

PARK RENTAL POLICY CITY OF GILLETT

The fee for rental of a shelter is \$50.00 for one day. This includes the bathrooms being open, electricity to the shelter, and water turned on. For Zippel Park, the ball diamond is available on a first come first serve basis and is not included with the park shelter rental. Orby Jones Family Complex rental includes diamond #3 (lower) only, unless authorized differently by Common Council.

A security deposit of \$50.00 is required to rent any city park. This security deposit will cover maintenance and clean up, if needed. This deposit is refundable contingent upon the area being cleaned up and left in good condition.

The Orby Jones Family Complex Usage Policy must be followed when renting the OJF Complex.

All rental fees and the security deposits must be paid in advance to the City Clerk. All checks will be deposited and a separate refund check for the security deposit will be issued upon inspection of the park by city employees.

The rental fee is waived for Non-Profit organizations; however, the security deposit is still required. Proof of non-profit status will be required and the organizations for supplies will be billed. (Examples: Toilet Paper, Soap, Water, Etc.)

At the close of the rental period, the shelter must be cleaned up by the renter so as to be left in the same condition it was at the beginning of the day.

A signed contract will supercede the Park Policy and contract terms will apply.

Below are rules to be observed by user of all City of Gillett Parks. We want you are your guests to have a pleasant visit. Attention to the following items will help ensure that others who reserve the facilities will also enjoy their time at the park.

1. Dispose of trash and garbage responsibly, and clean up litter around the buildings
2. When you are finished using the buildings, place trash and garbage in a barrel and place the barrel outside the building
3. Clean-up must be done immediately following the event
4. The person or group renting facilities is responsible for anything damaged, if this is a large public event you will be given 48 hours to complete any repairs to damages or the city will do the repairs and you will be charged
5. The park and all buildings close promptly at 10:00 pm.
6. In each building before you leave:
 - Turn off all lights
 - Lock doors
 - Remove all food from refrigerator but leave refrigerator turned on
 - Put all tables back in order
7. If your event goes past 10:00 pm you will be required to reserve the park for the next day

Chairman of Parks and Cemetery will set the security deposit for transient events.

Should there be any questions relating to your reservation, please call the City Clerk at (920) 855-2255. Thank you for reserving our city park facilities, and we welcome the opportunity to serve you again next year. We hope your visit at the park is a memorable one and feel free to share suggestions you may have for improvements or correcting some difficulty.

Park Committee
City Council
City of Gillett

This Park Policy is effective June 7, 2012.