



SCHEIG CENTER RESERVATION AGREEMENT
 PARKS, RECREATION AND FACILITIES MANAGEMENT
 Mail: Appleton Parks & Rec, P.O. Box 1976, Appleton, WI 54912-1976
www.appletonparkandrec.org, (920) 832-5905

DAY&DATE: _____ TIME: _____ TO: _____

TYPE OF EVENT: _____ # OF PARTICIPANTS: _____
(Include setup and take down)
(75 maximum)

APPLICANT/ORGANIZATION: _____

ADDRESS: _____ CITY/ZIP: _____

PHONE: HOME/CELL _____ WORK: _____

E-MAIL ADDRESS: _____ CONTACT: _____

POINT OF CONTACT DAY OF EVENT (MUST BE AT LEAST 18 YEARS OF AGE):

Name _____ Cell phone _____

- ◆ Beer sales? No ___ Yes ___ If yes, contact City Clerk for liquor license
- ◆ Live Band/DJ/Music No ___ Yes ___ If yes, purpose/type: _____
All amplified music must meet City ordinance levels. Contact Health Dept. to apply for variance to normal noise levels.
- ◆ Concession sales? No ___ Yes ___ If selling food, contact Health Department for permit
- ◆ Tents larger than 10x20? No ___ Yes ___ If yes, Size _____ Number _____
- ◆ Mechanical rides/Inflatables? No ___ Yes ___ If yes, certificate of insurance must be provided
14 days in advance to HR Dept, Attn: Risk Manager
- ◆ Special Event? No ___ Yes ___ If yes, contact City Clerk Office for application
Special Park Activity Insurance Agreement for attendance under 250
 Certificate Insurance required for attendance 250+
- ◆ Open to General Public? No ___ Yes ___ Admission Fee Charged? No ___ Yes ___

Special Activities or Needs: _____

I agree to indemnify and save harmless the City of Appleton and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of City of Appleton properties herein specified. I have received a copy of the Scheig Center Policies and Procedures located on the back of this agreement and agree to abide by all the rules and regulations formulated by the City Council for the use of buildings and facilities; and to adhere to all specifications and limits listed.

_____ **By initialing this contract I agree that I have read and understand the rental policies and regulations.**

Signature _____ Date _____
(Applicant must be 18 years of age or older.)

** Contingent on approval by the Director of Parks, Recreation & Facilities Management, or designee. OFFICE USE ONLY

** Approved Denied _____ Date _____

Facility Rental

Center Fee(s)	\$ _____	Tent(s) Permit	\$ _____
Concession Permit	\$ _____	Inspection Fee	\$ _____
Event Fee <small>(Exceeds Normal & Ordinary Use)</small>	\$ _____	TOTAL	\$ _____
Other	\$ _____		

Amount Received \$ _____
Cash Check Charge
Date _____ Time _____
Reservation # _____
Receipt # _____



SCHEIG CENTER RESERVATION POLICIES AND PROCEDURES

1313 E. Witzke Blvd., Appleton, WI 54915

HOURS

The Scheig Center is available for rental between the hours of 8:00 a.m.-8:00 p.m. Premises must be cleaned and vacated by 8:00 p.m. or the ending time stated on this agreement. **It is important to allow for set-up and clean-up time when deciding your hours of usage because the rental fee is based on your total time at the Scheig Center.**

FEES

The rental fee must be paid in full when making your reservation. Dates will not be reserved until required payment is received along with the required signed agreement and other required paperwork.

