

Park Facility Reservation Application



Name of Applicant: _____

Address: _____

Telephone Number: _____

Email Address: _____

Date of Event and Time: _____

Expected # of Attendees: _____

Description of Event: _____

Alcohol served at event: Yes No

Requested Facility (deposit fee shall equal the rental fee):

- Valley View Park Shelter only \$50.00 rental fee/day
- Valley View Park Shelter and Concession \$100.00 rental fee/day
- Pauquette Park Pavilion \$50.00 rental fee/day

The preceding information is correct to the best of my knowledge. I agree to abide by all the regulations & policies set forth for the use of the building and/or grounds. I acknowledge overall supervision of and responsibility for this event. By offering this service, the Village of Poynette does not accept any responsibilities, express or implied for any damage arising out of the use of this service, and I acknowledge that the Village of Poynette has no responsibilities, express or implied for any damages arising out of, or connected in any way with the Lessee's use of the facilities. Village of Poynette retains the right to revoke this permit any time prior to or during the scheduled events for any misinterpretation or changes in circumstances pertaining to this event.

I agree to the policies & procedures set forth by the Village of Poynette for reservations.

Signature (Contact must be 18 years or older)

Date

Reservation Confirmation – Office Use Only

Deposit Fee \$ _____	Payment <input type="checkbox"/> Check # <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	Approved by:
Rental Fee \$ _____		

Park Facility Rental Responsibilities



Contact Information:

OFFICE CONTACT NUMBER: 608-635-2122 (8-4:30, M-F)

AFTER HOURS/ON CALL CONTACT NUMBER IS: 608-697-3226

Rules and Renter Responsibilities (PLEASE READ CAREFULLY):

- The applicant must be 18 years old and present at all times during the event. Adult supervision is required at all times when juveniles are present.
- If applicant is 21+ years old, alcoholic beverages may be consumed by adults, but not sold. A cash bar is not allowed. Money or any other form of consideration shall not change hands for alcoholic beverages. All drinks must be served in cans, plastic or paper cups. Alcohol shall not be consumed by minors.
- The renter is responsible for the conduct of the event, the actions of their guests, the condition of the facility, and will be responsible for any and all damage created by the event.
- Renters are responsible for set up, clean up and tear down of chairs, tables, etc. after their event. If cleanup is not to village standards user will be charged. After your event, your cleaning/damage deposit will be refunded if inspections show that there has been no physical damage to the property and that it has been cleaned according to the attached cleaning checklist. If the Renter does not comply with the terms, the Village expense for cleaning and repairs will be charged to the Renter and withheld from the cleaning/damage deposit and charged against your Credit Card.
- The splash pad, soccer fields, playground, restrooms, and other amenities in the park will remain open to the public at all times.
- No horses or unleashed pets. You must clean up after pets.
- No firearms or weapons.
- Absolutely NO glass containers.
- A credit card is required for deposits for family and individual reservations. If a credit card cannot be provided the room deposit doubles.
- The renter's fee is required to be placed on the reservation calendar.
- The individual who places their name on the reservation application is required to be the individual providing the payment and key pick up.
- \$30.00 charge will be made for any check returned to the Village for non-sufficient funds.
- If you plan on decorating at the shelter, you may use painter's tape only on shelter surfaces. Nails, staples, or glue are prohibited.
- Your approved application is your proof of reservation. Please have it with you during the event.
- Please be a good neighbor and keep the noise level down.
- Renter assumes all risk of injury or damage arising from or related to the use of the facilities. Renter agrees to indemnify, defend, and hold the Village and its officers, and employees harmless from and against all damages, losses, claims, awards, and/or fines (including reasonable attorney fees) because of any injury or damage or alleged injury or damage to person, life, or property, or injury or alleged injury resulting in the death of any person or persons arising out of or relating to the use of the room(s) by Renter or invitees, or guests.
- If your reservation is cancelled at least thirty (30) days in advance of your event, a refund will be issued. No refunds will be made for cancellations due to inclement weather

Park Facility Check In/Check Out List



Name of Applicant: _____

Date: _____

Facility: _____

- Valley View Park Shelter Only
- Valley View Park Shelter and Concession
- Pauquette Park Pavilion

Key and/or Cleaning List Pickup:

Signature (Contact must be 18 years or older)

Date

User should tour site with staff to check for cleanliness, locations of cleaning supplies, operation of lights and doors, etc., when keys are picked up.

Cleanup:	CHECK IN	CHECK OUT
Furnishings/Picnic Tables Returned to Original Locations	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces Wiped and Cleaned of any spills	<input type="checkbox"/>	<input type="checkbox"/>
Walls Free of Scuff Marks & Tape; No paint damage	<input type="checkbox"/>	<input type="checkbox"/>
Floor Swept	<input type="checkbox"/>	<input type="checkbox"/>
Any Debris Cleaned Up	<input type="checkbox"/>	<input type="checkbox"/>
Any Lights Turned Off	<input type="checkbox"/>	<input type="checkbox"/>
Garbage picked up in/around shelter and restrooms	<input type="checkbox"/>	<input type="checkbox"/>
Restrooms cleaned	<input type="checkbox"/>	<input type="checkbox"/>
Concessions: wipe down all counters, clean refrigerator, rinse sink, sweep	<input type="checkbox"/>	<input type="checkbox"/>

USER: PLEASE RETURN KEYS, CHECKLIST AND ACCOMPANY STAFF MEMBER TO CHECK CLEANUP ON THE FIRST BUSINESS DAY AFTER EVENT.

Park Facility Cleanup Checklist



KITCHEN (VALLEY VIEW PARK):

- WIPE DOWN COUNTERS & CABINETS
- WIPE DOWN SINK
- WIPE DOWN MICROWAVE
- WIPE DOWN & CLEAN OUT REFRIGERATOR
- SWEEP AND MOP FLOOR
- EMPTY GARBAGE REPLACE BAG AND PLACE GARBAGE IN THE OUTSIDE CANS
- TURN OFF LIGHTS

GENERAL (PAUQUETTE AND VALLEY VIEW PARKS):

- WASH TABLE TOPS /FLOOR BY ANY SPILLS CREATED AT YOUR EVENT
- PLEASE MAKE SURE RESTROOMS ARE IN GOOD CONDITION
- ANY LIGHTS TURNED OFF
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SUPPLIES INCLUDE:

GARBAGE BAGS
FORMULA 409
SMALL MOP & BUCKET
TOILET PAPER
BROOM
PAPER TOWEL
DRY MOP