



Scott Park Shelter House

PARK FACILITY RENTAL FORM
City of Omro
205 S. Webster Avenue
Omro, WI 54963
Phone: (920) 685-7000 Fax: (920) 685-7011
Email: jkiesling@omro-wi.com
Website: www.omro-wi.com

Return of Security
 Deposit Authorization

Return Deposit: Yes or No
(Circle One)

Date Inspected: _____

Inspected By: _____

Authorizing Initials: _____

A resident of the City of Omro, means that your property tax bill is payable to the City of Omro and not another tax entity. Applicants with Omro addresses located within the surrounding townships are considered Non-Residents.

I hereby declare that I am the responsible party for the rental and I am a City Resident Non-Resident

Park Rental Facility	Number of Attendees	Resident Rental Fee Per Day	Resident Security Deposit	Non-Resident Rental Fee Per Day	Non-Resident Security Deposit
Upper Miller Kiwanis Shelter	1 - 150	<input type="checkbox"/> \$ 100.00	<input type="checkbox"/> \$ 100.00	<input type="checkbox"/> \$ 150.00	<input type="checkbox"/> \$ 150.00
Lower Miller Kiwanis Pavilion	1 - 150	<input type="checkbox"/> \$ 125.00	<input type="checkbox"/> \$ 125.00	<input type="checkbox"/> \$ 150.00	<input type="checkbox"/> \$ 150.00
Leon Franzke Pavilion	1 - 50	<input type="checkbox"/> \$ 75.00	<input type="checkbox"/> \$ 75.00	<input type="checkbox"/> \$ 100.00	<input type="checkbox"/> \$ 100.00
Scott Park National Exchange Pavilion	1 - 150	<input type="checkbox"/> \$ 200.00	<input type="checkbox"/> \$ 200.00	<input type="checkbox"/> \$ 250.00	<input type="checkbox"/> \$ 250.00
Scott Park National Exchange Pavilion	151 - 300	<input type="checkbox"/> \$ 210.00	<input type="checkbox"/> \$ 210.00	<input type="checkbox"/> \$ 260.00	<input type="checkbox"/> \$ 260.00
Scott Park National Exchange Pavilion	301 - 500	<input type="checkbox"/> \$ 220.00	<input type="checkbox"/> \$ 220.00	<input type="checkbox"/> \$ 275.00	<input type="checkbox"/> \$ 275.00
Scott Park National Exchange Pavilion	501 - 1000	<input type="checkbox"/> \$ 235.00	<input type="checkbox"/> \$ 235.00	<input type="checkbox"/> \$ 300.00	<input type="checkbox"/> \$ 300.00
Scott Park National Exchange Pavilion	1000+	<input type="checkbox"/> \$ 250.00	<input type="checkbox"/> \$ 250.00	<input type="checkbox"/> \$ 325.00	<input type="checkbox"/> \$ 325.00
National Exchange Pavilion Stage Equip.		<input type="checkbox"/> \$ 125.00	<input type="checkbox"/> \$ 125.00	<input type="checkbox"/> \$ 125.00	<input type="checkbox"/> \$ 125.00
S. Scott Park Warming Hut/Info Booth		<input type="checkbox"/> \$ 25.00	<input type="checkbox"/> \$ 25.00	<input type="checkbox"/> \$ 25.00	<input type="checkbox"/> \$ 25.00
Electricity Rental/Outlet (S. Scott Park only)		<input type="checkbox"/> \$ 10.00	<input type="checkbox"/> \$ 10.00	<input type="checkbox"/> \$ 10.00	<input type="checkbox"/> \$ 10.00
Exclusive Use of Park (Req. Council approval)		<input type="checkbox"/> \$ 500.00	<input type="checkbox"/> \$ 500.00	<input type="checkbox"/> \$ 500.00	<input type="checkbox"/> \$ 500.00

Responsible Party (Must be at least 18): _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Total Fee: \$ _____

Date of Event: _____ Day of the Week: _____

Time of Event (include set-up/clean-up time): ____ : ____ am pm through ____ : ____ am pm

Please Note: Park staff needs time to prepare facility between events. Facility will be clean by 9am on the day of your rental.

