

Facility Reservation Policy



I. PURPOSE

The Village of Poynette provides a variety of parks and public facilities to members of the public. Certain facilities may be used for the reservation and rental of private individuals and groups under the policies and procedures described herein.

II. MANAGEMENT

The Parks and Recreation Commission shall have oversight of this policy, its programs and related procedures.

III. PERSONNEL

- a. The Village administrative staff shall ensure the reservation and rental procedure is completed in accordance with this policy.
- b. The Village Public Works Department shall ensure that parks and other public facilities are kept in a clean and orderly condition in advance of a reservation.

IV. VILLAGE PARKS FACILITIES RENTAL

- a. The Village permits the availability of the following facilities for reservation and rental to the public:
 - i. Valley View Park Shelter
 - ii. Valley View Park Shelter and Concession Stand
 - iii. Pauquette Park Pavilion
- b. The form for rental and related rules are prescribed under the appendix of this policy.

V. VILLAGE HALL RENTAL

- a. The Village permits the availability of the following facilities for reservation and rental to the public:
 - i. Civic Hall (entire upstairs of the Village Hall)
 - ii. Upper Meeting Room
 - iii. Lower Meeting Room
- b. Audio/Video Equipment
 - i. The Village will make available audio/video equipment in the Civic Hall as part of the room's reservation.

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- ii. A credit card is required for reservations of the equipment.
- c. The form for rental and related rules are prescribed under the appendix of this policy.

VI. ATHLETIC LEAGUES AND FACILITY USE

- a. The Parks and Recreation Commission Chairperson is responsible for managing the reservation of athletic fields and related facilities.
- b. The Parks and Recreation Commission Chairperson shall provide the Village of Poynette administrative staff with a schedule of events and activities on the athletic fields to facilitate the reservation and rental of facilities outlined within this policy.

VII. SPECIAL EVENTS

- a. Under Title II Chapter 2.05 of the Poynette Village Code a special event is defined as an event open to the public, including a parade, block party, festival, carnival, and other events of a similar kind of nature.
- b. Special events shall proceed under the procedure outlined under Title II Chapter 2.05 of the Poynette Village Code.

VIII. RECREATION PROVIDER DESIGNATION

- a. Positive recreation activities are an essential part of the physical, mental and social wellbeing of human life. The Poynette Parks and Recreation Commission recognizes that with limited resources it must rely on other entities and organizations to provide recreation opportunities to residents. Therefore, a special designation as a "recreation provider" may be obtained for facility reservation purposes.
- b. An organization or individual may request in writing to the Parks and Recreation Commission to be granted status as a recreation provider.
- c. The Parks and Recreation Commission shall review the request, determine if the request provides appropriate public or semi-public access to leisure, entertainment and/or recreational pursuits and take action by written resolution.
- d. The Parks and Recreation Commission may approve the designation with conditions, including but not limited to providing some form of compensation, timeframes for use, deposits, proof of insurance and other stipulations.
- e. The Parks and Recreation Commission may at any time review, modify or remove existing providers under this designation.

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- f. New designees and changes to existing group representatives will be added administratively to Appendix A of this policy.

IX. PROOF OF INSURANCE

Any reservations made for a commercial purpose, including but not limited to any event that is concerned with the purpose of engaging in commerce and/or making or intending to make a profit shall provide proof of insurance coverage with \$1,000,000 limit General Liability and, if vending alcohol, shall include Liquor Liability coverage. The Village of Poynette shall be named as an additional insured. Applicants may request a waiver of this requirement by resolution of the Village Board.

X. FEES

Fees shall be placed on the Village's Fee Schedule. Fees shall be recommended by the Parks and Recreation Commission and approved by resolution of the Village Board.

XI. DEFINITIONS

- a. Village Resident – an individual who owns property or whose primary residence is within the Village of Poynette political boundaries.
- b. Neighboring Resident – an individual who owns property or whose primary residence is within the School District of Poynette.
- c. Non-profit – group that is recognized as tax exempt under the Internal Revenue Code 501(c).
- d. Recreation provider – a group whose primary purpose is to provide public or semi-public activities related to leisure, entertainment and/or recreational pursuits.

XII. REVIEW AND AMENDMENT PROCEDURES

It is recognized that as conditions change, this policy will need to be reviewed and amended to reflect those changes or to address omissions which have become apparent. At such time, the Parks and Recreation Commission shall review any proposed amendment and make a recommendation to the Village Board. The Village Board shall then make the final determination regarding amendments to the document.

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Appendix A: Designated Recreation Providers

<u>Group Name</u>	<u>Representative</u>
Cloggers	
Home Talent Baseball	Davy Tomlinson
Poynette Area Youth Soccer Organization	
Pickleball Group	Ira Kastenburg
Inspire Wellness Poynette	Pam Puntney