

11. Consumption of Alcoholic Beverages (Beer and wine only - no bottles)

Fermented malt beverages may be consumed only in Jefferson and Koslo Parks. Before any alcoholic beverage can be consumed, a permit must be obtained from the Park and Recreation Office during office hours. The permit fee is \$5 per day. Alcoholic beverages may only be consumed in the area clearly defined on the permit. Glass bottles/containers are not allowed in any city park.

12. Selling Alcoholic Beverages, Concessions or Merchandise

Only "bona fide" non-profit organizations may sell alcoholic beverages, concessions or merchandise. A special "Class B" permit (picnic license) **MUST** be obtained from the City Clerk at least 15 days prior to Common Council approval. A certificate of insurance **must** accompany the "Class B" permit application at least 30 days prior to the event. Parks and Recreation Board approval is also needed two months prior to the event. The point of sale location for all alcoholic beverages must be approved by the Parks and Recreation Board two months prior to the event.

- See Section #31 for Certificate of Insurance information.

Information to remember:

- A.) If selling beer or wine – Class B permit needed from City Clerk
- B.) If selling merchandise – park staff and Board approval needed
- C.) If selling food – Temporary Restaurant Permit needed from Health Department

13. Diggers Hotline and Tent Stakes

Pounding stakes in the ground for tents, etc. is dangerous. Any group planning to do so must contact Digger's Hotline at 1-800-242-8511 at least two (2) weeks prior to their event. **NO STAKES MAY BE POUNDED INTO ASPHALT.** A Tent Permit fee will be assessed.

14. Kitchen Use at Smith and Jefferson Parks

- A. Keys must be obtained as outlined in Section #15.
- B. Kitchens must be left in clean orderly condition or users are subject to a penalty fee.
- C. Kitchen use fee is \$30 (non-resident fee \$50).

15. Key Pick-Up and Return

For protection, most facilities are kept locked when not in use. Keys may be obtained from the Park and Recreation Office no earlier than two days prior to the event and returned no later than two days after the event. There will be a \$20 deposit fee for all keys for shelters, kitchens, electrical, and ball diamonds. All deposits are returned upon receiving keys back in the office. **The MPRD office closes at 4:00 p.m. on Fridays.**

16. *Large Company or Industrial Picnics Over 200 People

- A. Special provisions for the erection of tents, rides, trailers or other extra-ordinary equipment must have the approval of the Park and Recreation Board.
- B. Keys must be obtained as outlined in Section #15.
- C. Costs for shelters are determined in Section #10.
Park Facility User Fees and Beer Permit Fee as outlined in Section #10 still apply.

17. *Community Festivals & Large Non-Profit Picnics Open to the Public(200+ people)

- A. Depending on residency/non-residency classification (see Park Area and Pavilion Reservation Procedure), groups may submit applications to the Park and Recreation Department beginning the first working day in February.
- B. Event sponsors must appear at a monthly Park and Recreation Board meeting a minimum of two months prior to the event to explain festival plans. The reservation will be jeopardized if this request is not followed (includes Otto Grunski Festival).
- C. Sale of Beer or Wine - (See Section #12)
 - 1) Fermented malt beverages and wine may be sold by non-profit organizations only.
 - 2) A temporary Class "B" license must be obtained from the City Clerk - it covers the sale of beer and wine only. A Certificate of Insurance is also required, see Section #31.
 - 3) The person who's name is on the beer permit must be at the event in case of a police visit.
 - 4) Two options exist when setting up beer/wine vending areas, either of which must be approved by the Parks and Recreation Board. Option #1: Designate a specific fenced in area for sale and consumption (preferably the west shelter). One area for ingress and egress must be provided. Only people of legal drinking age will be allowed inside the fenced in area. An adult or security person must be present at all times at both openings to check proper identification. Option #2: Wristbands may be sold at designated stations near the pavilion. Proper identification must be shown prior to sale

of wristband. Adults or security people (either employed or volunteers of the event) must be present to discourage over-consumption, rowdy behavior and to ensure people stay near the pavilion area. People with beer are not free to roam the park. City police prefer beer to be dispensed into plastic cups so people can be identified as being part of the event.

- 5) If crowds in excess of 1,500 are expected, the sponsoring organization must provide additional security protection. This must be in the form of auxiliary police, contracted security guards or other personnel approved by the Board. Please inform the Board of the identity of the security force prior to the event.

* A few Menasha based companies and civic events are allowed to reserve specific dates each year, beginning December 1. If a company picnic, civic event, etc. wishes to be placed in this group, they must seek approval from the Parks and Recreation Board by October 1.

