



VILLAGE OF WILLIAMS BAY

P.O. Box 580

Williams Bay, WI 53191

Phone: (262)245-2700

Fax: (262)245-2705

Village of Williams Bay Application for Field House Usage Security deposit, rental fee



General Information (please type or print clearly)

Applicant/Agent

Name _____

Organization _____

Address _____

Phone _____ Cell _____

Email _____

.....
Activity

Date requested _____ Time _____

Estimated number of attendees _____

Nature of activity _____

Is this event open to the public? If yes, you must also complete a statement concerning liability and workmen's compensation insurance and provide a certificate of insurance naming the Village of Williams Bay as an additional named insured.

Is this event free? If no, please complete a statement as to what charges are being made and for what purpose. It is not expected that events held are to generate a "profit" nor are there to be events with saleable goods or services being rendered.

Signature of Person Responsible _____

Printed name _____

Contact information (if different than above)

Address _____

Phone _____ Cell _____

Email _____

Please note that the village does provide some chairs and tables for the use of those renting the field house. These are to be used only inside the field house and are to be cleaned and returned to their storage areas at the conclusion of the event.



Applicant Initials _____



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Rental Fee and Security Deposit Schedule

Rental Fee: \$200.00 / Deposit: \$500.00 (applicable only to renters) in cash or money order

The field house is available to rent by all Village homeowners and renters who can provide an annual lease and all current members of the Williams Bay Lions Club. Only those homeowners whose name appears on the current tax roll will be allowed to rent the Field House. A current, annual lease is the only proof of residency the Village will accept from renters. No deposit will be returned until the Village has had time to inspect the Field House after your use.

I have read and understand that no usage date is finalized until the rental fee and deposit (when applicable) are paid in full. I also agree that in addition if any additional village services are requested or determined to be impacted, an additional fee will be charged for those services.

Signature of Person Responsible

_____ Date _____

Organization _____ Purpose _____

Approval of Village Clerk

_____ Date _____

For Village use only

Date application filed with Village Clerk _____ Deposit paid? yes/no

Copy of application given to: _____ Rental fee paid-Receipt# _____

Public Works Director

Recreation Director

Police

Applicant

Reservation entered on master field house calendar with no conflicts- yes/no

Approval is for the use of the field house as shown:

Time: _____ Date: _____

Type of event: _____ Number expected: _____



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Field House Reserved Use Policy

Policy:

The field house is available to rent by all Village homeowners and renters who can provide an annual lease and all current members of the Williams Bay Lions Club. Only those homeowners whose name appears on the current tax roll will be allowed to rent the Field House. A current, annual lease is the only proof of residency the Village will accept from renters. No deposit will be returned until the Village has had time to inspect the Field House after your use.

Reservation of Field House:

Any person or group, firm, organization, partnership or corporation meeting the requirements as stated above may apply to reserve the use of the field house by completing a Village of Williams Bay Application for Field House Usage request and filing it with the Village Clerk. The Village Clerk shall issue approvals for reserved use of the field house. Field House facilities are reserved on a first-requested, first-reserved basis after meeting the requirements of the application process. Although small groups obeying the village ordinances are allowed to congregate in the Village parks without a reservation, reserved field house space has legal priority over any other casual gatherings. Copies of approved applications will be maintained by the Village Clerk.

Application:

The application request must be completed in full with one person identified and authorized as the person responsible for the event. That person will be responsible for the event and the field house facility in total. Additionally, the usage does include use of tables, chairs and kitchen facilities. All trash, garbage, other items must be removed at the end of the field house usage and the field house must be left in a clean manner. All tables and chairs must be returned to their original placement in the field house. All equipment, counters and floor must be left clean and free of debris.

Action on Application Request:

The Village Clerk, Parks and Lakefront committee and/or Village Board shall act promptly on all application requests based on a first-come, first-served basis or, if necessary, after consulting the applicant.

Reasons for Denial:

 Please note: an application request may be denied for any of the following reasons:

- Any use that could reasonably involve a violation of Federal or State law or any provision of the Village Municipal Code.
- Granting of the application would conflict with another approved application or one for which application approval is already pending.
- Application request made outside of the required time for the scheduled use.
- Request is for use of the field house at a date and time when, in addition to the proposed use, anticipated use by others is expected which would be conflicting usage.
- Law enforcement requirements of the reserved use will require so large a number of persons as to prevent adequate law enforcement for the village or the park involved.
- Requested reserved use is so poorly organized that participants are likely to engage in aggressive or destructive activities.



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→ Application request is not completed properly.

→ Any other factors which could have a negative or adverse impact on the Village of Williams Bay as determined by the Parks and Lakefront Committee and/or the Village Board and/or Chief of Police.