RESERVATIONS

1. All groups, individuals and organizations reserving the Scheig Center, Gardens and Grounds will be charged in accordance with the established rate schedule. Payment of the reservation fees must be included with the Scheig Center Reservation Agreement, special event fees, etc. Dates will not be reserved until the required payment and paperwork is received.
2. The reservation request shall include the actual time needed for the event/activity, including the time period for the event/activity and all set up and clean up time. The Parks, Recreation and Facilities Management Department reserves the right to invoice the individuals, organizations and/or groups if the use of the facilities exceeds the original reservation request. **Reservation time period must include set-up, take-down, and cleaning time.**
3. Individuals, organizations and/or groups may reserve the Scheig Center only or the Scheig Center, Gardens and Grounds. The Gardens and Grounds cannot be reserved without reserving the Scheig Center.
4. All other reservations for the Scheig Center, Gardens and Grounds are on a first-come, first-served basis and may be made. Reservations are accepted 12 months in advance of the rental date.
5. The reservation of the Scheig Center, Gardens and Grounds are available from 8:00 a.m. to 8:00 p.m. only.
6. The kitchen is included with the rental. Groups/individuals may use a catering service. A Caterer's Agreement must be completed by the caterer and renter and returned with the signed rental agreement and facility rental payment at least 30 days in advance of rental.
7. This policy shall become effective January 1, 2015, and shall remain in effect until it is modified, changed and/or repealed.

CANCELLATION/REFUND POLICY

A full refund of the rental fee will be made if the reservation is cancelled more than 6 months in advance of the event. A full refund of the rental fee for a cancellation of the Scheig Center, Gardens and Grounds less than 6 months in advance of the event will be made only if the facility can be rented to another party for the date canceled. If the facility cannot be rented to another party after a cancellation less than 6 months in advance of the event, the Parks, Recreation and Facilities Management Department will retain the entire amount of the rental fee. All refunds are subject to a \$10.00 processing fee.

A full refund of the rental fee will be made if the reservation is cancelled by the Parks, Recreation and Facilities Management Department due to park closings, construction activities, weather conditions, etc. These refunds are not subject to the \$10.00 processing fee.

FALSE FIRE ALARM

In the event that someone in your rental party pulls the fire alarm, a fee (\$100) will be charged to the person in charge of the rental.

SECURITY DEPOSIT

The Parks, Recreation and Facilities Management Department reserves the right to require a security deposit for any reservation based on the type of event, number of participants, use of facility, etc. The security deposit will be returned within 15-20 business days after the event if all conditions of the reservation request were met, including but not limited to facility clean-up, proper vacation of the facilities, removal of personal equipment/supplies/etc., and leaving the facility(s) in clean and orderly condition.

Updated 10/10/16

Scheig Center

DECORATING INFORMATION

In addition to the rules/regulations/etc. identified in the park ordinances and previously listed, the following rules/regulations/etc. have been adopted by the Parks, Recreation and Facilities Management Department for use of the Scheig Center to effectively manage the facility, maintain the long term integrity of the building and provide a safe and secure environment for use of the building:

1. No open flame devices allowed which includes candles, hurricane lamps, lanterns, etc. Chafers may be used if approved by Parks & Recreation, Recreation Programmer.
2. Rice, bird seed, glitter, confetti, party poppers, or silly string of any sort are not allowed on the property.
3. No signs are to be posted at any of the driveways, roads, or entrances to the Scheig Center or Appleton Memorial Park.
4. No wires, ropes, string, cords, ribbons, signs or poles may be strung from plants or trees.
5. No staples, duct tape, nails, tacks, or screws may be used on any walls within the Scheig Center.
6. Tables, chairs and other furniture from the building may not be used or moved outside of the building for any reason.
7. It is the responsibility of the individual/group/organization that has reserved the Scheig Center to clean the areas where food and beverages are consumed and served. This includes tables and counters inside the kitchen area as well as outside the kitchen area. Serving dishes and leftover food and beverages must be removed prior to the conclusion of the rental period.
8. All activities must be completed within the time frame listed on the reservation request. This includes all clean-up activities, take-down and removal of decorations/equipment, etc.
9. White mounting putty, frog tape, blue painters tape, 3M hooks are permissible but must be completely removed after use. Dance wax or any other types of dancing compounds are not allowed.
10. Helium balloons are not allowed at the facility; however non-helium balloons are permissible.

