



## PROGRAM REGISTRATION & FACILITY RENTAL FORM VILLAGE OF HOWARD

2456 Glendale Avenue, Green Bay, WI 54313 • (920) 434-4640 • [villageofhoward.com](http://villageofhoward.com)

### To Get Started, Please Set Up a Family/User Account:

Head of Household/Responsible Party \_\_\_\_\_ Birthdate \_\_\_\_\_ Gender \_\_\_\_\_

#### Family Information

Company/Organization Name (if any) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Primary Email Address \_\_\_\_\_

Howard Resident?  Yes  No, I am a Resident of:  Green Bay  Suamico  De Pere  Bellevue  Ashwaubenon  
 Allouez  Oneida  Pulaski  Hobart  Other \_\_\_\_\_

Family Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

### PROGRAM REGISTRATION INFORMATION

Household Members	Gender	Birthdate	Program Name if Registering for a Class Today	Course #	Fee
<b>Total Program Fees</b>					

I understand participation in Leisure Services programs involves an element of risk or danger for all participants and may cause serious injury, death or property loss. I agree to assume these risks for my family and release the Village of Howard, its employees and other participants from any liability for injuries and damages sustained while participating in these programs. I understand a physician's approval is encouraged prior to participation. For program promotion purposes, photographs may be taken of participants from time to time and used in Village recreation publications. If you do not wish to have photographs taken or do not want your or your child's photographs in Village publications, please notify the photographer and/or program instructor. I am providing personal information solely for the purpose of participating in Howard Leisure Services Programs, and would not provide this information otherwise, and do not wish this information to be shared with parties outside of the Howard Leisure Services Department.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FACILITY RENTAL INFORMATION

- Meadowbrook Pavilion
- Meadowbrook Open-Air Shelter
- Pinewood Enclosed Shelter
- Akzo Nobel Sports Complex  
Open-Air Shelter (at diamonds)
- Village Hall Community Center
- Village Hall Activity Room
- Other: \_\_\_\_\_

#### RENTAL DETAILS

- Will alcoholic beverages be served? [ ] Yes [ ] No  
 Will alcoholic beverages be sold? [ ] Yes [ ] No  
*If yes, a permit is required from the Village Hall.*  
 Will there be amplified music? [ ] Yes [ ] No  
 (live band, dj, stereo system, etc.)  
*If yes, it cannot be heard by neighbors (disruptive).*  
 Will there be tents and/or canopies? [ ] Yes [ ] No  
*May require inspection. See rental policies & procedures.*  
 Will you use a grill, fryer, booyah [ ] Yes [ ] No  
 kettle or other cooking utility?  
 If yes, what type? \_\_\_\_\_  
 Will the exterior electricity be used? [ ] Yes [ ] No  
*Requires additional arrangements. Contact Village Hall.*  
 Will exterior water be used? [ ] Yes [ ] No  
*Requires additional arrangements. Contact Village Hall.*

Day and Date of Rental: \_\_\_\_\_

Private Event [ ] Open to the Public\* [ ]

*\*If open to the public, a Certificate of Insurance is required. See rental policies & procedures.*

Event Time: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Reserve Time: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

*Reserve time includes setup and cleanup.*

Use Type:  Family Party  Wedding Reception  Meeting  Event  Other \_\_\_\_\_

Maximum # of Participants Expected: \_\_\_\_\_

Request for Special Arrangements or Setup: \_\_\_\_\_

As the official user or authorized designee of the above group, I hereby agree to accept the responsibility for the observance of all ordinances, regulations and policies established by the Village of Howard governing the use of all parks and recreational facilities. I furthermore accept full responsibility for any damages or excessive cleanup expenses that may be incurred as a result of the use of the above shelter or facility by myself or by those that I represent. I have received a copy of the Village of Howard rental policies and procedures and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. ***This rental form and the corresponding rules must be in my possession during the rental period.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FACILITY RENTAL FEES**

	Category 1		Category 2		Category 3		
	Mon-Thurs	Fri-Sun	Mon-Thurs	Fri-Sun	Mon-Thurs	Fri-Sun	
Meadowbrook Pavilion	\$0	\$40	\$75	\$100	\$100	\$150	
Meadowbrook Open Air Shelter	\$0	\$15	\$30	\$50	\$50	\$75	
Pinewood Enclosed Shelter	\$0	\$25	\$50	\$75	\$75	\$115	
Akzo Nobel Sports Complex Open Air Shelter	\$0	\$15	\$30	\$50	\$50	\$75	
Village Hall Community Center	up to 4 hours	\$0	\$25	\$50	\$75	\$75	\$115
	whole day	\$0	\$50	\$100	\$150	\$150	\$225
Village Hall Activity Room	up to 4 hours	\$0	\$20	\$40	\$50	\$50	\$75
	whole day	\$0	\$40	\$80	\$100	\$100	\$150
Security Deposit	\$75	\$75	\$75	\$75	\$75	\$75	

