

RULES/REGULATIONS FOR USE OF SHELTERS/PAVILIONS

1. **BEFORE USE:** Report or log anything wrong with the shelter before using and return it to the Park and Recreation Director's office. **Do not move picnic tables. If you use any other picnic tables, return them back to where they came from.** If you need more picnic tables moved to your shelter, please contact the Park and Rec. Director one week in advance. **Cost is \$2 per extra table if self pick-up or \$4 per extra table if park staff delivers.**
2. **PAYMENT:** To reserve a shelter for an event, party must fill out form with security deposit within five (5) business days of reserving shelter. Balance due when key is picked up on the Friday prior to the rental of the shelter. *Shelters that have no key: Payment in full is required at the time of reserving the shelter.
3. **KEYS:** Keys for the pavilions need to be picked up from City Hall between the hours of **7:30 a.m. and 4:00 p.m. on the Friday before the event.** You must return the key to City Hall office the next working day or your security deposit will not be returned.
4. **FOR GARBAGE PICK-UP BY THE PARKS CREW:** All garbage must be placed in garbage containers. Use the white trash bags first supplied in the garbage containers. If you run out or they fill up, then you must use City of Oconto blue trash bags, which may be purchased at City Hall. Place all garbage in containers. If use of the blue bags, please place them in the garbage containers and place outside. Recyclables must be kept separate and placed in the recycling containers located at the park. (City Park A&B, Copper Culture) Please designate one trash container for recyclables before your event for Holtwood A&B, Breakwater, City Docks. Thank you.
5. **PARKING:** Do not drive or park on the grass. The only exception is when you are loading or unloading for your event. After, please park in nearest parking lot. If the turf is too wet, vehicles are not permitted at any time.
6. **HORSESHOES:** Supplied at City Park A, City Park Bostedt Building and Holtwood Sporting Complex. There is a set of horseshoes for your enjoyment. Return them after your event to the inside of the shelter for future use. **Failure to return them will result in the loss of your security deposit and a fee of \$50 to replace them.**
7. **CLEAN UP:** The renter must leave the park and associated facilities/restrooms/grounds in a clean condition. If additional clean-up is required as a result of a rental or event, the clean-up cost will be charged to the renter/event sponsor (non-refunded security deposit). Please sweep the floor and wipe down the tables. City Park A wood stove is **not** for use. It is for historical value only! Clean the stove and the refrigerator; leave refrigerator plugged in and running. Please make sure the stove and lights are turned off. Lock and secure the building. Please pick up all garbage/paper outside the shelter/pavilion. Do not use fire pits or grills as a garbage can and make sure all garbage and ashes are cleaned out of them. **Note: You must clean the shelter that day/night of your event and all other items used for your events must be taken out the same day/night. Cleaning up the next day will not be allowed because of other rentals the next day.**
8. **ELECTRICAL POWER:** If the power does not work press the reset button on the outlet. If it still does not work, check the breaker box and reset the power for that fuse. If problems still occur, please call 373-4714 and ask for John Bostedt, Park & Rec Director. **Note: Please be aware of how many devices your party is plugging in! Blowing fuses is known to happen and the Park and Rec is not responsible for any damages or losses that might occur.**
9. **ALCOHOL BEVERAGES:** Do you intend on SELLING malt beverages or alcohol?
_____ Yes _____ No
Sale of alcohol beverages requires a temporary Special Class B License, which must be applied for at least 30 days prior to the date of the event and the application must be approved by the Oconto City Council.
10. **TENTS/SIGNS:** Do you intend to put up a tent or other temporary structure?
_____ Yes _____ No
If yes, you must contact Diggers Hotline at 800-242-8511. Rentals may install one additional tent no larger than 30x30 and the tent must be installed within a 50' radius of the shelter you have rented. Tents or other structures must be taken down the same day/night, unless you get approval before hand by the Park and Rec Director. No using nails, staples or anything else that penetrates the shelter structure or tables to place signs for your event.
11. **DAMAGES/NOISE:** The renter/event sponsor will be charged for any damages or missing equipment. Please also be considerate to others when playing music or other types of entertainment during the event.
12. **CLOSING:** All City parks close at **10:00 p.m.** If you need to extend the park closing time for Holtwood Sporting Complex or other parks, you MUST have prior approval from the Park Board.
13. **FEES/SECURITY DEPOSIT:** The reservation fees including security deposit are non-refundable if there is a cancellation and are non-transferable.

THANK YOU FOR YOUR COOPERATION. ENJOY YOUR EVENT!
CITY OF OCONTO PARKS AND RECREATION DEPARTMENT