



**RESERVATION APPLICATION  
LEGIION PARK/PAVILION  
W489 CLIFTON RD, SHERWOOD**

KEY #:	_____
RET'D:	_____
DEPOSIT:	_____
REFUND	<input type="checkbox"/>
DEDUCT:	_____

Placement of items into facility or refrigerator prior to date requested is prohibited. Deposit may be forfeited.

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

NAME: \_\_\_\_\_  
(Applicant must match Depositor)

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

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

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

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

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

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

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

\*Note: Park hours are 7AM to 11PM

**FACILITY USE REQUEST**

**DEPOSIT FEES WILL BE AS FOLLOWS:**

RESIDENT: \$200.00  
NON-RESIDENT: \$375.00

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

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

RESIDENT: \$35 PER DAY  
NON-RESIDENT: \$75 PER DAY

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

I wish to rent a Village gas grill. By renting this grill, I understand that I am allowed to grill ONLY with the rented grill and in the marked designated picnic area.

Amplified Equipment will be used. (Private Party) – 1 – 5 p.m. ONLY. 85 decibels or less.

**FOR FACILITY USE REQUESTS:** Deposit is required at time of application. Deposit will be refunded in full if reservation is canceled at least 30 DAYS PRIOR TO DATE OF PROPOSED EVENT. Once paid, the Fee is non-transferable to another date or time. Deposit will be refunded when key is returned and Village employees verify facility is properly cleaned after use. Possible forfeiture of deposit and/or future use may occur if Village employees must clean and/or rearrange furniture after scheduled use, or if property is damaged. All deposits may take up to two (2) weeks, or later, to return and will be refunded in a form of a check. 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. For immediate assistance, please contact the non-emergency Calumet County Sheriff's Dept. at (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. Please refer to additional FACILITY RULES/REGULATIONS and SPORTS VENUE RULES/REGULATIONS for further instructions on maintaining space(s).

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.

When signing this agreement, the applicant understands and agrees that all keys shall be returned to the Village Office at the conclusion of all requested scheduled date(s) provided for respective program, no exception. This agreement includes storage keys used by authorized personnel. All deposits may take up to two (2) weeks, or later, to return and will be refunded in a form of a check to the named applicant above.

The applicant signing this agreement will be held responsible for all damages and cleaning. Users shall comply with rules and procedures as outlined on the reverse side of this agreement. The Village of Sherwood has the right to accept or deny any application. **If through your fault, a Village employee is called into work afterhours or on a weekend; your security deposit will be forfeited.**

**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.**