

## CITY OF MILTON PARK USE RULES AND REGULATIONS

Renters of City of Milton Parks and Pavilions agree to the following:

1. Park pavilion is not officially reserved until the application is complete and the park rental and security deposit are paid. If application date is less than 10 days from rental date, cash is the only payment method accepted for rental and security deposit fees.
2. Park keys must be picked up during regular City Hall office hours. City Hall hours are Monday-Thursday, 8:00 a.m.-4:30 p.m. and **Friday, 8:00 a.m.-12:00 p.m.** Failure to pick up the keys during regular office hours will result in forfeiture of the security deposit. Issuance of the park key does not allow entrance to the park prior to the reserved time. It is your responsibility to obtain permission from City Hall staff to enter the park for setup or decorating purposes prior to the reserved time.
3. Beer and wine only allowed inside the Community House or on the paved pavilion area of Central Park, Lamar Park, South Goodrich Park, and Veterans Park.
4. The park applicant must call the Rock County Dispatch non-emergency number, **757-2244**, **once** after clean up is complete to request an officer to secure the premise. An officer will be sent to the park to verify the clean up and the security of the building. You must be present with the officer for the check to take place. (If dispatch indicates an officer is not available, it is permissible to complete clean up, lock the premises, and leave without obtaining an officer's verification.) Failure to comply with these requirements may result in denial of park permits for the offending person and/or group in the future and the possible forfeiture of the security deposit.
5. No type of entertainment is permitted after 10:00 p.m. including recorded or live music per City of Milton Ordinance Sec. 70-4(b)(3). Any group that requires movement of park tables, benches, or barrels between parks must obtain permission from the Director of Public Works two weeks prior to the event and return any borrowed equipment to its original park within 24 hours after expiration of the permit.
6. The users of the Community House are advised that the Common Council has designated the Community House as a non-smoking area.
7. Adequate public address systems should be available for large gatherings and in case of emergency.
8. Holes dug in the park for any reason must be filled and the area properly seeded.
9. Only necessary vehicles, such as for unloading supplies, etc., will be permitted to drive and be parked in the area of the Community House/or park pavilion only while loading and unloading. Any other vehicles parked or driving on the grass shall be prohibited. Any damage to property from loading/unloading vehicles will be charged to the applicant. Damage may include but is not limited to: structural, lawn, or driveway.
10. Should you find it necessary to cancel your reservation, you must cancel at least 30 days prior to the event for a full refund of rental fees and security deposit.
11. Cleaning Rules (see checklist)

\*\*\*If you observe any damage to the reserved park upon your arrival please call Rock County Dispatch at 757-2244 immediately to request an officer. You may be held responsible for any damage that is found and not reported, resulting in the forfeiture of a portion of or the full security deposit.

## CITY OF MILTON PARK USE CLEANING CHECKLIST

Renting any park/pavilion from the City of Milton entitles you to the responsibility of properly cleaning and maintaining the area for the rented date(s). Any damage found upon arrival must be reported to the Police Department immediately. You may be held responsible for any damage that is found and not reported.

**\*\*Please return this form with the key the next business day following your rental date.\*\***

### COMMUNITY HOUSE

- |  |  |
|--|--|
| <input type="checkbox"/> Wash Counter                    | <input type="checkbox"/> Clean Refrigerator  |
| <input type="checkbox"/> Wash Stove & Oven               | <input type="checkbox"/> Make sure oven/stove is off                                       |
| <input type="checkbox"/> Floor Swept and Mopped          | <input type="checkbox"/> Windows Closed and Locked   |
| <input type="checkbox"/> Wash Tables                     | <input type="checkbox"/> Fold and Store Tables & Chairs                                    |
| <input type="checkbox"/> Place Trash/Recyclables Outside | <input type="checkbox"/> Grounds checked for trash/litter and placed in proper receptacles |
| <input type="checkbox"/> Bathrooms                       | <input type="checkbox"/> Check Faucets   |
| <input type="checkbox"/> Clean Bathrooms                 | <input type="checkbox"/> Refill All Paper Product  |
| <input type="checkbox"/> Toilets Not Running             |  |
| <input type="checkbox"/> Turn Off Lights/Lock All Doors  |  |

### CENTRAL/ LAMAR/ VETERANS/ SOUTH GOODRICH PARKS

- |   |  |
|---|--|
| <input type="checkbox"/> Sweep Floor of Pavilion        | <input type="checkbox"/> Wash Counters   |
| <input type="checkbox"/> Wash Tables                    | <input type="checkbox"/> Place Trash/Recyclables Outside                                   |
| <input type="checkbox"/> Bathrooms                      | <input type="checkbox"/> Check Faucets   |
| <input type="checkbox"/> Clean Bathrooms                | <input type="checkbox"/> Refill All Paper Products   |
| <input type="checkbox"/> Toilets Not Running            |  |
| <input type="checkbox"/> Turn Off Lights/Lock All Doors | <input type="checkbox"/> Grounds checked for trash/litter and placed in proper receptacles |

Contacted the Police Department at \_\_\_\_\_ am or pm Officer Signature \_\_\_\_\_

**Person responsible must call Rock County Dispatch at 757-2244 once after clean up is complete.** An officer will be sent to the park to verify the clean up and the security of the building. You must be present with the officer for the check up to take place. (If dispatch indicates an officer is not available, it is permissible to complete clean up, lock the premises, and leave without obtaining an officer's verification.) Failure to comply with these requirements may result in denial of park permits for the offending person and/or group in the future and the possible forfeiture of the security deposit.