



USER GROUP PACKET



262-367-2714
www.villageofhartland.wi.gov
210 Cottonwood Avenue
Hartland, WI 53029



VILLAGE OF HARTLAND

210 Cottonwood Avenue | Hartland, WI 53029 | 262-367-2714

CHECK LIST

Please complete and submit the following documents (as applicable):

___ **User Group Application Forms**

___ **Athletic Facility Scheduling Application**

___ **Schedule**

___ **Payment** (will be credited to organization's Civic Rec account)

___ **Certificate of Comprehensive General Liability Insurance**

___ **Tax Exempt Form, Form S211**

___ **Canteen Agreement for Bark River and Nixon Park** (As applicable, email the Deputy Clerk at info@villageofhartland.wi.gov for your organization's agreement.)

___ **Park Shelter Reservation / Fine Arts Center Reservation** (as applicable)



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PARK BOARD POLICY FOR FACILITY RESERVATIONS

- 1) **USER GROUPS** and **INDIVIDUALS** will have access to reserve athletic facilities, shelters, and the Nixon Park Fine Arts Center as follows:
 - a) **USER GROUPS** can submit reservations in person on the first business day in January. The Clerk's Office at the Village Hall, 210 Cottonwood Avenue, is open Monday-Friday, 7:30-4:30 pm, unless otherwise posted.
 - i) Completed User Group Packets will be accepted and processed in the order they are received.
 - ii) Payments will be processed at the time they are received.
 - iii) User groups will follow the process detailed in the **USER GROUP RESERVATION PROCESS**.
 - iv) Athletic field reservations will be considered a user group priority until the last Friday in February.
 - b) **INDIVIDUALS** can reserve shelters and the Nixon Park Fine Arts Center (FAC) on the first business day in January. Individuals can reserve athletic facilities on the first Monday in March.
 - i) Shelter reservations can be made in person or online.
 - ii) FAC reservations can be made in person only.
 - iii) Individuals will follow the process detailed in the **INDIVIDUAL RESERVATION PROCESS**.
- 2) The Village of Hartland reserves the right to refuse or to cancel an application to any user group or individual if a Village sponsored event conflicts with the requested date/time. Notification of cancellation will be provided at least 10 days in advance.

USER GROUP RESERVATION PROCESS

- 3) User groups must complete a User Group Packet and submit the required documents and fees to request reservations for facilities on specific dates and times. User Group Packets are available at the Clerk's Office, Village Hall, 210 Cottonwood Avenue, Monday-Friday, 7:30 am-4:30 pm, and consists of:
 - a) Checklist Cover Sheet
 - b) Policy for Facility Reservations
 - c) Field Restoration Agreement
 - d) User Group Application Forms
 - e) Athletic Facility Scheduling Application

4) User groups must submit the items listed below with the completed User Group Packet:

a) Certificate of Comprehensive General Liability Insurance for Competition Sports

- i) Comprehensive General Liability Insurance in the amount of \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured.”
- ii) Comprehensive Professional Liability Insurance in an amount of at least \$1,000,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insured.”

b) Tax Exempt Form, Form S211 (as applicable)

c) Schedule

- i) Each reservation must clearly list the date, time, field/facility, team, game/practice.
- ii) Parks open on April 15, weather-permitting, and close on October 15.
- iii) The Village of Hartland reserves the right to delay the start of the season due to field conditions.
- iv) The Village of Hartland will prep a field once per day and will offer up to two reservations on a field per day. The second reservation on any given day will not have a field prep.

d) Canteen Agreement for Bark River and Nixon Park (as applicable)

e) Pre-payment (in the amount equal to or greater than the fees associated with the number of requested reservations in the provided schedule and any deposits)

- i) Credit card payments incur a 4% convenience fee.
- ii) Please note that adjustments to schedules may require additional payments that will be collected at the time of the adjustment.

5) Once the User Group Packet is accepted, the Clerk’s Office will set up accounts for all user group applicants in Civic Rec, Hartland’s recreation registration portal.

a) User group applicants will receive an automated email with a temporary password and further instructions from Civic Rec.

b) User group applicants will receive an email with instructions on how to modify or add reservations.

6) The Clerk’s Office will process the submitted payment and apply the funds to the user group’s account in Civic Rec.

a) Additional funds can be added to the user group’s Civic Rec account online or in person.

b) Credit card payments incur a 4% convenience fee.

