



RESERVATION APPLICATION

LEGION PARK/PAVILION
W489 CLIFTON RD, SHERWOOD

KEY #: \_\_\_\_\_
RET'D: \_\_\_\_\_
DEPOSIT: \_\_\_\_\_
REFUND 
DEDUCT: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

VILLAGE RESIDENT: YES \_\_\_\_\_ NO \_\_\_\_\_

NAME: \_\_\_\_\_

NON-PROFIT ORGANIZATION\*: YES \_\_\_\_\_ NO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REASON FOR USE: \_\_\_\_\_

\_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

TIME REQUESTED: \_\_\_\_\_ TO \_\_\_\_\_

DEPOSIT: A deposit of \$200 is required at the time of application. Deposit will be refunded in full if reservation is canceled at least 30 DAYS PRIOR TO DATE REQUESTED. The deposit will be held until the key is returned and the Village employees verify the facility was properly cleaned after use. Possible forfeiture of the \$150 deposit and/or future use may occur if the Village of Sherwood employees must clean and rearrange tables to their proper placement after your scheduled use or if Village property is damaged or broken.

DEPOSIT: \$200.00

DATE PAID \_\_\_\_\_ CK#/CASH \_\_\_\_\_

RENTAL FEES WILL BE AS FOLLOWS: (RENTAL FEE IS IN ADDITION TO DEPOSIT)

\*\*RESIDENT: \$35 PER DAY

DATE PAID \_\_\_\_\_ CK#/CASH \_\_\_\_\_

NON-RESIDENT: \$75 PER DAY

DATE PAID \_\_\_\_\_ CK#/CASH \_\_\_\_\_

\*\*\*Resident" is defined as one who resides in and pays taxes to the Village of Sherwood.

Sign out key at Village office no earlier than two business days prior to the event. The key shall be returned to the Village office or dropped in the payment box outside the office door the first business day following the event. Users will have \$10 per day deducted from the deposit for late key returns. Village office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. THE VILLAGE OFFICE IS NOT OPEN ON SATURDAY OR SUNDAY. If through your fault, a Village employee is called into work afterhours or on a weekend, your security deposit will be forfeited. Afterhours contact is the non-emergency Calumet County Sheriff's Department - (920) 849-2335.

THE FACILITY USER agrees to defend, protect, indemnify and hold harmless the VILLAGE OF SHERWOOD against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of their agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE.

Additionally, the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY OR USAGE which takes place during the above identified DATE(S) OF ACTIVITY OR USAGE that is brought against the VILLAGE OF SHERWOOD by the above named FACILITY USER or any AGENT OF SAID USER whether such claim arises from the alleged negligence of the VILLAGE OF SHERWOOD, its employees or agents or FACILITY USER'S negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

\* For "bona fide" non-profit organizations a \$200 deposit required. When signing this agreement the applicant understands and agrees to abide that: Every year all keys shall be returned to the Village office at the conclusion of the requested scheduled date(s) provided for respective program, no exception. This agreement includes storage keys used by authorized personnel. The Village has a right to approve or deny any rental request. All deposits may take up to two (2) weeks to return, which will be refunded in a form of a check.

The applicant signing this agreement will be held responsible for all damages and cleaning. Users shall comply with the General Rules and cleaning as outlined on the reverse side of this agreement.

APPLICATION APPROVED BY:

SIGNATURE OF APPLICANT:

\_\_\_\_\_

\_\_\_\_\_

## LEGION PARK/PAVILLION

### GENERAL RULES

- Entire area must be kept neat, clean and safe. Provide your own cleaning supplies.
- Tables must be washed and returned to the way you found them.
- Permits are required for public functions; you may contact the Village Clerk to obtain them.
- Park hours: 7 am to 11 pm
- *Motor vehicles are strictly prohibited on lawn and trails.*
- **Decorations:** *Feel free to decorate your rented park building. However, please use only fireproof decorations and affix them with masking tape. NO TACKS OR NAILS OF ANY KIND ARE PERMITTED. Please use decorations that will not cause damage to park property and remove all decorations at end of the rental. The use of confetti or ANY confetti-type material is prohibited. Rental groups are responsible for the removal of all decorations including masking tape, and clearing tables and counters of all perishables.*

### CHECK LIST FOR CLEANING THE LEGION PARK PAVILION AT THE END OF YOUR RENTAL PERIOD:

- Bring your own garbage bags and take your rubbish with you; the Village of Sherwood has adopted the State of Wisconsin Park System's carry in / carry out policy, where renters take garbage and recyclables home after park stay
- Wash tables
- Sweep the floor
- Bathrooms clean (remove all soiled material from inside bathrooms – take rubbish with you)
- Bathrooms locked; the men's restroom is to be locked with its key, but the women's restroom is to be locked by pressing the inside handle button. Women's restroom locking mechanism is in the interior door handle (press button to activate lock); men's restroom must be locked with the key given to during key checkout.
- Turn lights off
- Return tables and benches to appropriate locations and configuration
- Return key to the office the first business day after rental

If Public Works is called into work afterhours or on a weekend for a non-emergency, your security deposit will be forfeited. (i.e., you forgot to check out your key, locked yourself out of the building, etc.)

**IMPORTANT, PLEASE NOTE: FAILURE TO ADHERE TO THESE RULES AND REGULATIONS - YOUR DEPOSIT MAY BE REDUCED OR NOT RETURNED.**