

CITY OF WATERLOO PARKS POLICY

ADOPTED: \_\_\_\_\_

DEFINITIONS.

**“Public event” – An event open for the general public. Exhibitions, expositions, fairs, festivals, entertainment, cause-related, fundraising, and leisure events are all examples of a public event. Any event that is a one-time or periodic, free or ticketed, cultural, charitable or cause-related, and conducted for the purpose of attracting revenue, support, awareness, and/or for entertainment purposes, and created by and/or for the general public is generally referred to as a public event.**

**“Private event” – A private event, by invitation only, celebrating or commemorating a cultural, religious, communal, societal, or life-cycle occasion, scheduled alone or in conjunction with other events.**

**“Criteria for requiring licensed bartenders at private events” – If expected attendance is 200 or greater, or if the percentage of attendees 18, years of age or younger is expected to be greater than 25%, the Parks Coordinator may require a private event to furnish licensed bartenders.**

**“Non-profit” – Any organization recognized as tax exempt by the Internal Revenue Code or identified as a bona fide organization under 125-26(6) Wis. Stat. – meaning clubs, county or local fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least 6 months before the date of the application.**

**“Resident” – Any person, organization or business living, residing or operating within the City of Waterloo 6 months prior to the issuance of a park use contract.**

PARK USE, RESERVATION AND RENTAL POLICY.

1. Park hours are 6:00 AM to 10:30 PM, or as allowed by Parks Coordinator. The park must be vacated when closed. A reservation does not guarantee absolute privacy to any group.
2. The use terms and conditions for the use of a Waterloo parks facility shall be fully listed on Park Use Contracts for each park. Said contracts will be updated by staff from time to time and approved by the City Council with the recommendation of the Parks Commission. The contract receipt is proof of a reservation.
3. The City Council shall established rental rates and shall delegate other sales related pricing decisions such as concessions, advertising, etc. to the Parks Coordinator with oversight from the Parks Commission.
4. The event holder signing the contract is responsible for clean-up, facility damage and lost or stolen municipal property. Glass containers are NOT allowed in the parks. In order to receive all or a portion of a rental deposit, the event holder must complete clean-up tasks as listed on a Facility Check-Out form provided to the satisfaction of the Park Coordinator.
5. Cancellations, refunds or transfers: **100% refunds offered 90 days or greater prior to event date. 50% refund offered between 30 and 90 days prior to event.** Written cancellation must be submitted to the Parks Coordinator. An event date may be changed or transferred to another available date
6. Chairs and tables as available on a limited basis. Damage will result in loss of deposit.

CONSUMPTION, SALE OR DISTRIBUTION OF ALCOHOL ON PARK PROPERTY.

1. The consumption, sale or distribution of alcohol on park property is prohibited in Waterloo parks and other public places unless the person has an appropriate license or contract with the City.
2. The City of Waterloo may sell fermented malt beverages at non-youth, public events solely at its discretion under Wis. Stats. 125.06.

3. The consumption of alcohol is permitted for invitation only private events. The holder of a private event is responsible for the purchase and serving of alcohol and must fully notify the City of its specific intent as part of the contractual agreement with the City. The City may require, as a contract condition, that licensed Operators serve the alcohol. The City may require, as a condition of the contract, the hiring of Police Department approved event security.
4. Policy from this section will be posted in Waterloo Parks.

#### SMOKING.

1. No person shall smoke or hold a lighted cigarette, e-cigarettes, cigar or pipe in any structure within any park, or in any other area in any park where youth events are held or where notices prohibiting smoking are posted pursuant to an order of the Parks Commission.

#### WEAPONS.

1. No firearms or weapons are permitted in Waterloo parks, except as allowed for by state law. Violators are considered trespassers and subject to forfeiture or arrest.

#### FOOD.

1. The preparation, availability, sale and consumption of food shall be in accordance with Jefferson County Ordinance 2001-26 titled Environmental Sanitation and the Wisconsin Statutes chapter 254.
2. For the well-being of public health and safety, the Parks Coordinator in consultation with the Parks Commission shall establish written procedures for the use of Waterloo Parks so as to allow for -- and ensure -- the safe preparation and consumption of food in Waterloo Parks.

#### POLICY ADOPTED BY REFERENCE.

1. This policy adopts by reference existing policy for the Waterloo Regional Trailhead as adopted by the Parks Commission as of January 1, 2016. With this one noted exception, this statement supersedes all previous municipal parks policies.