

Village of McFarland Park Shelter Usage Permit

1. All parks in the Village of McFarland open between the hours of dawn and 10:00 p.m. and are closed between the hours of 10:00 p.m. and dawn.
2. Lewis, McDaniel and Brandt Parks have automatic locks on the restrooms that open at 7:00 a.m. and close at 9:00 p.m. daily.
3. A permit is required for any special usage of any park within the Village of McFarland.
4. The following user fee structure applies: (Check will be cashed immediately.)

Gazebo & Small Parks	\$10.00	McDaniel - Local Business	\$75.00
McDaniel - Resident	\$50.00	McDaniel - Nonlocal Business	\$140.00
McDaniel - NonResident	\$75.00	Lewis & Brandt - Local Business	\$150.00
Lewis & Brandt - Resident	\$100.00	Lewis & Brandt - Nonlocal Business	\$300.00
Lewis & Brandt - Nonresident	\$150.00		
5. Any group or resident who requests a park shelter usage permit is required to pay a security deposit of one hundred dollars (\$100.00) to the Public Works/Utilities Clerk. This deposit will be refunded to the permit holder in full if the park and facilities are left in a properly clean and safe condition after such usage.
6. No glass beverage containers are permitted in parks. Alcohol is allowed according to all other applicable laws.
7. All trash is to be deposited in the trash totes or dumpster and recyclables deposited in the recycling container located in the park.
8. It is the sole responsibility of the renter to get Village permission to install or erect a tent or other temporary structure **and** to contact Digger's Hotline three (3) business days before such structure will be erected. Any costs for locates and/or damage to turf will be grounds for nonreturnable security deposit.
9. Only **one** Nesco or crock pot can be plugged into one outlet. Multi-power strips **not** allowed.
10. Renters shall not tape, staple, nail or fasten any other attachment that can damage the shelter in any way. Any damage related to this will be grounds for nonreturnable security deposit and additional assessments.
11. No public access will be allowed to any maintenance room for the purpose of accessing electrical breaker boxes or any other mechanical issue.
12. Any use of amplified noise requires prior approval by Village Staff/Parks, Recreation, and Natural Resources Committee.
13. The shelter will be checked and supplies replenished before the rental date. Any call after hours or on weekends that results in a staff member refilling toilet paper or towel dispensers or resetting circuit breakers will be grounds for nonreturnable security deposit.
 - The day following any such use, a Village employee will examine the park area, and upon certification that the park is in a properly clean condition, the security deposit shall be refunded to the party that made the deposit.
 - **Under no circumstances will this refund be made before 12:00 noon the first business day following any such use**, to allow the Village ample time to examine the park.
 - Upon examination of the park by the Village employee, if the park is not found to be in a properly clean condition, the security deposit shall be used by the Village to help restore the park to a clean and safe condition.
 - Should the keys to the park shelter (if issued) not be returned, the security deposit will be used to change locks at the park and replace keys.

14. If you have concerns about the condition of the park when you arrive:

- During normal business hours, call 838-7287.
- After hours or on weekends, call a public works employee at 212-2625.

15. PLEASE TAKE THIS FORM ALONG TO THE PARK THE DAY YOU HAVE IT RESERVED AS PROOF OF RESERVATION. **Cancellations less than 30 days prior to the event only get the security deposit returned. Cancellations more than 30 days of the event receive a refund less a \$25 administrative processing fee plus security deposit. No refunds will be made due to inclement weather or other circumstances.**

Check if applicable:

- Non-Resident
- I will be installing a tent or other temporary structure. (Other fees may apply)
- I will be serving alcoholic beverages.
- I will have amplified music (Needs Prior Permit Approval)
- I will be using the ball diamonds/lights.

Name of person reserving park: _____

Address of person reserving park: _____

Park to be Reserved: _____

Reservation Date: _____ **Telephone Number:** _____

How Many People Will Attend: _____

Event to be Held at Park: _____

Signature of Person Reserving Park: _____

OFFICE USE ONLY:

Park Reserved:	Brandt	Gazebo & Small Parks	Lewis	McDaniel
Date Reserved:	_____	cash	check#	_____
Security Deposit:	\$100.00	cash	check#	_____
User Fee Paid:	_____	cash	check#	_____
Receipt #	_____	Office Approval:	_____	