



# Village of Howard

## 2024 Facility Rental Agreement

2456 Glendale Ave, Green Bay, WI 54313  
Phone (920) 434-4640 villageofhoward.com

Renter/Company/Organization Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Howard Resident?:  YES  No If No, Resident of: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Meadowbrook Pavilion Capacity 62  Meadowbrook Open Air Shelter Seating 80  Pinewood Enclosed Shelter Capacity 25(Avail. April 1-Oct 31)

Village Hall Community Center Capacity 75  Village Hall Activity Center Capacity 65  Mill Center Open Air Shelter

Date of Rental: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Time of Event: from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm (please include set up & clean up time)

**\*NO ADMITTANCE UNTIL DATE/TIME OF RENTAL= NO EARLY SET UP OR LATE CLEAN UP\***

Private Event  Open to Public Number of participants: \_\_\_\_\_ (not to exceed capacity)

\*IF OPEN TO THE PUBLIC, CERTIFICATE OF INSURANCE IS REQUIRED. SEE RENTAL POLICIES & PROCEDURES

### 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 Clerk)

-Will there be exterior amplified music (live band, DJ, stereo system, etc.)?  Yes  No  
(If yes, type & location) \_\_\_\_\_ (If yes, it CANNOT be heard by neighbors. Must comply with ordinance 24-282 & 24-283)

-Will there be inflatables, tents or canopies?  Yes  No \*Location must be approved \*Tents over 400 sq. ft. require HFD inspection

-Will you use a grill, fryer, or booyah kettle outside?  Yes  No (If yes, what type?) \_\_\_\_\_

-Will the exterior electricity be used?  Yes  No Will exterior water be used?  Yes  No

As the official user or authorized designee of the above group, I hereby agree to accept the responsibility for the observances, 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 clean-up expenses that may be incurred as a result of the use of the above shelter by myself or by those that I represent. I have received a copy of the Howard Rental Agreement policies and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I understand that failure to list any information requested on this form or falsification of information will result in denial of the application. I release the Village of Howard and its employees from any liability for injuries or damages associated with the rental.

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

<b>OFFICE USE ONLY</b>	
Added to Calendar _____	Fee/Deposit Paid: _____
Date Key Issued: _____	Key #: _____ Date Key Returned: _____



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	Category 1		Category 2		Category 3	
	Mon-Thurs	Fri-Sun	Mon-Thurs	Fri-Sun	Mon-Thurs	Fri-Sun
Meadowbrook Pavilion	\$0	\$65	\$100	\$125	\$125	\$175
Meadowbrook Open Air Shelter	\$0	\$15	\$30	\$50	\$50	\$75
Pinewood Enclosed Shelter	\$0	\$50	\$75	\$100	\$100	\$125
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
Mills Center Open Air Shelter	\$0	\$15	\$15	\$30	\$30	\$50
Security Deposit	\$150	\$150	\$150	\$150	\$150	\$150

**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



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

**Keys:** Keys must be picked up at the Village Hall during regular business hours (7:30 am—5:00 pm Mon—Thurs; 7:30 am—11:30 am Fridays) within 3 days of the rental date. There will be no admittance to the building for the renter if keys are not picked up. No admittance until date and time of rental. NO EARLY SETUP OR LATE CLEANUP. Keys must be returned within 2 business days following the rental. In the event that Village Hall is closed within 3 days of the rental date the renter is still responsible for picking up the key. No exceptions. All questions regarding keys: (920) 434-4640, (920) 371-3562.

**Maintenance:** During your rental period, you have a **maintenance** issue that must be addressed immediately, please call in the following order: (920) 412-9747 (920) 819-6720 .

**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 October. 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. 28-25 (a) No parking is allowed on the lawn at any time.

**Rental Hours:** Park building rental hours are 8:00 am - 10:00 pm. Village Hall rental hours are 8:00 am - midnight. NO admittance until date and time of rental. No early setup. No exceptions. 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; wash all tables, chairs, counter tops, surfaces and appliances; return all equipment to original places (tables, chairs, etc.); sweep and mop all floors; remove all food items and other personal belongings; trash bags should be tied-off on top; place trash and recyclable materials in appropriate containers in the shelter; 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. Glitter, Confetti, 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.



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**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. A violation of Village Ordinance or the rental form will result in the security deposit being withheld.

**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. 28-25 (a) 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 4-3 (a) - 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 can use the key located in the kitchen to unlock the inside door panels on the front and North doors. These locks **MUST** be relocked if the renter leaves the pavilion unattended and at the conclusion of the rental. The renter is responsible for all damage resulting from failing to securely lock the pavilion.

**Metal Detectors:** Ord. 28-21(10) No person shall operate a metal detector in any park without written permission from VOH.

**Open Fires:** Ord. 28-21 (4) 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. 28-31 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. Requests 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.



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**Sales & Concessions:** Ord. 28-21 (13) No person or group shall vend, sell or offer for sale any food, beverage or other commodity or article within any park to the public without authorization from the director of leisure services.

**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. 28-21 (1) 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**