7) The Clerk’s Office will process the submitted schedule.

a) Any schedule conflicts will be communicated to the user group.

b) Conflict resolutions will be processed internally or will be managed by user groups in Civic Rec beginning the first Monday in March.

8) Beginning the first Monday in March, schedule changes will be handled as follows:

- a) **SCHEDULE ADDITIONS:** If adding to their schedules, user groups can reserve dates in Civic Rec, utilizing funding on account or paying at the completion of the reservation.
- b) **CHANGING PRACTICE TO GAME (SAME TEAM):** If replacing one internal reservation for another on the same date (at least four (4) days prior to the reservation), user groups can cancel the existing reservation and reserve the new one in Civic Rec, refunding to account, utilizing funding on account, or paying at the completion of the reservation.
- c) **CHANGING PRACTICE TO GAME (ALTERNATE TEAM):** If requesting a game on a date that has a practice schedule via an alternate user group, user groups must email the Clerk's Office, info@villageofhartland.wi.gov, with specific details of the request.
- d) **LAST MINUTE MODIFICATIONS:** If requesting a modification within four (4) days of the scheduled game or practice, user groups must email the Clerk's Office, info@villageofhartland.wi.gov, with specific details of the request. Requests cannot be guaranteed.
- e) **CANCELLATIONS/REFUNDS:** If a practice or game is cancelled due to inclement weather, user groups must email the Clerk's Office, info@villageofhartland.wi.gov, within 24 hours of the cancellation to receive a refund.
- i) Fields that are prepped for games are non-refundable.

9) User groups who cancel 20% or more of their field reservations can be subject to cancellation fees up to 100% of their cancelled fees to be invoiced at the end of the season. Future field reservations will only be considered once the invoice is paid in full.

10) If there is a balance on the Civic Rec account at the conclusion of the season, user groups may request a refund check or keep the balance on account for the following season.

INDIVIDUAL RESERVATION PROCESS

11) Individuals must set up an account in the recreation registration portal on the Village website.

12) **FACILITY RESERVATIONS** can be made on the first business day in January. Shelters can be reserved in person or online.

- a) The Nixon Park Fine Arts Center can be reserved in person only.
- b) Facility reservations must be cancelled two (2) weeks in advance to receive a refund.
- c) A \$10 processing fee will be retained.

13) **FIELD RESERVATIONS** can be made on the first Monday of March in person at the Village Hall or online.

- a) Reservations must be made at least four (4) days in advance of the requested date.
- b) Field reservations must be cancelled no later than four (4) days prior to receive a full refund.
- c) Cancellations within four (4) days of the reservation will not receive a refund.

OTHER GENERAL POLICIES

- 14) Beginning on the first business day in January, applications for shelters and the Nixon Park Fine Arts Center will be available on a first-come, first-serve basis.
- 15) Applicants are responsible for general cleanup of facilities reserved/used. If clean up is not done, the Village Department of Public Works will clean the area, and the charges will be deducted from the required deposit.
- 16) Any organized group desiring to reserve park open space green area, parking lots, picnic areas without shelter reservation shall pay fees equivalent to the shelter reservation fee.
- 17) Applicants reserving fields, shelters, general open space and the Nixon Park Fine Arts Center are required to adhere to the Village ordinances and park regulations. Regulations are provided on the back of application forms and are posted in some parks.
- 18) Applicants engaging in the sale of alcoholic beverages on Village park land will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:
 - a) Comprehensive Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers, and employees as "additional insured." A certificate of insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.
- 19) Park users shall furnish to the Village certificates of insurance, evidencing the issuance of policies cover the above insurance requirements. No organized recreational activities including practices and games on Village park land may begin until a proper certificate of insurance is received. A minimum of 20 days' notice of cancellation shall be provided.
- 20) Separate reservations must be made for athletic fields and park shelters/general open space with the exception of Bark River Park.
- 21) Shelters and general open space cannot be reserved prior to the first business day in January of each year.
- 22) User groups have priority of Hartland's athletic facilities up until the last Friday in February. After the first Monday in March, facility reservations will be open to the public.
- 23) In the event of the cancellation of an EVENT, the permit fee can be refunded ONLY IF at least TWO WEEKS prior request is received by the Village in writing along with the original permit. A \$10 processing fee will be retained.
- 24) A \$10 processing fee will be charged for changing dates or times for an EVENT.