The renter must remove decorations immediately following the event. Fees may be incurred if decorations are not removed.

SET UP, CLEAN UP AND DAMAGE POLICY

The renter is required to set up and take down all tables, chairs and personal equipment. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables and chairs, sweeping, taking care of spills, spot mopping floors, placing garbage and recyclables in appropriate bins outside and removing all decorations, personal equipment, etc. Caterers will share in the responsibility for the use and cleanup of the premises. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses or damages as well as be subject to loss of future rental privileges. The City of Appleton is not responsible for any equipment or other items left at the Scheig Center at any time. **Reminder: All set-up and take down activities must be completed within the rental hours. Setup, drop off or pick up of equipment and other supplies will not be allowed outside of the rental hours.**

It is the user's responsibility to inspect the facility and report any problems. Charges will be assessed for any damages, cleaning, or other services required. Additional charges will be assessed based on time and material rates. Violation of the terms of use may result in denial of future reservation requests. Renters checklist must be completed and returned to the attendant at the end of rental.

No additions, alterations, or changes to the grounds, structures, or buildings are permitted without the written permission of the Director of Parks, Recreation and Facilities Management or designee.

Scheig Center

Normal and Ordinary Use and General Rental Procedures for the Scheig Center, Gardens and Grounds.

In addition to the limitations/restrictions/etc. identified in the park ordinances and previously listed, the following limitations/restrictions/etc. have been adopted by the Parks, Recreation and Facilities Management Department for use of the Appleton Memorial Park Gardens grounds to maintain the long term integrity of the garden and grounds and provide a safe and secure environment for use of the garden grounds:

1. Party/Event tents can be erected by an approved vendor on a temporary basis in an area of the grounds approved by the Department. The request to erect a tent for an event must be included on the Scheig Center Reservation Agreement and all applicable fees paid when the reservation application is submitted. The name of the vendor erecting the tent will be provided to the Parks, Recreation and Facilities Management Department at least 60 days prior to the scheduled event. City of Appleton ordinance requires a permit and fire department inspection of any tent over 200 square feet. The time needed to erect the tent prior to the event and removal of the tent after the event must be included on the Scheig Center Reservation Agreement request and appropriate fees paid. The vendor erecting the tent is responsible for contacting Diggers Hotline to mark any underground utilities. The individual/group/organization reserving the facility will be held responsible for any damage caused by the vendor installing the tent.
2. Parking is provided in the parking area immediately east of the Scheig Center. This parking lot is a public lot and is not reserved for individuals/groups who are renting the Scheig Center. Vehicles are not permitted on the Appleton Memorial Park Gardens and Grounds or walkways to the Scheig Center.
3. Motorized vehicles to assist people with mobility impairments will be permitted near the Scheig Center for drop off only of person(s) with mobility impairment. The vehicles must return immediately to the parking lot after the person(s) is dropped off by the Scheig Center.
4. Delivery vehicle(s) may drive with caution on pedestrian walkways leading to the Scheig Center to unload, but must move their vehicle(s) to the parking lot for the remainder of the event.
5. Use of all amplification systems is prohibited, except by written permission. Live bands are limited to one (1) four-hour time period. All systems must be shut down by 8:00 p.m. The use of amplification systems shall not produce excessive, loud or unusual noises as defined in Section 13-1 of the Municipal Code. (Excessive loud or unusual noises shall mean sound that is audible under normal conditions from a distance of seventy-five (75) or more feet.) When strict adherence to the noise ordinance is difficult or unreasonable due to special circumstances, an individual or group may apply to the Board of Health to grant a variance to the noise levels.
6. The Gardens and Grounds are available to the public during normal park hours. The reservation of the Scheig Center does not restrict public access to the Gardens and Grounds. The Parks, Recreation and Facilities Management Department will not provide any services, commitments, accommodations, etc. for individuals, groups and/or organizations unless the facilities and grounds have been reserved.
7. All activities must be completed within the time frame listed on the reservation request, including all clean-up activities, take-down and removal of equipment, etc.
8. Upstairs meeting space is off limits, unless approved by the Director of Parks, Recreation and Facilities Management, or designee.
9. **Electricity**- Electricity usage for heating elements needs to be spread throughout the facility. More than one electric roaster or crockpot plugged into a duplex outlet box may trip circuit breakers. Please plan accordingly.
10. Use of grill or other cooking devices (i.e. air fryer) are not allowed, unless approved by the Director of Parks, Recreation and Facilities Management, or designee.