**Category 1: Government Agencies, Non-Profit Organizations**

**Category 2: Village of Howard Residents, Charitable Groups within the Village of Howard, Schools**

**Category 3: Non-Residents of Howard, For-Profit Businesses**

**Examples**

**Government Agency:** Department of Transportation, Department of Natural Resources, Brown County Library

**Non-Profit Organization** (any group with 501(c)(3) status): Howard Suamico Community Band, Duck Creek Softball Association, Howard Suamico Youth Soccer Association, Howard Hurricanes Soccer Club, Howard Suamico Pulaski Hockey Association, Howard Suamico Historical Society, Boy/Girl Scouts, YMCA, American Diabetes Association, Service Clubs

**Charitable Groups within the Village of Howard** (any group without 501(c)(3) status): Howard Youth Sports Association, Special Interest Groups, Church Organizations, Ignite Youth Center, Sports Teams/Clubs

**Schools:** Howard Suamico School District, St. John the Baptist School, Home School, Northeast Wisconsin Technical College, University of Wisconsin-Green Bay

**Non-Residents of Howard:** Any individual who lives outside of the Howard Village limits

**For-Profit Businesses:** Any group or individual who operates for a profit

Revised 9/30/2009

**Office Use Only**

Total Rental Fees: \_\_\_\_\_

Key # Issued: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Door Code #: \_\_\_\_\_

Total Program Fees: \_\_\_\_\_

Date Key Issued: \_\_\_\_\_

Grand Total Due: \_\_\_\_\_

Date Key Returned: \_\_\_\_\_

## Village of Howard (VOH) Rental Policies and Procedures

**After-Hours Staff Contact:** If, during your rental period, you have a maintenance issue that must be addressed immediately, please call in the following order: (920) 434-9630, (920) 819-6719, (920) 434-8557, (920) 819-6720. If your rental is at Meadowbrook Pavilion and you are not able to gain access to the building with your provided access code, please call in the following order: (920) 819-6711, (920) 246-4835, (920) 819-6715, (920) 819-6719.

**Rental Procedures:** Reservations are made on a first come, first serve basis for the upcoming year at the Village Hall beginning the first business day in December. Requests should be made at least 5 business days prior to the event. Some special events are given special consideration. All fees and deposits are due at the time of reservation. A security deposit may be applied toward a future rental within the same calendar year. All deposits will be refunded at the end of the calendar year. Meadowbrook Pavilion, Village Hall Community Center, and Village Hall Activity Room are available for rental year 'round. All other facilities are available April 1 – October 31. Village of Howard departments have first priority in reserving all facilities.

**Cancellations:** In the event of a cancellation, rental fees are non-refundable unless the facility and date is rented to another party. Security deposits will be refunded in full. In the event a renter would like to reschedule, they may do so at the same facility and time period as the original reservation up until one month prior to the original rental date. Rescheduling is limited to one time and the new rental date must be within the same calendar year as the original reservation. If the same facility and time frame is not available, the regular cancellation policy applies.

**Admission:** No admission fee, donation, contribution or other charge shall be made or permitted to be made or collected by the renter/organization for admission to a building or park without prior permission.

**Parking:** Ord. 19.07 (1) No parking is allowed on the lawn at any time.

**Keys:** Keys must be picked up at the Village Hall during regular business hours (weekdays 8:00 am - 4:30 pm) within 3 days of the rental date. There will be no admittance to the building for the renter if keys are not picked up. Keys must be returned within 2 business days following the rental.

**Rental Hours:** Park building rental hours are 8:00 am - 10:00 pm. Village Hall rental hours are 8:00 am - midnight. Premises must be cleaned and vacated by the closing time of the rental date. Be advised that a police officer or any other VOH employee has the right to enter the premises at any time.

**Setup/Cleanup:** It shall be the responsibility of the renter to maintain the facility in a safe and sanitary condition. Upon completion of the event, all rooms should be returned to the state they were found. If additional cleanup is required as a result of a rental or event, the labor cost will be charged to the renter accordingly and withheld by way of the security deposit paid at the time of reservation. The following checklist will be referenced when determining if additional cleanup is necessary: unplug all electrical items except refrigerator and stove; return all equipment to original places (tables, chairs, etc.); wash all counter tops, surfaces and appliances; sweep and mop all floors; remove all food items and other personal belongings; pick up all trash and empty all waste containers (bags should be tied-off); place recyclable materials in appropriate containers; turn off all lights; lock all doors; and any keys are returned. Security deposit will be returned by mail, provided the facilities are left in good condition, within 30 days.

**Decorations:** Decorations may be put up and taken down without damaging the walls, woodwork, ceiling or window coverings. Tape, tacks, staples, nails and screws are prohibited. White mounting putty is permissible. Lighted candles, dance wax or any other type of dancing compound are not allowed.

**Damage:** If a park or facility is damaged as a result of an event or rental, the cost for the labor and materials used for repair will be charged to the renter. This amount will be deducted from the security deposit; the difference will be billed out if the assessed fine exceeds the amount paid for a security deposit.

