



WETMORE PARK EAST SHELTER RENTAL TERMS & CONDITIONS

The Wetmore Park East Shelter is under the jurisdiction of the City of Sun Prairie. The following rules and regulations should be reviewed prior to use and must be followed by the group who is issued this permit.

I. GENERAL INFORMATION

a. Rental Area:

All rentals include the indoor shelter, kitchen/concessions area, covered pavilions attached to the east shelter, and the outdoor patio area. The rental is all inclusive and areas cannot be rented separately.

While the indoor shelter, kitchen/concessions area, covered pavilions attached to the east shelter, and the outdoor patio are exclusively reserved for your event, please note that certain amenities and surrounding areas remain accessible to the general public. Specifically:

Restrooms and Drinking Fountain: These facilities are attached to the building and are open to public use at all times.

Parking Lot, Playground, Splashpad, and Green Space: These areas are also open to the public and may be in use during your rental.

To help maintain the privacy of your event, signage indicating a private event will be provided and placed in and around the shelter area. We appreciate your understanding in sharing certain amenities with the community while enjoying exclusive access to the reserved areas.

b. Capacity:

Indoor: 24 people with tables or 40 people with chairs only.

Outdoor: 40 people under the pavilion and patio areas.

c. Included Amenities:

Kitchen/Concessions Area

A small kitchenette that includes a refrigerator, microwave, small service sink, and approximately 12 feet of countertop space with outlets suitable for food warmers, crockpots, or other small appliances is included. Please note that no additional appliances, cooking equipment, or utensils are provided; however, users are welcome to bring their own as needed.

Tables/Chairs

The following tables and chairs are available and included in the rental:

Five (6) six-foot rectangular tables

50 folding chairs

12 picnic tables

Note: The 6-foot rectangular tables are meant for indoor and patio use. Four tables fit comfortably inside of the shelter, with the remaining tables available for use to extend seating into the patio area.

Audio/Visual

All rentals includes access to two 48" TVs mounted on the indoor shelter wall. User is responsible for bringing their own HDMI cable and laptop and/or flash drive for use of the TVs. The file format for the flash drive is an .MPEG-4. Note that the TVs are independent of each other, so if you wish to display content on both screens, you will need a separate HDMI cable or flash drive for each. The TVs are equipped with sound; however, please be aware that no additional sound bar is provided.

d. Fees:

Peak Season (May–September):

Half-day: \$250 Resident / \$300 Non-Resident

Full-day: \$400 Resident / \$500 Non-Resident

Off-Season (October–December & March – April):

Half-day: \$150 Resident / \$200 Non-Resident

Full-day: \$300 Resident / \$400 Non-Resident

e. Rental Hours:

Half Day: 8:00 am – 2:00 pm OR 3:00 – 9:00 pm

Full Day: 8:00 am – 9:00 pm

The timeframes listed above include all set up, takedown, and clean-up time. Users may not be in the space outside of the listed times.

f. Building Attendant:

A Building Attendant will be assigned to each rental to help facilitate a smooth and enjoyable experience at the facility. Please note that the Building Attendant is not responsible for cleaning up after your event but is present to support the setup, operation, and overall upkeep of the park and shelter. Their responsibilities include:

- i. Checking in the rental party and assisting with any initial setup/takedown needs.
- ii. Performing light cleanup and maintenance around the park as needed during the event.
- iii. Acting as a resource or troubleshooter, available to address any facility issues that may arise.
- iv. Ensuring the rental space is cleaned and returned to standard after use.
- v. Completing the rental check-out process, including facility lock-up and securing the premises.

II. RESERVATION POLICIES

a. Availability:

Users will be allowed to reserve the facility on a first come, first served basis. Users may make reservations up to 90 days in advance of their requested date unless PRF

Department is in process of planning recreational programming. Reservations will then be held until all recreational programming is scheduled. Users will then be notified if the facility is available.

b. Reservation Requirements:

Reservation requests must be submitted at least two weeks in advance to the Parks, Recreation and Forestry Department. Reservation requests may be made online or in-person during regular business hours. Reservation requests will not be accepted over the phone.

c. Holidays:

The facility will not be available to reserve on national holidays or holiday weekends.

III. PAYMENT & CANCELLATIONS

a. Payment:

Fees are due at the time of the reservation request. If the facility is not available on your requested date, a full refund of all fees paid will be provided.

b. Cancellation/Refund Policy:

All facility cancellation requests must be received in writing a minimum of 10 days prior to the reservation date to receive a refund. No refunds will be given with less than 10 days' notice. There will be a \$20 withdrawal fee deducted from any refunds.

Reservations that cost \$20 or less are non-refundable. Full refunds are issued if Sun Prairie Parks, Recreation and Forestry cancels a reservation. Credits to account are available upon request in lieu of a refund and are still subject to a \$20 withdrawal fee. To request a cancellation, please email rec@cityofsunprairie.com. NOTE: Cancellations due to weather are not subject to a refund.

Expiration of Credits: All account credits will expire on December 31 of the current calendar year. Any unused credits will automatically be removed from your account at the end of the year and will be donated to our scholarship fund. We encourage you to use your credits before this date to maximize their value. Please note that account credits cannot be refunded or returned to the original form of payment. Once the credits are added to your account, they can only be used for future purchases or services, prior to December 31 of the current calendar year, and cannot be converted back into cash or refunded.

