

Village of Gilman

P.O. Box 157

Gilman, WI 54433-0157

PARK USE POLICY

- I. **Purpose** - The purpose of this policy is to provide for fair and equitable use of the Village of Gilman parks through an established procedure herein explained.
- II. **Management of this Policy** - The Village Board of Trustees or its designee shall set park use schedules through an application / approval procedure herein outlined and explained.
- III. **Specific Guidelines of this Policy** - All public or private groups or individuals are eligible to file an application for park use with the Village Clerk not less than 30 days prior to the use date. The group shall be informed of its application status for park use as soon as the Village Board or its designee ascertains that dates, procedures, and other matters related to park use have been met and that the dates requested do not conflict with any other previously scheduled events. Once a date is confirmed the Village Clerk shall inform the applicant and set aside those designated days for use by the applicant group or individual. For park use all applicants shall be informed of costs for use so that the Village may recover its electrical, depreciation, labor, and other costs in operating the Village parks. The intent of the costs is only to reimburse actual use of the park by the applicant group or individual. It shall be the Village Board's or its designee's responsibility to inspect the park after its use and determine if part or all of the park deposit must be kept for cleaning up the park after a group or individual or if an additional cost for clean up must be initiated. All park costs shall be itemized and billed through the Village Clerk's office. Any disputes over billings or charges as issued by the Village Clerk may be resolved at a regular Village Board meeting during a designated time on the meeting agenda.
- IV. **The Board Has the Right to Waive the Fees for Non-Profits**
- V. **Board Authority in Establishing Policy** - The Village Board of Trustees retains all rights by law to manage the use of the parks, set schedules for use, bill out costs, establish policies and ordinances and all other matters within the scope of law and their duly elective powers. *The Board further retains the right to waive any rules set forth in this policy for the best interest of the Village of Gilman and the Gilman community.*
- VI. **No Camping Allowed in the Village Park except in the Village Campground.**
- VII. **No Pets Allowed During Events**

VIII. Summary of Application Procedure and Charges

A. Application Procedure

1. Secure an application from the Village Clerk and a copy of this policy.
2. Complete all parts of the application.
3. Return the application to the Village Clerk 30 days prior to the first day of the event and pay the deposit fee and any building or equipment rental fees.
4. You will be informed of confirmation or denial of your dates. 15 day notice to cancel without charges.
5. If the date was confirmed, you will need to secure a beer license from the Village Clerk if you plan to sell beer.
6. After the event you will be billed within 30 days with an itemized billing of all costs.
7. If you feel the billing is not accurate or incorrect and you cannot resolve the matter with the Village Clerk, you may take the matter up with the Village Board of Trustees.
8. In many cases the deposit more than pays for all costs and those costs are deducted from the deposit and the remainder of the money is returned to the applicant.

B. Charges

1. Park Deposits - One Day \$50.00
Two-Three days \$100.00
2. Building and Equipment Rent
 - Beer Building \$35.00 per day
 - Food Building \$35.00 per day
 - Pavilion \$25.00 per day
 - Cooler Rent \$15.00 per day plus \$25 for Start Up
 - Grill \$25.00 for the first day
\$10.00 each day thereafter
 - Deep Fryer \$25.00 for the first day
\$10.00 each day thereafter
3. Light and Electrical Use Charges
 - A. Regularly Scheduled Practices
 - \$10.00 for the first hour and - \$5.00 for each additional hour
 - B. Tournaments / Special Events
 - Meter readings will be taken at the beginning and the end of the event and billings will be made with the Xcel Energy rates in force at the time of the event.
4. Miscellaneous Charges
 - Per Village policy, extra charges may be assessed for special purposes which cause the Village to incur additional costs for operating the park for the event.