FEES ARE LISTED ON THE CORRESPONDING RESERVATION FORM.



VILLAGE OF HARTLAND

210 Cottonwood Avenue | Hartland, WI 53029 | 262-367-2714

USER GROUP REGISTRATION FORM

For organization members who would like access to the schedule in Civic Rec. An automated email will be sent with a temporary password to complete Civic Rec registration.

Please print legibly and fill out completely.

REGISTRATION DETAILS

ORGANIZATION NAME: _____

NAME: _____ DATE OF BIRTH: _____ GENDER: _____

ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

PHONE: _____ THIS NUMBER CAN RECEIVE TEXT MESSAGES: YES NO

EMAIL: _____

EMERGENCY CONTACT NAME: _____ RELATIONSHIP: _____

PHONE: _____ EMAIL: _____

All Hartland Recreation Department participants are asked to sign this liability release and consent to use of images. I the undersigned, do hereby agree to allow the above-named to participate in the activity indicated. I am aware of and understand that there may be potential risks inherent with participating in any recreational activities and that the Village of Hartland does not provide accident or health insurance coverage for any participant. I assume all risks and hazards incidental to such participation including transportation to and from the activities and do hereby waive, release, absolve, indemnity and agree to hold harmless the Village of Hartland, its officers, employees, staff, agents and other contract instructors for any and all claims, injuries, liabilities, damage or cause of action directly or indirectly arising out of the use of Village of Hartland facilities, equipment, and/or participation in Village of Hartland Recreation Department programs/activities. However, in the event of a medical emergency, I authorize the Village of Hartland staff to obtain medical treatment for the above-named participant. I consent and give permission for all images of myself and the above-named participant to appear in media/promotion/information materials approved by the Village of Hartland without any payment or consideration. This consent/grant of use of images includes but is not limited to the distribution/publication by any means including but not limited to the Internet, and by means of e-mails, magazines, newsletters, pamphlets, news articles, advertisement flyers, and in whatever other manner the Village of Hartland finds useful or utilizes for any other lawful purpose. This release shall continue indefinitely, until I otherwise revoke said release in writing. In the event of a revocation, I agree that the Village will not initiate any new use of images of myself or the above named participant within any new material(s) after the date of actually being notified of my revocation, but will not be obligated to withdraw or retract any distribution, circulation or publication of any existing material(s) containing any image of or information about myself or the above named participant.

SIGNATURE: _____ DATE: _____



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SIGNATURE: _____ DATE: _____

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VILLAGE OF HARTLAND

210 Cottonwood Avenue | Hartland, WI 53029 | 262-367-2714

ATHLETIC FACILITY SCHEDULING APPLICATION

Organization or individual's name: _____

Tax Exempt: No Yes - attach WI Sales & Use Tax Exemption Certificate, form S-211

Point of contact name: _____

Phone number: _____ Email: _____

Address: _____

Additional contact: _____

Phone number: _____ Email: _____

Additional contact: _____

Phone number: _____ Email: _____

I verify the documented information and agree to abide by the Field Restoration Agreement, Park Board's policies, and Village ordinances regarding park usage.

Signature

Date

FIELDS AND FEES

Reservation date: _____
If reserving multiple dates, please attach a schedule.

DEPOSITS

Number of Participants	1-50	51-100	101-200	201-300	301+
Refundable Deposit Amount	\$50	\$100	\$200	\$300	\$400

LARGE BASEBALL FIELDS

Park	Base Fee	Tax (if applicable)	Deposit (see above)	Number of Field Preps	Restoration Deposit (one time fee)	Total Due
Centennial	\$45	\$2.25		___ x \$60 = \$_____ (total prep fees)	\$150	
Nixon	\$45	\$2.00		___ x \$60 = \$_____ (total prep fees)	\$150	
Hartbrook	\$40	\$2.25		___ x \$60 = \$_____ (total prep fees)	\$150	
Penbrook	\$40	\$2.00		___ x \$60 = \$_____ (total prep fees)	\$150	

SMALL BASEBALL FIELDS

Park	Base Fee	Tax (if applicable)	Deposit (see above)	Number of Field Preps	Restoration Deposit (one time fee)	Total Due
Hartbrook	\$35	\$1.75		___ x \$20 = \$_____ (total prep fees)	\$150	
Joliet	\$35	\$1.75		___ x \$20 = \$_____ (total prep fees)	\$50	
Nixon	\$35	\$1.75		___ x \$20 = \$_____ (total prep fees)	\$50	