IV. RENTAL REGULATIONS

a. City Ordinances:

All Park ordinances must be followed at all times. For a full list of park rules & regulations, per the City of Sun Prairie Municipal Code, please visit:

<https://cityofsunprairie.com/1898/Park-Rules-Regulations>

- i. All parks within the City are open between 6:00 a.m. and 10:00 p.m.
- ii. Dogs are allowed at the park under the following rules:
 1. They must be on a non-retractable leash, 6 foot in length or less and in the hand of the owner at all times.
 2. The owner must pick up after the dog at all times.

3. Only service dogs are permitted in playground areas, tennis courts, volleyball courts, basketball courts, athletic fields, baseball/softball diamonds, the Tom & Rita Splashpad & Playground, the indoor space of the Wetmore East Shelter, the Family Aquatic Center, park restroom/changing facilities, and ice rinks.
 4. The dog must be properly licensed in the municipality that it resides in.
- iii. Glass beverage containers are prohibited.
 - iv. Littering is not allowed.
 - v. No go-karts, mini-bikes or other motor driven vehicles except authorized maintenance or emergency vehicles shall be operated in any of the parks.
 - vi. No golfing, except with a whiffle ball is allowed in any parks.
 - vii. Firearms, arrows and fireworks are prohibited.
 - viii. No confetti, including pinatas.

b. Noise Control:

Noise must comply with Sun Prairie Ordinance 8.32. Amplified music is allowed only with a permit, which requires a request to the Sun Prairie Police Department at least 5 business days in advance.

c. Alcohol:

Fermented Malt Beverages are allowed only on a non-sale basis, and must not be in glass containers.

d. Parking:

Vehicles must be parked in the Wetmore Park Parking lot and street parking only. Parking on grass or paved walkways is strictly prohibited, even for loading and unloading.

e. Decorations:

Decorations must not be adhered to walls, windows, ceilings, or fixtures. Glitter, confetti, helium balloons, and fogging machines are strictly prohibited.

f. Facility Cleanup:

User is required to clean up the facility prior to their departure. The facility must be left in the same condition as when the group or individual took responsibility for the premises. The User will be responsible for all damages to the building, furniture, A/V equipment, etc., and any extra cleaning that may be needed.

Storage of any equipment, food or other items belonging to the User beyond the reserved time is not permitted.

The City of Sun Prairie is not responsible for any equipment or other items left at the facility. Items left for seven (7) days may be disposed of in a manner deemed appropriate by the City.

i. Clean-Up/Check Out Procedures:

1. All indoor tables and chairs must be wiped down and returned to the storage room in the manner they were found. Cleaning supplies and spray are provided.
2. All picnic tables must be wiped down.
3. If kitchen is used during the rental, it must be left in a clean condition with all spills, sink, counter tops, and refrigerator completely cleaned up.
4. All bags from indoor garbage and recycling receptacles must be taken out of the building and placed in the appropriate receptacles found behind the East Shelter. All can liners must be replaced.
5. All windows and garage doors should be free of fingerprints and smudges.
6. Grills must be scraped down after use.
7. All debris and food items must be cleared from the patio and covered pavilion areas.
8. Indoor flooring in the main area and kitchen/concessions area must be swept, mopped, and clear of debris.
9. Any additional trash bags that do not fit within the trash cans in the park must be removed and cannot be left at the park.

ii. Damages and Excessive Cleaning

Failure to adhere to facility rental terms, city ordinances, or if damages occur, may result in denial of future event reservations, citation, and fees to recover excessive cleaning and/or damages. Event organizers will be charged for any excessive cleaning costs or damages, including staff time, at the discretion of the Parks, Recreation, and Forestry Director. The organizer will be invoiced and must pay within 30 days to avoid collection.

V. RESTRICTED ACTIVITIES & PROHIBITED ITEMS

a. Prohibited Items:

No glass containers, fireworks, confetti, bouncy houses, or fogging machines are allowed.

b. Animal Restrictions:

Only service animals are permitted. Dogs are allowed, but must abide by the rules listed below. No other animals are permitted.

1. They must be on a non-retractable leash, 6 foot in length or less and in the hand of the owner at all times.
2. The owner must pick up after the dog at all times.
3. Only service dogs are permitted in playground areas, tennis courts, volleyball courts, basketball courts, athletic fields, baseball/softball diamonds, the Tom & Rita Splashpad & Playground, the indoor space of the Wetmore East Shelter, the Family Aquatic Center, park restroom/changing facilities, and ice rinks.
4. The dog must be properly licensed in the municipality that it resides in.

c. Public Events/Commercial Use:

Unauthorized commercial activity, public events, or solicitations are strictly prohibited without a permit.

VI. TERMS OF USE VIOLATION

IF THERE IS A VIOLATION OF ANY SECTION OF THE WETMORE EAST SHELTER RENTAL TERMS & CONDITIONS, OR IF DAMAGES ARE INCURRED, USERS RISK A POSSIBLE DENIAL OF ANY FUTURE RESERVATIONS. If after a rental, additional maintenance is required in excess of normal services or time, the User will be charged accordingly. To initiate a request for reimbursement for excessive damage, the Parks, Recreation and Forestry Department will submit to the User a detailed written accounting of the excessive damages and the cost of their repair as evidenced by cost estimates, quotes and documentation of staff time. The accounting will be submitted via first class mail, return receipt requested, to the address the User provided at the time of the reservation request. The User shall remit payment no later than thirty (30) days from the receipt of the accounting.