date. Only the applicant may request an alcohol permit, and photo ID is required with the application. Failure to obtain the proper permits the renter will forfeit \$500 of the damage deposit.
- Applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damages fees are as follows: replace rectangular table \$150, replace folding chair \$50, replace stackable chair \$150, replace 60" round table \$350. Building maintenance will be estimated at a rate of \$50/hour. Carpet cleaning will result in a \$300 charge and any floor refinishing or resurfacing will range in cost from \$300-\$550.
- Handicapped accessible entrance doors are not allowed or able to be propped open. Please do not try and force the doors to stay open. Any damage done to the doors by keeping them open will be assessed to your damage deposit.
- No smoking is allowed in the City of Whitewater Buildings. Failure to comply the renter will forfeit \$500 of the damage deposit.
- Decorations are not to be attached in any way to the suspended ceiling at the Community Building. An eye-bolt is available in the ceiling of the West Room for hanging decorations. In all City facilities renters should avoid placing tape on the walls, if tape is needed the Parks and Recreation Department will supply special tape to be used on the walls. No crepe paper is allowed in any rental facility.
- Please keep our facilities clean. It is the renter's responsibility to: bring your own dishtowels/cloths, wipe down tables and chairs and restore to the original locations, wipe down counters, appliances, and other surfaces, vacuum/clean floors and walls of any spills, clean any garbage from around the outside of the facility that your group may have caused, take all garbage with you after your event. Failure to remove garbage from the site is a \$100 charge against the damage deposit. Garbage can be taken to the dumpster located behind the Downtown Armory at 116 W North Street.

- Tent structures must be approved by the Parks and Recreation Director at time of facility request and comply with Diggers Hotline, Building Code and Fire Code requirements. No approval will be given and installation denied if compliance is not met.
- Photo ID Required with facility request AND payment of damage deposit.
- The Whitewater Parks and Recreation Department reserves the right to deny programs and/or special events which conflict with existing programs, use facilities for an event the facilities were not intended, or cause undue hardship on the facility and/or surrounding area. The availability of facilities for Class 1 may be limited based on requests and other rentals. Groups in Class 1 & 2 can provide the damage deposit or sign a “financial responsibility and damage deposit” form.