SOFTBALL FIELD (includes Bark River shelter)

Park	Base Fee	Tax (if applicable)	Deposit (see above)	Number of Field Preps	Restoration Deposit (one time fee)	Total Due
Bark River	\$45	2.25		___ x \$60 = \$_____ (total prep fees)	\$150	

SOCCER FIELDS

Park	Base Fee	Tax (if applicable)	Deposit (see above)	Number of Field Preps	Restoration Deposit (one time fee)	Total Due
Centennial (large)	\$35	\$1.75		___ x \$80 = \$_____ (total prep fees)	\$550	
Hartbrook (large)	\$35	\$1.75		___ x \$80 = \$_____ (total prep fees)	\$550	
Hartbrook (small)	\$35	\$1.75		___ x \$80 = \$_____ (total prep fees)	\$550	
Penbrook (large)	\$35	\$1.75		___ x \$80 = \$_____ (total prep fees)	\$550	

FOOTBALL FIELD

Park	Base Fee	Tax (if applicable)	Deposit (see above)	Number of Field Preps	Restoration Deposit (one time fee)	Total Due
Centennial	\$105	5.25		___ x \$80 = \$_____ (total prep fees)	\$550	

TENNIS/PICKLEBALL COURTS (booked in 2 hour blocks)

Park	Base Fee per Court	Number of Courts	Number of 2 Hour Blocks per Court	Tax (if applicable) (base fee x # of courts x # of blocks x .05)	Total Amount Due
Nixon	\$30				
Penbrook	\$30				

OFFICE USE ONLY

Date: _____ Field Fees: _____ Deposit: _____ Preps: _____ Restoration: _____

Court(s): _____ Permit number: _____ Date Entered: _____

Refunds

TE Field (101-46725): _____ Field (101-46720) _____ Deposit (101-23000): _____

Preps (101-46725): _____ Restoration (101-23000): _____ Approved by: _____

FIELD RESTORATION AGREEMENT

The above hereby agrees to fully accept restoration responsibility of the above named field due to unacceptable field conditions that may result from the allowed use on the athletic field. The limits/items of restoration may include complete removal and replacement of sod, diamond mix, or other field appurtenances. These field restoration costs shall be in addition to any field reservation fees and field preparation fees that are paid in advance of field use. Documentation of field conditions shall be made by the Village staff by the taking of photos both prior to and after the reserved use of the fields. Acts of vandalism outside of the normal field use shall not be the responsibility of the field user. All restoration shall be completed in a timely basis. The field restoration deposit is due at the time of reservation.

REQUIREMENTS FOR FIELD USE AND PREPARATION APPLICANTS

1. It will be the responsibility of the sponsor/individual reserving the athletic facilities to pick up litter in the area after the event, including in the surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
2. All equipment and personal items must be removed from the park by sundown, or the closing time approved by the Park Board.
3. Restroom facilities and parking lots are open to park patrons. NOT EXCLUSIVE TO THE PERMIT HOLDER. Parking is permitted in designated areas only. Vehicles cannot be parked in the picnic areas or the grass.
4. Certificate of insurance naming the Village of Hartland as additional insured must be provided.
5. DISORDERLY CONDUCT PROHIBITED.
6. For the enjoyment of all park patrons, dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.
7. Fields must be reserved for make-up games and a minimum of 24 hours notice given (one working day) to prep a field for a make-up game.
8. DPW requires a minimum of 4 days notice for a newly scheduled field preparation.
9. DPW will spend no more than two hours preparing a facility for a game.
10. In the case of inclement weather, field preps will not be made. Notification will be provided to the appropriate contact person if conditions do not allow for field preparation. Please follow the Hartland Athletic Field Group Guidelines for Field Playing Conditions or contact Cory Bahr at 414-630-8168.
11. Park Shelter application must be made separately if they are to be used in conjunction with a field's use, except at Bark River Park where the shelter is included with the field reservation.
12. Application for field reservations for a specific year cannot be made before January 1st.
13. All uses must be open to the public, free of charge. Participants may not pass a collection plate or solicit from the audience.
14. Games or practices shall not be scheduled earlier than April 15th (subject to field conditions due to weather) for any field.
15. Only one type of athletic play may take place on any field at a time.
16. The "per use" fee is charged for practices, as well as games. See the Facility Reservations Policy adopted on 12/9/2024 for full details.