Type of Event: _____

No. of Attendees: _____

Company/Organization (if applicable): _____

Facility Rental Fees are non-refundable. A security deposit is required and will be returned to you if the shelter area is cleaned up and no damage has occurred. All damages will be charged to the user. For your reservation to become final, the applicable fee and security deposit must be received in full, along with this completed form, which constitutes a legal rental contract. **Both the applicable fees and the signed contract should be returned to: City of Omro, PO Box 399, Omro WI 54963, or dropped off at: Omro City Hall, 205 S. Webster Ave. Checks should be made payable to: City of Omro**

The undersigned has read and understands the park policies, rules and regulations, fee schedule and refund policy for the City of Omro and agrees to act in accordance with such policies. The undersigned agrees and is hereby declaring responsibility for any and all damages to the pavilion, facility, property and equipment resulting from the rental and use of the park facilities. Groups renting are solely responsible for the actions of their guests and people attending. The City reserves the right to terminate a rental contract for City code violations. The City of Omro is not liable for any incident as a result of the consumption of alcohol by patrons of the park, during, or after the lessee's rental of the park.

Signature of Renter: _____ Date: _____

PARK RENTAL POLICIES AND PROCEDURES

Keys/Shelter Access

- Keys to Lower Miller shelter & National Exchange Bank pavilion may be picked up the day of your rental, or if a weekend rental, the Friday before. Upper Miller and Scott Park Shelters do not require keys.
- You may access the shelter/pavilion on the day of your rental. **Early access is prohibited.**
- Call Bryan, Park Foreman, at (920) 279-2208 with any questions/concerns regarding the rental facility on day of event. If you are unable to reach the Park Foreman, please call the Omro Police Department at (920) 685-7007 and ask that they contact a city employee to assist you.

Security Deposits

- Security Deposit refunds will be mailed out within two weeks of pavilion rental.
- The security deposit refund process is initiated by City Hall staff. No action is required by the park renter.
- Refunds are contingent upon the condition of the shelter following your event (see checklist).
- Expulsion from a City facility, for any reason, results in forfeiture of all fees and deposits with no refund.

Rules & Regulations

- Park hours 6:00 am - 12:00 am (midnight)
- No driving or parking on the grass. Speed limit in the park is 5 mph.
- Destruction or removal of Park property is prohibited.
- Pets are allowed in designated areas.
- No smoking in or near playground perimeter. Renters are responsible for picking up refuse.
- Use of drugs or gambling is not permitted in any City facility.
- Placement of signs or advertising posters in the park is prohibited.
- No littering on park property or in the Fox River.
- Loud or profane music or speech is prohibited. Music must be quieted by 10pm on weekdays and 11pm on weekends. Please be courteous to the neighboring property owners at all times.
- No Fireworks, Firearms, Weapons or Explosives allowed.
- Fires allowed only in City provided fire pits or personal grills. Do not burn the grass or vegetation.
- Fires must be attended at all times, safely extinguished, and hot ashes disposed of properly.
- Smokers and fryers are prohibited.
- No vendors allowed without a valid City permit.
- No endangerment to park wildlife or vegetation.
- Overnight boat mooring is allowed at designated sites only with a valid permit.
- Boat launching is allowed only in designated areas with a valid permit.
- Camping is strictly prohibited.
- No Swimming in the Fox River within the City limits.
- No golf, tennis, archery or projectiles on park property.
- Snowmobiles or motorized recreational vehicles are prohibited.
- No fish cleaning or disposal of remains on City park property.
- No metal detectors used for the purpose of digging.
- No harassment of or interference with a valid permit holder.
- All minors must be under adult supervision at all times while at the facility rental event/area.

**VIOLATORS WILL BE CITED PER CITY ORDINANCES
CHAPTER 12.24.010 (B) BY THE OMRO POLICE DEPT.**

PARK RENTAL POLICIES AND PROCEDURES, CONTINUED

Decorating/Entertainment

- Glitter, confetti, rice, birdseed, silly string, sparklers, or similar items are prohibited.
- Balloons must be weighted or tied down at all times.
- Open flamed candles are prohibited. Battery operated candles are permitted.
- Do not tape, tack, or nail any material to any part of the structure.

Cleaning

- All cleaning must conclude by 12am.
- Please use garbage and recycling cans provided in each shelter. You do not need to haul garbage out.
- Bring trash bags from home if you have a large party and are worried the cans provided will not be enough
- Bring supplies necessary for after event cleanup: bucket, mop, broom, rags, cleaning solution, etc.

After Event Cleaning Checklist

- Place all garbage/recycling in provided receptacles. Any additional should be bagged by renter.
- All left-over food must be removed or properly disposed of in the trash receptacles provided.
- Clear and wipe down all tables (tops & seats) and counter tops of trash, spills, cups, etc.
- Pick up area outside shelter of any litter, cans, etc. and place in refuse containers provided.
- Sweep all floors of trash and scuff marks and mop up any spills.
- All picnic tables must be returned to original positions – outside tables outside, inside tables inside.
- All items bought in for decorations or place settings must be removed at the end of the event.
- Make certain all lights are turned off and doors are locked.
- Return keys to rental facility to City Hall, if applicable.

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