SALE OF CONCESSIONS/COMMERCIAL EVENTS

Sales of any kind are not permitted in City of Appleton parks unless authorized by Appleton Parks, Recreation and Facilities Management Department. Groups authorized to sell concessions agree to: secure all necessary permits for concession operations; provide all supplies, materials, and equipment to operate concession; keep the area around concession operation clean; and operate the concession in accordance with satisfactory practices and abide by the laws and regulations governing same. The request to sell concession or collect fees must be included on the Scheig Center Reservation Agreement.

ALCOHOL POLICY

No alcoholic beverages, other than fermented malt beverages and wine (beer and wine), are allowed in any park except by written permission of the Director of Parks, Recreation and Facilities Management, or designee.

Persons shall not drink from, open a container or have in his possession a container of fermented malt beverage or intoxicating liquor in any city park before 10:00 a.m. or after 10:00 p.m. except by written permission of the Director of Parks, Recreation and Facilities Management, or designee.

Scheig Center

GLASS BEVERAGE CONTAINERS

All glass beverage containers are prohibited within the parks except by written permission of the Director of Parks, Recreation and Facilities Management, or designee.

SMOKING POLICY

Smoking is prohibited inside and within 20 feet of all exit ways of any city owned building.

ANIMALS

Animals are prohibited in parks, except those that will be part of a special event or activity and written permission has been obtained from the Director of Parks, Recreation and Facilities Management, or designee. This will not be applicable in cases in which a person is being assisted by a service dog.

FIREARMS

The possession or operations of weapons is prohibited in parks unless otherwise allowed by law.

INSURANCE

Rentals open to the general public are required to have a Special Events permit and must be included on the Scheig Center Reservation Agreement. In addition, a Certificate of Liability Insurance with the City of Appleton named as an additional insured is required. The amount of insurance will be determined based on the nature of the event/activity. If approval of the event is not granted by the Special Events Committee and the Certificate of Liability Insurance is not received prior to the scheduled event, the rental will be cancelled.

EMPLOYEE ON DUTY

There will be an Appleton Scheig Center Supervisor on duty while the building is being rented. The renter must check in upon arrival and check out before vacating the premises with the supervisor. **PLEASE READ YOUR CONTRAC/AGREEMENT THOROUGHLY!** The staff supervisor on duty is on site to assist the rental groups, as well as to uphold the agreed upon contracts/facility agreement. Failure to follow the supervisors' direction may result in immediate termination of said event, up to and including dispatching Appleton Police Department to clear the building.

The Department Director, or designee, reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facility due to misrepresentation of information on application, unsafe facility conditions, or weather conditions.

All facilities and areas have maximum capacities set by safety code regulations, planned seating capacities, and parking provisions. **The maximum capacity for the Scheig Center is 75 people.** Parks and Recreation reserves the right to deny any reservation application if the expected attendance will exceed the safe capacity of the facility so as to endanger public health and safety.

PROBLEMS OR QUESTIONS?

Call 832-5905 Monday – Friday, 8:00 a.m. – 4:30 p.m.

If any issues or concerns occur the day of your rental, please communicate this with our Scheig Center attendant.



“Building communities and enriching lives where we live, work and play.”