**Water:** Water hookup must be requested in advance. Renter must contact VOH to make arrangements.

**Electricity:** Electricity usage for heating elements needs to be spread throughout the facility. More than one electric roaster or coffee pot plugged into a duplex outlet box may trip circuit breakers. Please plan accordingly. Access to outdoor electrical outlets at Akzo Nobel Sports Complex Open Air Shelter must be arranged in advance. Renter must contact VOH to make arrangements.

**Booyah/Fish Boils/Pig Roasts:** These kinds of activities are allowed, but must not cause damage to park property if the cooking takes place on-site (turf, concrete, etc.). Catered events are typically permissible since cooking does not take place on-site. The Howard Fire Department must be notified if open fires are involved in the cooking process.

**Smoking:** Ord. 11.04 (1) Smoking is prohibited inside of all public buildings operated by the Village.

**Pets:** Ord. 19.05 Domestic pets shall be permitted on roads and trails, or in areas where they will not interfere with the use of the parks by other persons, but must be kept on a leash not more than 8 ft. long. No pets shall be allowed in buildings, picnic areas, playgrounds or sport areas. Ordinance 10.03 (13) Sec 1 - Pet fecal matter must be removed and properly wrapped and deposited in an approved waste container.

**Alcohol:** Ord. 19.11 (3) Alcoholic beverages are allowed for park rentals, but not for rentals at the Village Hall. If alcohol will be sold, a permit is required from VOH.

**Meadowbrook Pavilion Extra Instructions:** Renters will be issued a code to gain access to the building. This code will allow access to all doors with a key pad. The code is assigned at the time of rental and is located on the rental form. Interior bathroom doors are set to toggle, which means the code must be typed in to relock the doors. The exterior entry doors will relock each time they are closed. A key to toggle the doors open during a rental can be found in the tall closet in the kitchen. The exterior bathroom doors are on an automatic timer and will open in the morning and lock in the evening (times depend on the season). A rental code will override this system. At the end of the rental, please check EVERY door to make sure it is locked AND pulled tightly closed. Lights in the kitchen, bathrooms and table storage closet are on automatic timers; please make sure all other lights are turned off.

**Metal Detectors:** Ord. 19.03 (9) No person shall operate a metal detector in any park without written permission from VOH.

**Open Fires:** Ord. 19.03 (2) Open fires are not allowed in any Village Park.

**Sport Facilities:** Athletic fields, including ball diamonds and soccer fields, are not included with park shelter reservations. To rent an athletic field and obtain a permit, contact VOH.

**Events:** Ord. 19.13 Persons wishing to reserve a park for events hosting more than 40 people must include all event information describing in detail: purpose of the event, number of people expected, area of use, cleanup plan, crowd control plan, garbage removal, parking, portable toilets, impact of turf/weather conditions and restoration. Request should address all services provided, as well as services requested from VOH. An on-site meeting with the organizer is required. Final approval is subject to approval by the Village Board in the form of a Special Event Permit.

**Portable Toilets:** When crowd size exceeds the capacity of the permanent toilet facilities, additional toilet facilities must be provided by the renter. There shall be 1 toilet unit for every 100 people. Toilets must be removed following the end of the event. Portable toilets that are on site must also be pumped out by the renter during the event, if necessary, and after the event.

**Sales & Concessions:** Ord. 19.03 (6) Use of park property for private profit-making activities is not allowed. Sales/vending in parks may be allowed as part of an approved event. The vending activity must meet one of the following criteria and must be approved by VOH. (1) Sales within the sponsoring organization to offset the cost of the event (i.e. company picnic). (2) Sales by non-profit group to raise funds for the group's operations (i.e. scouts). (3) Sales to raise funds that directly benefit the park system (i.e. civic groups). (4) Fundraising activities by sanctioned groups or similar organizations. (5) No solicitation.

**Public Access:** Ord. 19.11 Park land and public restrooms (those with outside access) are open to the public. A reservation gives exclusive use of specified shelters and facilities only.

**Tents:** Tents may be allowed in some areas. Site approval by VOH and inspection by the Fire Dept. is required. Canopy-style tents with no stakes, maximum size 10 ft. x 10 ft., are exempt.

**Music/Disc Jockeys/Noise:** Ord. 9.07 (2) No person shall use or operate any P.A. system, amplifier or device which increases the volume of voice, music or other sounds so loud as to disturb the public peace or the quiet and peacefulness of the surrounding neighborhood.

**Security:** Security is the responsibility of the renter. The Village is not responsible for the safety of individuals attending or participating in an event. Professional security will be required for all events over 500 people at a ratio of 1 guard for each 500 people, or fraction of 500 people.

**Liability:** VOH and its staff shall not be liable for lost, stolen or damaged property, personal injuries, or other loss at any reserved facility.

**Certificate of Insurance:** A certificate of insurance is required for rentals open to the public. The certificate of insurance must give evidence of proper liability insurance, naming the Village of Howard as an additional insured in the amount of \$2 million. The certificate of insurance must be on file 2 weeks prior to the rental. A copy of an insurance policy is not acceptable.

**All existing Park Rules and Village Ordinances, whether listed here or not, are to be observed.**

**The Village reserves the right to revoke a reservation or special permit at any time when rules have been broken.**