



# Village of Union Grove

## Park Reservation and Use Policies

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### 1. Application

The Park Reservation and Use Policies applies to all parks within the Village of Union Grove, including the park shelters located at Leider Park, Ryan Moe/Michael Young Memorial Park, and School Yard Park (but does not apply to The Pavilion at School Yard Park which has a separate policy document). For information about the Village's park system and amenities, visit [uniongrove.net/park-system](http://uniongrove.net/park-system).

### 2. Reservations

Park reservations are available for park shelters, the concession stand at School Yard Park, sports fields and open park spaces. A calendar of existing reservations can be found on the Village website. An Event Organizer ("Organizer") wishing to reserve park facilities must complete the required application. Applications are accepted by the Village Clerk up to one (1) week in advance of a proposed event needing Park Reservation Permit. A permit application may require approval from the Recreation & Parks Committee if, in the opinion of Village staff, the proposed reservation requires review from the Committee due to the uniqueness of the request. In the event Committee approval is needed, the application must be submitted at least (30) days in advance of the event.

Application does not guarantee approval of request. The Village will approve or deny the application and groups will be notified. Approvals are considered temporary until reservation fees are paid. Reservations will not be posted on the reservation calendar until a complete application has been submitted with reservations fees and the permit has been approved by the Village. The Village reserves the right to preempt or cancel events for any reason. If this occurs, reasonable effort will be made to promptly contact the Organizer and reschedule the reservation. If this is not possible, the Organizer will be notified and the fees will be refunded.

Any changes to information previously submitted on an approved Park Reservation Permit must be requested at least two (2) business days before the scheduled event and approval is required from Village staff. Qualified applicants must be of at least eighteen (18) years of age; the applicant must be of at least twenty-one (21) years of age for reservations where alcohol will be possessed and consumed. Reservations may be requested up to one (1) year in advance of the proposed date, unless approved further in advance by the Recreation & Parks Committee.

### 3. Deposit Policy

All rental fees and deposit are due upon application. If any cleanup, damages and/or repairs are needed, the deposit will be forfeited for those charges. Any charges above the deposit will be billed to the individual and/or organization listed on the permit application. Any deposit released will be refunded within four (4) weeks after the event.

### 4. Hours

Per Village ordinance, parks are open to the public daily from 6 a.m. to 9 p.m. A permit allows for the reservation of a requested area for a period of up to one day within the park open hours (unless approved by the Recreation & Parks Committee for a longer period). Organizers who are in the process of cleaning up after the event may be on the park grounds no later than 9:30 p.m. unless otherwise requested and approved by the Village Clerk. All other event attendees are required to vacate the park before 9 p.m. or may be ticketed by the Racine County Sheriff's Department.

## **5. Restrooms**

Restrooms at School Yard Park and Leider Park are unlocked during park open hours, generally between May 1 and September 30 of each year, depending on weather. Handicapped-accessible portable restrooms are also provided at Ryan Moe/Michael Young Memorial Park and American Legion Memorial Park. For reservations near the beginning or end of the season, please contact the Village Office to confirm the status of restrooms. Organizers are responsible for cleaning up restroom areas at the conclusion of the event.

## **6. Concession Stand Building at School Yard Park**

Organizers may request the use of the concession stand at School Yard Park. If a permit is issued for use of the concession stand, the Organizer must pick up the concession stand key from the Village Office one business day (Monday-Friday) before the event date and the key must be returned within five (5) days of the event. If the organizer fails to pick up the key during business hours before the reservation, there may not be Village staff available to provide the key outside normal business hours; a \$50.00 fee will be assessed for any keys needing to be issued outside of normal business hours. The Organizer will be assessed a \$150.00 fee for any issued park keys that are lost or not returned within five (5) days.

