



# CITY OF APPLETON

Department of Parks & Recreation  
1819 East Witzke Blvd.  
Appleton, WI 54911  
p: 920-832-5905  
aprd@appleton.org  
www.appletonparkandrec.org

## SCHEIG CENTER RESERVATION REQUEST AND AGREEMENT

DAY & DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ TO: \_\_\_\_\_  
(Include setup and take down)

TYPE OF EVENT: \_\_\_\_\_ # OF PARTICIPANTS: \_\_\_\_\_  
(75 maximum)

APPLICANT/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

DAY OF CONTACT NAME: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

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

- ◆ 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 procedures and guidelines.**

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

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

\*\* Contingent on approval by the Director of Parks and Recreation or designee.

OFFICE USE ONLY

\*\* Approved  Denied  \_\_\_\_\_ Date \_\_\_\_\_

### Facility Rental

Center Fee	\$ _____	Tent(s) Permit	\$ _____
Garden Fee	\$ _____	Inspection Fee	\$ _____
Special Event Fee	\$ _____	Concession Permit	\$ _____
Other	\$ _____	<b>TOTAL</b>	\$ _____

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

# **SCHEIG CENTER & GARDENS RENTAL PROCEDURES AND GUIDELINES**

**1313 E. Witzke Blvd., Appleton, WI 54915**

## ***OPERATION***

The Scheig Center is operated by the Parks and Recreation Department (APRD). This document (the Scheig Center Reservation Procedures and Guidelines), the Scheig Center and Gardens Rental and Fee Schedule, as well as Appleton Municipal Ordinances, detail the rules and regulations, policies, fees and charges, and set forth the management expectations for the Scheig Center.

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.** APRD 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.

## ***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. Your rental time must include your set up, tear down, and clean up time.

## ***FEES***

The rental fee, charged in accordance with the established rate schedule, 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.

## ***CANCELLATION/REFUND POLICY***

- If a cancellation occurs 90 days or more in advance of the reservation a full refund of the rental fee, less processing fees, will be made.
- If a cancellation occurs less than 90 days prior to the reservation no refund will be issued.
- All reservation refunds, except those detailed immediately below, are subject to a \$10.00 processing fee. If the reservation is cancelled by the APRD due to unforeseen circumstances, including but not limited to park closings, construction activities, or weather conditions, a full refund of the rental fee will be made and the \$10.00 processing fee will be waived.
- The APRD Director or designee reserves the right to cancel, shut down, 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, failure to comply with rules/regulation, and/or weather conditions.

## ***GENERAL RENTAL PROCEDURES FOR THE SCHEIG CENTER, GARDENS AND GROUNDS***

1. Individuals, organizations, and/or groups may reserve the Scheig Center only or the Scheig Center and Gardens if they would like exclusive access to the outdoor space. The Gardens cannot be reserved without also reserving the Scheig Center.
2. All reservations for the Scheig Center and Gardens are on a first-come, first-served basis and may be made 12 months in advance of the rental date.
3. The kitchen is included with the rental. Renters may use a catering service. A Caterer's Agreement must be completed by the caterer and renter and submitted at least 30 days in advance of rental.
4. Large tents can be erected by an approved vendor on a temporary basis in an area of the grounds approved by APRD. The request to erect a tent must be included on the Scheig Center

Reservation Request and Agreement and all applicable fees paid when submitted.

5. 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 renters of the Scheig Center. Parking is not permitted in the Scheig Center Gardens, park green spaces, or walkways.
6. Vehicles used to assist people with mobility impairments will be permitted near the Scheig Center for drop off only of person(s) with mobility impairment.
7. Delivery vehicles may drive with caution on pedestrian walkways leading to the Scheig Center to unload but must move their vehicles to the parking lot for the duration of the event.
8. The upstairs meeting space is off-limits and shall not be entered, unless previously approved by the APRD Director or designee.
9. Electricity usage for heating elements must 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. The use of grills or other cooking devices (i.e. air fryer) is not allowed unless approved by the APRD Director, or designee.

### ***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. Failure to follow the supervisor's direction may result in immediate termination of said event, up to and including dispatching Appleton Police Department to clear the building.

### ***AMPLIFICATION OF SOUND***

Amplified sound systems are prohibited except with written permission from the APRD Director or designee. Live bands are limited to one (1) four-hour time period. All systems must be shut down by 9:00 p.m. The use of amplified sound systems must not produce excessive, loud, or unusual noises as defined in Sec. 13-1 of the Municipal Code. A variance to the noise levels may be granted by the Board of Health.

### ***DECORATING INFORMATION***

1. No open flame devices allowed which includes candles, hurricane lamps, lanterns, etc. Chafers may be used if approved in advance by Parks and Recreation, Recreation Supervisor.
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, leftover food, and beverages must be removed prior to the conclusion of the rental period.
8. 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.
9. Helium balloons are not allowed at the facility; however non-helium balloons are permissible.

## ***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. A renter's cleaning checklist will be provided and must be completed and returned to the attendant at the end of the rental.

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 cleanup, 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 after the rental.

No additions, alterations, or changes to the grounds, structures, or buildings are permitted without the advance written permission of the APRD Director or designee.

## ***FALSE FIRE ALARM***

In the event someone in your rental party pulls the fire alarm absent an emergency, a fee of one hundred dollars (\$100) will be charged to the person in charge of the rental. Additional penalties prescribed by law may also be imposed.

## ***SMOKING POLICY***

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

## ***EXCHANGE OF MONEY PERMIT/COMMERCIAL EVENTS***

Sales, including providing lessons or classes, are not permitted unless authorized by the APRD Director or designee. Those authorized to sell must: (1) operate at least three hundred (300) feet from the entrance to any existing concession, (2) secure all necessary permits, (3) provide all supplies, materials, and equipment, (4) keep the area clean, (5) operate in accordance with satisfactory practices, and (6) abide by the laws and regulations governing same.

## ***ALCOHOL POLICY***

The possession and consumption of fermented malt beverages and wine is permitted in conjunction with a pavilion or special area reservation so long as all applicable laws are followed at all times (example: lawful drinking age). No other types of alcohol are permitted. Persons shall not drink from or have in his/her possession an open container of fermented malt beverage or wine in any city park before 10:00 a.m. or after 10:00 p.m., except in the Appleton Memorial Park Softball Complex when organized softball league play is in progress or with written permission of the Department Director or designee.

## ***GLASS BEVERAGE CONTAINERS***

All glass beverage containers are prohibited within the parks except by written permission of the APRD Director or designee.

## ***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 APRD Director 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.

## ***PROBLEMS OR QUESTIONS?***

Call 920-832-5905 Monday – Friday, 8:00 a.m. – 4:30 p.m.

Call 920-422-7010, Liz Konrath, Recreation Supervisor, if issues or concerns occur the day of your rental.