Application Not Required for Village Activity:

An application is not required for reserved use of the field house when such use is sponsored by or under the oversight of the Village of Williams Bay. However, these uses must be noted on the Village field house calendar so that no conflict might result.

Application Revocation:

The Village Board, Village Administrator, Chief of Police, or Public Works Director may revoke an approval already approved if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, other catastrophe or likelihood of a breach of the peace, or by a major change in the conditions forming a basis of the approval of the application. If the revocation is due to no fault of the applicant or attendees to the event, the fee will be refunded.

Form of Approval:

Each approval shall be in a form prescribed by the Village Board and shall designate the field house usage; date and hours of the reserved event use; purpose of the reserved use and the name of the person, group, or organization to which the approval is issued.

License to sell or serve fermented malt beverages and/or wine:

Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request.

Prior to the issuance of a license, the applicant must attend a pre-event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.

Security:

The Village may require, as a condition of approval, that the applicant provide professional security personnel at the event in the number deemed necessary by the Village Board or Chief of Police.



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The "Small" Print:

Approved group must keep the field house clean and orderly during the approved event, including allowing others to freely access the outside bathrooms, play ground and fields.

Approved group agrees to pick up litter as it accumulates and clean rest rooms during the time of the approved event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.

Auxiliary Parking:

If necessary, the approved group must identify an auxiliary parking plan for the event, which must be approved by the Chief of Police.

General Information:



1. If you wish to be present when the Village inspects the Field House, you must mark this box
2. Repair costs are not the only costs you may incur. Janitorial services (if necessary) will be withheld from your deposit as well as the cost of "re-keying" the Field House if you lose the key that was issued.
3. Immediately following your event, prior to leaving, you must clean the Field House thoroughly. This means:
 - a. Clean and return all items to appropriate storage area.
 - b. Be sure all tables and chairs are free of debris, washed and put away appropriately in their storage area.
 - c. Countertops, stove, sink, refrigerator, etc. must be cleaned, washed and free of items.
 - d. Washrooms must be cleaned.
 - e. Floor must be swept and **wet mop** used to thoroughly clean the floor. This might require being done twice. If the mop is dirty, you must clean it thoroughly before using it. **(This is the item that most people don't pay nearly enough attention to.)**
4. Remove all your decorations including scotch tape! No decorations may be placed on the ceiling.
5. Turn off all lights and check that you have removed all of your personal items from the premises including the refrigerator.
6. Lock all doors and check them twice before leaving.
7. Clean-up charges are \$50.00 for each half hour or fraction thereof. For example: 45 minutes of clean-up would be a \$100.00 charge.
8. Taxpayers: instead of posting a deposit, you will be liable for any and all damages to the Field House while under your care. Any charges incurred by the Village as a result of your use of the Field House will be billed to you at the address you have provided. Failure to pay these charges in a timely manner (30 days) will result in the Village placing a lien on your property for collection of these charges.



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Field House Usage Application

The security deposit (where applicable) must be submitted by cash or money order, the rental fee can be cash/check/money order made out to the Village of Williams Bay, all must be submitted along with the completed application request.

The Village Clerk will inform the requesting party if the date and park are available; however, that does not mean approval will be granted. A copy of the approved or disapproved application request will be mailed to the requesting party following disposition by the Village Clerk and/or Parks and Lakefront Committee and/or the Village Board. Events shall forfeit fees paid by the applicant if cancellation takes place less than 7 days prior to the event. If cancellation is 8 to 13 days prior, full refund less \$50.00.

After approval for field house usage has been granted, the Village Board, Village Administrator, Chief of Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, administrative or clerical error or likelihood of a breach of the peace.

The applicant agrees by signing this Field House Application that the security deposit, when required, shall be held by the Village of Williams Bay, and may be applied to property damage to the premises resulting during the time of the activity or may be forfeited as a result of police action required at the activity. The Village may also seek further action to recover damages to the occupied premises. The applicant agrees not to use the premises for any unlawful activity including those posted in the field house, those posted in the parks, and also agrees to abide by park rules, regulations and ordinances of the Village of Williams Bay. The applicant agrees to indemnify the Village and hold it harmless for all expenses, liability and claims of any kind arising out of harm to or activities of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at the event.

Indemnification:

Prior to approving any application for reserved use of any village facility, the village may require the applicant to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, protecting third parties as may be injured or damaged and naming the Village of Williams Bay as an additional insured, in any amount depending upon the likelihood of injury or damage as a direct and proximate result of the reserved use sufficient to indemnify the Village and such third parties as may be injured or damaged thereby, caused by the applicant, its agents or participants.

Signature of Person Responsible

_____ Date _____

Organization _____ Purpose _____