

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. **Summary of Application Procedure and Charges**
 - A. **Application Procedure**