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Wisconsin Sales and Use Tax Exemption Certificate

Form
S-211

Do not send this certificate to the Department of Revenue

Purchaser: Complete this certificate and give it to the seller.

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

Check One Single Purchase Continuous

Purchaser Information			
Business Name		Type of Business	
Business Address		City	State ZIP Code
Purchaser's Tax ID Number		State of Issue	
If no Tax ID Number, enter one of the following:	FEIN	Driver's License Number/State Issued ID Number	State of Issue
Seller Information			
Name VILLAGE OF HARTLAND			
Address 210 COTTONWOOD AVENUE		City HARTLAND	State ZIP Code WI 53029

Reason for Exemption

Resale (Enter purchaser's seller's permit or use tax certificate number) _____

Manufacturing and Biotechnology

- Tangible personal property (TPP) or item under s.77.52(1)(b) that is used exclusively and directly by a manufacturer in manufacturing an article of TPP or items or property under s.77.52(1)(b) or (c) that is destined for sale and that becomes an ingredient or component part of the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale or is consumed or destroyed or loses its identity in manufacturing the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale.
- Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) and safety attachments for those machines and equipment.
- The repair, service, alteration, fitting, cleaning, painting, coating, towing, inspection, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed. Tools used to repair exempt machines are not exempt.
- Fuel and electricity consumed in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) in this state. Percent of fuel exempt: _____ % Percent of electricity exempt: _____ %
- Portion of the amount of fuel converted to steam for purposes of resale. Percent of fuel exempt: _____ %
- Property used exclusively and directly in qualified research, by persons engaged in manufacturing at a building assessed under s. 70.995, by persons engaged primarily in biotechnology in Wisconsin, or a combined group member conducting qualified research for another combined group member that meets these requirements.

Farming (To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, silviculture, beekeeping or custom farming services.)

- Tractors (except lawn and garden tractors), all-terrain vehicles (ATV) and farm machines, including accessories, attachments, and parts, lubricants, nonpowered equipment, and other tangible personal property or items or property under s.77.52(1)(b) or (c) that are used exclusively and directly, or are consumed or lose their identities in the business of farming. This includes services to the property and items above.
- Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.
- Breeding and other livestock, poultry, farm work stock, bees, beehives and bee combs.
- Containers for fruits, vegetables, bee products, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage. Baling twine and baling wire.
- Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").
- Animal bedding, drugs for farm livestock or bees, and milk house supplies.

Governmental Units and Other Exempt Entities

Enter CES No., if applicable

- The United States and its unincorporated agencies and instrumentalities.
- Any federally recognized American Indian tribe or band in this state.
- Wisconsin state and local governmental units, including the State of Wisconsin or any agency thereof, Wisconsin counties, cities, villages, or towns, and Wisconsin public schools, school districts, universities, or technical college districts.
- Organizations meeting the requirements of section 501(c)(3) of the Internal Revenue Code. Wisconsin organizations must enter a CES number above.

Other

- Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.
- Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC, IC, or MC No. (if applicable) _____.
- Machines and specific processing equipment used exclusively and directly in a fertilizer blending, feed milling, or grain drying operation, including repair parts, replacements, and safety attachments.
- Building materials acquired solely for and used solely in the construction or repair of holding structures used for weighing and dropping feed or fertilizer ingredients into a mixer or for storage of such grain, if such structures are used in a fertilizer blending, feed milling, or grain drying operation.
- Tangible personal property purchased by a person who is licensed to operate a commercial radio or television station in Wisconsin, if the property is used exclusively and directly in the origination or integration of various sources of program material for commercial radio or television transmissions that are generally available to the public free of charge without a subscription or service agreement.
- Fuel and electricity consumed in the origination or integration of various sources of program material for commercial radio or television transmissions that are generally available to the public free of charge without a subscription or service agreement.
Percent of fuel exempt: _____ % Percent of electricity exempt: _____ %
- Tangible personal property, property, items and goods under s.77.52(1)(b), (c), and (d), or services purchased by a Native American with enrollment # _____, who is enrolled with and resides on the _____ Reservation, where buyer will take possession of such property, items, goods, or services.
- Tangible personal property and items and property under s.77.52(1)(b) and (c) becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility. Caution: Do not check the "continuous" box at the top of page 1.
- Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility.
(Percent of electricity or natural gas exempt _____ %)
- Electricity, natural gas, fuel oil, propane, coal, steam, corn, and wood (including wood pellets which are 100% wood) used for fuel for residential or farm use.

	% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt
<input type="checkbox"/> Residential	Farm _____ %	_____ %	_____ %
<input type="checkbox"/>	_____ %	_____ %	_____ %
- Address Delivered: _____
- Percent of printed advertising material solely for out-of-state use. _____ %
- Catalogs, and the envelopes in which the catalogs are mailed, that are designed to advertise and promote the sale of merchandise or to advertise the services of individual business firms.
- Computers and servers used primarily to store copies of the product that are sent to a digital printer, a plate-making machine, or a printing press or are used primarily in prepress or postpress activities, by persons whose NAICS code is 323111, 323117, or 323120.
- Purchases from out-of-state sellers of tangible personal property that are temporarily stored, remain idle, and not used in this state and that are then delivered and used solely outside this state, by persons whose NAICS code is 323111, 323117, or 323120.
- Other purchases exempted by law. (State items and exemption). _____

I declare that the information provided is complete and accurate to the best of my knowledge, and that the product(s) purchased will be used in the exempt manner indicated. If a product is not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability, including tax, interest, and penalty.

CAUTION: Using this certificate to avoid paying sales tax may result in a fine of \$250 for each transaction for which the certificate is used

Signature of Purchaser	Print or Type Name	Title	Date
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VILLAGE OF HARTLAND

210 Cottonwood Avenue | Hartland, WI 53029 | 262-367-2714

PARK FACILITY RESERVATION APPLICATION

Organization name (if applicable): _____

Tax Exempt: ___ No ___ Yes - attach WI Sales & Use Tax Exemption Certificate, form S-211

Point of contact name: _____

Phone number: _____ Email: _____

Address: _____

Additional contact: _____

Phone number: _____ Email: _____

I verify the information provided and agree to the Park Board's policy and Village Ordinances regarding park usage.

Signature Date

RENTAL INFORMATION

Reservation date: _____ Event type: _____

Arrival time (including set up): _____ Departure time (including clean up): _____

Attendance: _____ Electricity: ___ Yes ___ No

RENTAL FEES

Checks (payable to the Village of Hartland), cash, and credit card are accepted. All fees must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Centennial Park
- Cottonwood Wayside
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field is reserved)
- Other structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) **\$100 Deposit Required**
- Open Space Reserved (describe area below)

Rental Fee (based on attendance)

Attendees	Resident	Non-Resident
<input type="checkbox"/> 0 - 50	\$85.00	\$140.00
<input type="checkbox"/> 51 - 100	\$100.00	\$155.00
<input type="checkbox"/> 101+	\$150.00	\$205.00

Refundable Deposit (based on attendance)

Attendees	Deposit Amount
<input type="checkbox"/> 0 - 100	No deposit required
<input type="checkbox"/> 101 - 200	\$200.00
<input type="checkbox"/> 201+	\$300.00

Rental Fee _____

Tax (5%) on rental fee _____

Deposit _____

Structure Deposit _____

Total Due _____

Date/time rec'vd: _____ Total: _____

Date entered: _____ Permit Number: _____

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PARK SHELTER USE POLICIES

RESERVATIONS

Picnic area shelters must be reserved for a specific site. All uses must be open to the public and free of charge. To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning the first business day in January each year. All rental fees include Wisconsin sales tax (where applicable).

Athletic facilities require a separate reservation. If you wish to reserve an athletic facility (soccer field, softball field, volleyball court, etc.), please contact Village Hall staff. No park fields can be reserved with your shelter permit prior to the first Monday in March.

LIMITS TO RESERVATION TIME

- Hours for all Village parks are sunrise to sunset.
- The Village cannot guarantee privacy to any group.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled reservation time.