There is a refrigerator inside the concession stand that may be used by the Organizer, along with the sink and counter areas. Organizers may not use any of the cabinet or storage areas in the concession stand. Organizers shall also not use the electrical box or other A/V and electrical equipment inside the concession stand. Organizers are responsible for cleaning up concession stand areas at the conclusion of the event.

## **7. Baseball Fields**

A Park Reservation Permit is required for the reservation of one or more ballfields at School Yard Park and American Legion Memorial Park. Union Grove High School, Union Grove Elementary School, Union Grove Youth Baseball Association (UGYBA) and Bronco Select are all exempt from the Park Reservation Permit requirement but shall coordinate with the Village on facility use requests. Field conditions are as-is; the Village does not groom the infields or chalk lines for private reservations. Organizers wishing to prep, chalk or do any work on the fields in any way will require prior approval from the Village of Union Grove. Organizers are responsible for ensuring the fields are left at least in their original condition.

## **8. Soccer Fields**

A Park Reservation Permit is required for the reservation of one or more soccer fields at School Yard Park, Moe/Young Park or Leider Park. Field conditions are as-is; the Village does not chalk lines for private reservations. Organizers wishing to chalk or prep the fields in any way will require prior approval from the Village of Union Grove.

## **9. Temporary Obstructions**

The placement of any objects, equipment or other temporary obstructions must be requested on the Park Reservation Permit application form and requires approval from the Village prior to the event. This includes, but is not limited to, tents, tables, portable grills, bounce houses, generators, play equipment or other structures. A Digger's Hotline locate must be arranged for any approved structures that are anchored to the ground. Proof of insurance coverage must be provided to Village staff prior to the approval of a bounce house or tent.

## **10. Utilities**

Outdoor water spigots are not available to use for events, unless special approval is granted by the Village. Electrical outlets are available at School Yard Park and Leider Park. A key is required to access electrical outlets at Leider Park; the Organizer must pick up the key from the Village Office one business day (Monday-Friday) before the event date and the key must be returned within five (5) days of the event. The Organizer will be assessed a \$150.00 fee for any issued park keys that are lost or not returned within five (5) days.

## **11. Noise**

Per Sec. 74-32 of the Village Code, no person shall operate any sound truck, loudspeaker, motor or any other mechanical device that produces undue or unnecessary noises. This section shall not apply to events in School Yard Park that are granted a written event permit from the recreation and parks committee.

## **12. Fire and Tobacco Products**

Per Sec. 74-38 of the Village Code, no person shall build or maintain any fire, except at areas designated for cooking and for fires, in any village park or recreational area. Per Sec. 74-39, no person at any time shall leave any fire unattended or throw away any matches, cigarettes, cigars, or pipe ashes, without first extinguishing them.

## **13. Clean-Up**

Set-up, preparation, and clean-up of an event is the responsibility of the Organizer. Organizers should bring a broom and dust pan on the day of the event and sweep the floors of any shelter, restroom and concession stand areas that were used. Organizers should also bring 2 or 3 large garbage bags to the event. Please leave the garbage can empty with a clean empty bag in it. There is a dumpster available in which to place the full bags.

Note that any damage to the grounds, amenities or structures shall be the responsibility of the Organizer. A citation may be issued for damages to the grounds or structures under Sec. 74-30 of the Village's Code of Ordinances.

## **14. Weather**

A reservation fee refund shall not be returned due to inclement weather. An Organizer may reschedule an event due to forecasted future inclement weather conditions, and the park reservation fee shall be applied to a new date, if that date is available for rental. An Organizershall notify the Village Clerk of the intent to change the date of an event due to inclement weather at least twenty-four (24) hours prior to the scheduled event start time.

## **15. Cancellation**

An event may be cancelled by the Organizer. A cancellation shall be submitted to the VillageClerk no later than fourteen (14) days prior to a reservation. An Organizer who cancels an Event less than 14 days prior to the Event shall not receive a refund of their reservation fee.