- 6) If crowds in excess of 1,500 are in attendance, additional chemical toilets must be periodically spaced near the pavilion. Additional garbage containers may also be brought in by event sponsors. User fees are based on the approximate number of persons in attendance. Your assistance in equitably approximating this number is appreciated.
- 7) Beer may not be sold after 10:30 p.m. All music must end by 10:30 p.m. The park is to be closed and cleared at 11:00 p.m.
- 8) Arrange to have all beer tents, beer distributing equipment, snow fence, etc. removed from the park by 3:00 P.M. the day following the last day of the event. If items are not removed by this time, the sponsoring organization may be assessed an additional pavilion rental fee.
- 9) All organizations selling beer at a festival must be aware of these rules and sign the Park Facility Reservation form concerning sale of beer.
- 10) It is understood that there is no exception to these rules and organizations not in compliance may be denied future use of Menasha City Parks.
- 11) Event Set-up - The starting date and the amount of time need for setting up a large event is subject to approval by the Director of Parks and Recreation. Event organizers will be charged per the current facility fee schedule.

18. All Park Users Must Follow Recycling Guidelines - (See Section #7)

19. Softball Diamonds, Soccer Fields, Football Fields

- A. Use of these facilities is on a first-come, first-served basis with the exception of teams affiliated with MPRD leagues.
- B. Reservations are limited to two-hour time segments with no more than two reservations per two week period issued per team.
- C. Reservations are free of charge.
- D. Teams/Groups must pick up an official reservation card in order to reserve a diamond.
- E. Group or individual that reserves any park facility that charges a fee can reserve up to one (1) ball diamond or volleyball court per day for a maximum of two (2) hours (exception for softball tournament). If requested, there will be a \$10.00 fee for grooming/lining the field. Bases are in place at most fields. See Section #10 for field/court rental rates.

20. Non-Municipal Sponsored Leagues (RAMS, Twin-City Industrial Leagues)

- A. Arrangements must be made at Park and Recreation Department and may require Board approval.
- B. Local high schools may reserve diamonds in the Spring for league play under the following guidelines.
 - 1) St. Mary's: Boy's varsity baseball, girl's varsity and J.V. softball - No Charge
 - 2) Menasha High School: Boy's varsity and J.V. baseball, girl's varsity and J.V. softball - No Charge.
- C. Practice/game schedules must be submitted at least one month prior to the start of the season, preferably sooner.

21. Softball and Baseball Tournaments

- A. May be conducted by "bona-fide" non-profit groups/organizations only.
- B. A license to sell beer must be obtained from the City Clerk at least 15 days prior to Common Council approval.
- C. Special provisions for the erection of tents, trailers, or extra ordinary equipment must have the approval of the Park Superintendent.
- D. Fees are subject as outlined in Section #10.
- E. The field rental fee entitles the group exclusive use of the field for the specified amount of time and initial field preparation by park department staff. A tournament representative must contact the MPRD Park Superintendent at 967-3642 one week prior to tournament to confirm field use and grooming plans. Park staff will groom fields in the morning. Tournament organizers are responsible for further grooming. All methods of grooming, especially on wet fields, must be pre-approved by the Park Superintendent. Park equipment may not be used by others.

CITY OF MENASHA POLICY		TITLE: Donations	
ISSUE DATE: (Day after Council)	LAST UPDATE:	SECTION:	
POLICY SOURCE:	AUDIENCE:	TOTAL PAGES:	
Reviewed by Attorney's Office	Administration Committee Approval Date:	Council Approval Date:	

I. PURPOSE

The City may accept donations, gifts or grants for any public governmental purpose. This policy sets guidelines for the acceptance of gifts to the City.

II. Real Property

Regardless of any dollar threshold, the acceptance of any gift of "Real Property" shall require the approval of the Common Council.

III. Budgeted Gifts

Departments that regularly accept gifts as a function of their regular business (e.g. meal sites, park benches, fireworks, etc.) should include an estimate of said gifts in the annual budget.

IV. Unbudgeted Cash & Non-Cash (e.g. In-Kind) Gifts.

- a. Department Heads have the authority to accept unbudgeted gifts to the City with a value of \$5,000.00 or less.
- b. Unbudgeted gifts to the City with a value of greater than \$5,000.00 and up to \$10,000.00 shall require the approval of the Department's Committee of jurisdiction.
- c. Unbudgeted gifts to the City with a value over \$10,000.00 shall require the approval of the Common Council.

Revisions to Policies and Procedures Governing the Use of Menasha City Parks

Under #17 Community Festivals and Large Non-Profit Picnics Open to the Public (200+ people)

A. Change title to read

Community Festivals, Special Events (non-profit or profit) or Other Large Park Events (200+ people)

B. Add 12.

In addition to the City policy regarding donations, gifts or grants, the Parks and Recreation Board may opt to seek donations, gifts or other in-kind services for a department project or program that it deems beneficial. Staff shall inform the Board of the intent to seek any form of donation (besides regularly accepted, budgeted gifts/donations).

C. Add 13.

All events are subject to other fees and rules as established by the city's Special Event Policy.