LIMITS ON USE OF FACILITIES

- Malt beverages are permitted in all picnic areas when a valid malt beverage permit is applied for and granted through the Village's Administrative Office or Police Department. No other intoxicating liquor products are allowed.
- Parking is permitted in designated areas only. Parking in the picnic areas on the grass is prohibited.
- Individuals must be at least 18 years of age to request a rental permit.
- The Village is not responsible for private equipment or material used in a Village facility.
- All pets must be licensed, on a leash not exceeding six feet in length and under control of its owner at all times. Owners must promptly remove and dispose of any pet waste in a sanitary manner.
- Facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.
- Participants may not pass a collection plate or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.

FACILITY AMENITIES

- Electricity - Some picnic shelters offer a limited number of electrical outlets. Caution is advised when using electrical services as they are all 20 amp circuits and can be easily overloaded. Due to vandalism, we cannot guarantee electrical availability. Press the red GFI button on the outlet to reset if necessary.
- Picnic tables - There are a limited number of picnic tables available in the parks for all users. Large groups will need to provide their own additional seating. Please respect the rights of others to utilize the park facilities.
- Grills - Some grills are supplied by the Village of Hartland in picnic areas. Caution should be exercised when disposing hot ashes.
- Restroom facilities and parking lots are open to park patrons and not exclusive to the permit holder.

PERMITTED

- Tents are permitted only in certain areas when a picnic group has reserved a shelter. Tents are to be placed adjacent to the shelter. Tents may not be placed on the asphalt. Tents may only be set up on the day of the picnic and must be removed the same day. Charges will be assessed for damage incurred during the set-up or removal of tents.
- Radios are permitted in all picnic areas. The use of amplification equipment is not permitted. The volume of radios must be kept at a level so as to not unreasonably annoy or disturb the peace and quiet for other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.

REFUNDS

- In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. **Cancellations within 2 weeks of the reservation will not be refunded.**
- Reservations may be altered online or by submitting a written request to the Village of Hartland at least 14 days prior to the reservation. Contact the Village's Administrative Office for further assistance.

REMINDERS

- Disorderly conduct is prohibited.
- Allow time for clean-up. Leave the park and facility in the condition found.
- Any costs for damage or excessive cleanup will be invoiced or deducted from the security deposit.

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VILLAGE OF HARTLAND

210 Cottonwood Avenue | Hartland, WI 53029 | 262-367-2714

FINE ARTS CENTER RESERVATION APPLICATION

Organization name (if applicable): _____

Tax Exempt: ___ No ___ Yes - attach WI Sales & Use Tax Exemption Certificate, form S-211

Performer name (if different than above): _____

Description of entertainment: _____

Point of contact name: _____

Phone number: _____ Email: _____

Address: _____

Additional contact: _____

Phone number: _____ Email: _____

I verify the information provided and agree to the Park Board's policy and Village Ordinances regarding park usage.

Signature Date

RENTAL INFORMATION

Reservation date: _____ Attendance: _____ Electricity: ___ Yes ___ No

Arrival time (including set up): _____ Departure time (including clean up): _____

Insurance certificate required (per Village requirements): ___ Yes ___ No

RENTAL FEES

Checks (payable to the Village of Hartland), cash, and credit card are accepted. All fees must be paid at the time of reservation.

Rental Fee (based on attendance)

Attendees	Resident	Non-Resident
<input type="checkbox"/> 0 - 50	\$80.00	\$100.00
<input type="checkbox"/> 51 - 100	\$100.00	1300.00
<input type="checkbox"/> 101 - 200	\$125.00	\$170.00
<input type="checkbox"/> 201+	\$150.00	4200.00

Refundable Deposit (based on attendance)

Attendees	Deposit Amount
<input type="checkbox"/> 0 - 50	\$50.00
<input type="checkbox"/> 51 - 100	\$100.00
<input type="checkbox"/> 101 - 200	\$200.00
<input type="checkbox"/> 201 - 300	\$300.00
<input type="checkbox"/> 301+	\$400.00