## **16. Other Park Areas**

Parks remains open to the public during reservations. Organizers shall share the park area playground equipment, sports fields (unless the ballfield has been specifically included in the reservation), and other park amenities. Organizers and event attendees shall be courteous to all park visitors.

## **17. Parking**

Unless special prior approval is granted by the Recreation and Park Committee, all vehicles shall park in designated parking areas in the parking lot or on the street. Organizers and event attendees shall not drive or park on the grass, sidewalks, or pathways.

## **18. Damage**

The Organizer shall immediately notify the Village of any damage to Village and park property. The Organizer shall be responsible for all damages to Village and Park property caused as a result of a reservation in the park. This shall include damages as a result of setup or teardown of an event. Organizer shall be responsible for all fees and costs required to collect outstanding damages, including any attorney's fees. Until full payment for damage is received, the Village shall have the right to deny future application without any stated cause.

## **19. Indemnification.**

Organizers shall agree to hold the Village, its elected and appointed officers, and employees harmless from any liability for claims or damages for personal injury or property damage caused by or arising from the negligence of the Organizer or the Organizer's attendees at an event in the performance of its obligations under these policies and a Park Reservation Permit.

All obligations of the Village under these policies shall remain subject to the governmental immunities, defenses, and other statutory limitations set forth in Sec. 893.80 Wis. Stats., which shall be applied to both contractual and tort liability of the Village with respect to events at Village parks, and nothing herein or in a Park Reservation Permit constitutes a waiver by the Village of the terms of that statute despite any provision herein to the contrary.

## **20. Insurance**

A certificate of liability insurance is required for events that are open to the public or exceed 100 attendees. The insurance policy shall have a minimum limit of \$1,000,000 in place for the event. For events where alcohol will be present, the policy shall be endorsed to include liquor liability. The Village of Union Grove shall be named as additional insured and the certificate shall be sent to the Village Clerk's office at least one week prior to the event.

## **21. Park Amenities**

Park amenities, such as benches, tables, and trash receptacles shall not be moved from their original location without prior approval from the Village of Union Grove. Amenities shall be moved by Union Grove Public Works staff ONLY.

## **22. Pets**

Dogs and other pets are prohibited from the parks, except for trained service animals that are individually trained to work or perform tasks for a person with a disability. The ADA and Wisconsin Equal Rights law definition of a trained service animal does not include pets, comfort animals, and emotional support animals. These types of animals are not trained to do work or perform tasks for a person with a disability and are not permitted in the park.

## **23. Food and Beverages**

No alcohol may be possessed or consumed in the parks without obtaining a special permission from the Village of Union Grove as part of the Park Reservation Permit. The special permission allows for the possession and consumption of alcohol beverages for private events that are not open to the public; an adult over the age of twenty-one (21) shall sign as the person responsible for the use of alcohol and that individual will be responsible for ensuring all applicable laws and statutes are adhered to. Alcohol shall not be sold without obtaining a Temporary Class "B" license approved by the Village Board. Please contact the Village Clerk to discuss license requirements. Additionally, glass containers are prohibited in the park. Portable charcoal grills are not allowed on or within 10' of structures. Hot coals shall be placed in a bucket of water and taken home for disposal. Do not place hot coals in park trash receptacles.

## **24. Decorations**

Nails, thumbtacks, staples, and other fasteners that cause damage are prohibited from being attached to structures. Masking and transparent tape are permitted. All decorations shall be removed at the end of the event. Use of sidewalk chalk and other markings on park amenities, on the concrete under the shelter and on the Pavilion are prohibited.

## **25. Conduct and Other Conditions**

The Organizer shall be responsible for the conduct and control of both patrons and participants and shall provide adequate supervision of event attendees. Organizers shall be present at all times during the rental period. All State laws and Village ordinances shall be followed during the event. Additional rules or conditions may be set by Village staff based on the individual circumstances of the proposed event. Any additional conditions or denials may be appealed to the Village Board.