



Park Commission
June 6, 2018
6:00 p.m.
AMENDED

Civic Center West Committee Room

Commission Members: Jill Doran, Rick Hackl, Vivian Roe, Alderwoman Schandel, Rick Stelloh.

1. Call to Order
2. Minute Approval
Minutes of the Park Commission meeting held May 10, 2018 (not in packet)
3. Discussion and Possible Action Items
 - A. Park Rental Application Forms
 - B. Review of Park Operations and Funding – discussion only
 - C. Park Fee Refunds
4. Adjourn

PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300 Extension #4305. The meeting room is wheelchair accessible from the east and west entrances.

NOTE: There is a potential that a quorum of the Common Council and/or other Commissions, Committees and Boards may be present.

City of St. Francis

Application For Park Reservation:

Name of Group _____

Name of Applicant _____

Must Be St. Francis Resident. **This is also the name the deposit will be refunded to unless indicated differently.**

Address _____

Phone _____ Application Date _____

Approximate Attendance _____

Note: Be as accurate as possible for attendance. Reservations are on a first come first serve basis. This number may be checked by City Staff the day of your event and additional fees may be charged.

<u>First Choice</u>	
Date	_____
Times	_____

<u>Second Choice</u>	
Date	_____
Times	_____

Please Read the Municipal Park Rules (attached) Before Signing Application

FEES*: Both Park fee and deposit must be paid at the time of the reservation. *Kitchen & Shelter are included in fees.***

1-75 Persons: \$275 Fee + \$100 Deposit

76-150 Persons: \$350 Fee + \$100 Deposit

Over 150 Persons: \$375 Fee + \$100 Deposit

* FEES MAY CHANGE WITHOUT NOTICE AND APPLICANT MAY BE LIABLE FOR ANY INCREASES AT THE TIME OF USE.

** DEPOSIT will be refunded IF the park is properly maintained. Deposit will **NOT** be refunded if park reservation is cancelled and not rebooked.

(Signature of Applicant)

Date Received _____ Reservation Approved For _____

Receipt # _____ Amount \$ _____ Check # _____

Remarks:

Milton Vretenar Memorial Park

Rules

1. It is understood that any person using the park will be required to clean the areas used. This includes the restrooms, kitchen and grill (instructions are located on the grill). **All garbage containers must be emptied, bags put into dumpster and new bags put into containers (including restroom garbage). Bags are located in the kitchen area. Users will be billed for any damage to the park or any additional clean-up performed by the City. Tables on the patio area are to stay out. If any person takes out additional tables from the pole barn, they are to be returned to the pole barn.**
The band shell is not included in the Park Rental.
 - **KEYS MUST BE PICKED UP AT CITY HALL THE FRIDAY BEFORE YOUR EVENT.**
 - **DUMPSTER KEYS ARE INCLUDED WITH THE KEYS ISSUED.**
 - **PLEASE RETURN BUTT CANS TO KITCHEN AREA**
2. The Park closes at 10:00 PM.
3. No loud noise or amplified music shall be allowed.
4. No intoxicating beverages shall be dispensed to minors or sold on park property.
5. There shall be no carrying out of intoxicating beverages from the park.
6. **No Animals** are allowed in the park at any time. The only exception to this would be certified service animals.
7. **Prior approval from the Engineering Department is required if you wish to put up a tent outside the designated tent area. Diggers Hotline must be notified 3 working days in advance of your event.**
8. Any inflatable rides/games require a certificate of insurance with \$100,000- \$300,000 Bodily Injury and \$25,000 Property Damage coverage to be provided to the City prior to park rental. City of St. Francis should be listed as the Certificate Holder.
9. The **KEYS** to the shelter **MUST BE PICKED UP** the preceding official work day before your event and **MUST BE RETURNED** the following official work day after your picnic. Keys can be obtained at City Hall in the Clerk's office (3400 E. Howard Avenue).
10. Vehicle parking facilities are at the north area of the park. This lot can only be accessed by taking Denton Avenue east from Packard Avenue to parking lot. There is **NO** parking on Kirkwood Avenue.
11. Users will be billed if any City personnel are called in for assistance at your event.
12. Report any **emergencies** you may encounter to the St. Francis Police Department at 414-481-2232.

NO DRIVING OR PARKING ON LAWN AREAS OUTSIDE OF THE PARKING LOT

THESE RULES WILL BE ENFORCED BY THE ST. FRANCIS POLICE DEPARTMENT.

City of St. Francis

Non-Profit/Community Group Event

Application For Park Reservation

Name of Group: _____

Name of Applicant: _____
Must be St. Francis Non-Profit or Community Group

Address: _____

Phone: _____

Email: _____

Application Date: _____

Approximate Attendance: _____

<u>First Choice(s)</u>
Date(s) _____ _____
Time(s) _____ _____

<u>Second Choice(s)</u>
Date(s) _____ _____
Time(s) _____ _____

Please read the Park Rules (attached) BEFORE signing application.

Fees are waived for all non-profit/community groups hosting a Community Event upon proof of non-profit/community group status. If the park is not cleaned after the event, the following fees will be charged:

76-150 Persons: \$350 Fee
Over 150 Persons: \$375 Fee

FEES MAY CHANGE WITHOUT NOTICE. APPLICANT MAY BE LIABLE FOR ANY INCREASES AT THE TIME OF USE.

Signature of Applicant

Date Received _____ Reservation Approved For _____

Receipt # _____ Amount \$ _____ Check # _____

Remarks: _____

Milton Vretenar Memorial Park Rules

1. ***The band shell is not included in the park rental.***
2. Keys for the park **MUST** be picked up at the City of St. Francis Civic Center located at 3400 E. Howard Avenue on the **FRIDAY BEFORE** your event and returned the **NEXT BUSINESS DAY** following your event. Dumpster keys are included with the keys issued.
3. It is understood that any person using the park will be required to clean the areas used. This includes the restrooms, kitchen and grill (instructions are located on the grill). Cleaning includes the following: ***All garbage containers must be emptied, bags put into dumpster and new bags put into containers (including restroom garbage). Bags are located in the kitchen area. Tables on the patio area are to stay out. If additional tables are removed from the pole barn, they are to be returned. Butt cans are to be returned to the kitchen area.***
4. The Park closes at 10:00 PM.
5. No loud noise or amplified music is allowed.
6. Intoxicating beverages shall NOT be dispensed to minors or sold on park property.
7. There shall be no carrying out of intoxicating beverages from the park.
8. **No Animals** are allowed in the park at any time except for certified service animals.
9. Prior approval from the Engineering Department is required if you wish to put up a tent **outside** the designated tent area. Diggers Hotline must be notified 3 working days in advance of your event.
10. Any inflatable rides/games require a certificate of insurance with \$100,000- \$300,000 Bodily Injury and \$25,000 Property Damage coverage to be provided to the City prior to park rental. City of St. Francis should be listed as the Certificate Holder.
11. Vehicle parking facilities are at the north area of the park. This lot can only be accessed by taking Denton Avenue east from Packard Avenue to parking lot. There is **NO** parking on Kirkwood Avenue.
12. Users will be billed for any damage, additional cleaning and/or any City personnel called in for assistance at your event.
13. **Report any emergencies you may encounter to the St. Francis Police Department at 414-481-2232.**

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