Rental Fee _____

Tax (5%) on rental fee _____

Deposit _____

Total Due _____

Date/time rec'vd: _____ Fee: _____

Deposit: _____ Total: _____

Date entered: _____ Permit Number: _____

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FINE ARTS CENTER USE POLICY

1. The goal of the establishment of the Fine Arts Center is to make available a facility that would encourage family usage with programming which could reasonably be accommodated by the size and layout of the Facility and conditions with respect to the surrounding area such as availability of parking, access routes and public safety staffing.
2. Permits for prior uses approved by the Park Board and repeated on an annual basis may be approved by staff and permits for other use of the Fine Arts Center must be submitted to the Park Board in writing on this application for approval. Requests will be granted or denied by the Park Board. (Park Board meets the first Monday of the month at 7:00 p.m. in the Village Board Room in the Village Hall). Permits must be submitted for approval two weeks prior to the Park Board meeting.
3. For scheduling purposes, uses sponsored by the Village of Hartland through a single event or series will have priority. The uses will be scheduled beginning January 1 of the year they are going to occur. Other uses may be scheduled after April 1 of the year they are going to occur. Water service and restrooms will be shut off/closed from October 15 to May 1.
4. Sponsor of Fine Arts Center use may be required to provide proof of insurance. Determination as to whether insurance will be required will be made by the Park Board. Permit holder shall submit proof of general liability coverage for not less than \$500,000 and provide an original Certificate of Insurance, naming the Village of Hartland and its agents, officers and employers as additional insured parties. Minimum 30-day notice of cancellation shall be provided.
5. All uses must be free of charge. Participants may not pass a collection plate, or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.
6. Uses of the Fine Arts Center shall not begin before sun up and shall end no later than sun down or the specific requested closing time approved by the Park Board.
7. Sales of food or refreshments by civic groups are allowed at the concession area (defined as the window in the Fine Arts Center). Sales of any other items anywhere else at the Fine Arts Center are subject to Park Board and/or Village Board approval.
8. Vehicles cannot be parked in the picnic areas or on the grass.
9. No grills, fire or hot coals will be permitted within the FAC building.
10. All equipment and articles must be removed from the park by sun down or the closing time approved by the Park Board.
11. It will be the responsibility of the sponsor/individual reserving the Fine Arts Center to pick up litter in the area after the event, including in the Fine Arts Center, concession area, rest rooms and surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
12. Cancellation policy. The Village reserves the right to cancel or stop use at any time. Reasons may include but are not limited to failure to comply with regulations, inclement weather with potential damage to grounds, lack of crowd control, conduct or activity not covered in original proposal. The Village Administrator, Director of Public Works, Police Chief and/or Fire Chief or their designated representatives shall have the authority to cancel an event. If the applicant desires to cancel, proper notice should be provided to the Village as soon as possible.
13. If Shelter #4 is reserved, applicant shall pay the reservation fee. See Shelter reservation application.
14. Picnic Tables Usage: There are a limited number of picnic tables available in the parks for all users. Large groups will provide their own additional seating. Please respect the rights of others to utilize the park facilities.
15. The volume of radios, sound systems, etc. must be kept at level so as to not unreasonably annoy or disturb the peace and quiet of other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.
16. Supervision: The applicant and all named persons responsible for supervision must be present from the time the facility is opened, while the event is in progress, and must wait until all users of the building have vacated the building or premises and have completed security measures. The applicant and the individuals supervising the function shall be responsible for the conduct and control of both patrons and participants of each function. The applicant and individuals supervising are responsible for seeing that no equipment or other portions of facilities are used except those that are requested in the building use application. The applicant and the persons responsible for supervision shall see that the facility is left in the same condition as when the organization entered the facility.
17. It shall be the responsibility of the applicant and those associated with applicant to avoid the violation of any provision of the Village of Hartland, State or Federal ordinances, Statutes, regulations and codes. The individual/organization using the facility assumes all responsibilities for injuries that may occur to persons or participants.
18. No smoking will be allowed in the Fine Arts Center building.
19. Keys may be picked up at the Village Hall M-F, 7:30 a.m. – 4:30 p.m. They must be returned to the Village within 48 hours after FAC use during normal office hours or may be left in the drop box located at the front of the Village Hall. It shall be the responsibility of the applicant to make sure the facility is locked up after use.
20. The FAC restrooms are open to all park patrons and are not exclusive to the permit holder.
21. **Malt Beverages:** Are permitted in all picnic areas when a valid malt beverage permit is procured from the /Admin. Office. FAC/shelter reservation is required if so desired. No other intoxicating liquor products are permitted.
22. **Refunds:** In case of cancellation, permit fee can be refunded **ONLY IF, at least TWO WEEKS prior to event,** a written request and **ORIGINAL PERMIT** are received by the Village Hall office. A \$10.00 fee will be charged for administrative processing. The **ORIGINAL PERMIT**, a written request and a \$10.00 fee is required to change a reservation.
23. Dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.

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