

22. Koslo Athletic Field

- A. May be used for baseball or football only at the discretion of the Director of Parks and Recreation.
- B. Must reserve area at Park and Recreation Office.
- C. Fees our subject as outlined in Section #10
- D. Restroom keys are available at the office.

23. Tennis and Volleyball Courts, Soccer Fields

- A. Tennis or soft soled shoes only are permitted.
- B. Bicycles, roller skates, basketball or similar activities are prohibited.
- C. Court etiquette prevails. Do not monopolize courts for extended periods of time. Two hour limit when people are waiting.
- D. Courts may be reserved by schools for matches, practices or classes. Schools must submit a practice and match schedule to the Park and Recreation Department one month prior to the start of the season, preferably sooner.
- E. Tennis and volleyball courts, and soccer fields may be rented with approval from Director of Parks and Recreation. Reservation form required. Fees: \$5/hr for tennis and volleyball courts, \$8/hr for soccer fields.

24. Weddings

- A. When weddings are held in Smith Park and require special services (i.e., seating requirements, public address, etc.) there will be a \$200 charge for residents and \$250 for non-residents. This fee includes the mandatory rental of the pavilion. Weddings held at Jefferson Park will be charged only the user fee.
- B. Contact the Park Superintendent two weeks in advance to explain plans (967-3642).
- C. Beginning the first working day in December of each year, City of Menasha residents only may book wedding space at Smith Park for a two seasons in advance. (For example, December 1, 2001 through November 30, 2002, and December 1, 2002 through November 30, 2003, etc.). Non-residents may book an area for one season in advance, beginning the first working day in December of each year.
- D. Who qualifies as a resident? (Refer to section 30-A)
- E. Weddings at Jefferson Park are subject to normal reservation procedures (Section #1) and fees (Section #10). Example: the Jefferson Park pavilion may **not** be reserved as part of the advanced wedding reservation dates for Smith Park.

25. Boat Stall Rental

- A. Boat stalls are available at Jefferson Park for crafts 17 feet in length or under.
- B. The Department shall, at the beginning of each year, send a letter giving the year's annual charges and regulations for each boat slip to the previous year's tenant. If a tenant doesn't respond in writing or person by March 1st, the slip becomes eligible for rent to another tenant.
- C. Persons renting a stall the prior year have first priority in the assigning of available boat spaces. Other persons will be served on a first-come, first-served basis.
- D. All renters must cooperate in keeping the premises clean and litter in provided containers.
- E. The annual fee for boat stalls is \$95 for residents and \$110 for non-residents per season. Slip 49/50 is \$125 for residents and \$140 for non-residents.
- F. At the discretion of the Director of Parks and Recreation, double slips (where longer boats park at an angle) may be rented at double the current fee (\$190/resident, \$220/non-resident).

26. Forestry/Street Trees

- A. The City Forester shall have charge and control of all trees and shrubs growing now or hereafter in any park and public place in the City and shall have the power to plant and maintain such trees and shrubs.
- B. Planting on Public Property: Trees may be planted on street terraces by the abutting property owner at his expense. A permit must be obtained from the City Forester. No cost trees are available in a designated district of the city each year.
- C. Tree Planting Program: Persons desiring to have the City plant a tree(s) on their terrace may apply for this service from January 1 through March 15 each year. The City will plant trees each Spring for a fee to be determined each year.
- D. Disposal of Wood: Only City crews or contractors under contract to the City will cut trees on street terraces, in parks, or on any land under City control. Wood from trees removed on street terraces will be given to the abutting property owner if he so requests in writing. Contracted tree removal may result in the abutting property owner not being offered the wood. No special cutting or stacking will be done by City crews.
- E. Wood removed from other municipal property will be taken to the City Garage and piled. Residents may obtain a permit from the MPRD office to purchase a small trailer or full-size pick-up load for \$15.
- F. A detailed supplement of the City's Tree Care Policy is available from the Park and Recreation Department.

27. Cemetery
- A. Individual rules, regulations, and fees pertaining to Resthaven and the Menasha portion of Oak Hill Cemeteries are available from the Park and Recreation Department or the cemetery sextant.
28. Carnivals, Rides and Other Amusements
- A. Large-scale carnivals are prohibited in Menasha Parks. The use of small children's rides, dunk tanks, moonwalks and similar amusements must be approved by the Director of Parks and Recreation. A Certificate of Insurance must be filed with the City Clerk. (See Section #31)
29. Amplified Sound Systems
- A. Any music or voice amplifying equipment must be controlled so that sound is not objectionable beyond the confines of the park. Radios must be tuned not to be heard beyond a distance of twenty (20) feet from the instrument. Violators may be cited by the Menasha Police Department.
30. Determining Residency for Programs, Weddings and Facility Rentals
- A. A persons current, primary or year-round residence will be the basis for determining residency. Merely owning property in the City of Menasha does not qualify a person for residency status. **When determining residency for weddings, either the bride or groom, one of their parents or grandparents must reside in the City of Menasha at the time the reservation is made.**
- B. When divorced or separated parents are involved, the criteria to be used to determine residency are 1) primary residence of the child or the residency of the parent who has custody or is the primary caregiver, or 2) what school the child attends.
- C. Only immediate family members or those individuals who live full-time in the residence qualify for a family pool pass. Friends or non-immediate family, etc. staying for the summer, babysitters, grandparents, etc. do not qualify and must pay the individual rate.
- D. Limited Use Pool Pass – Available for purchase by residents and non-residents. No limit on the number to be purchased. Allows for five visits to the pool.
- E. Companies located in the City of Menasha, or who have a significant presence in the city are eligible to reserve facilities beginning in February and will be charged resident fees. (Companies located outside the city must wait until the non-resident reservation period, however, City of Appleton, Neenah and Town of Menasha groups will be charged the resident rate.
31. Certificate of Insurance
- A. Any event that is open to the public, plans to sell beer or wine, have amusement rides, dunk tanks, moonwalk, petting zoo or similar amusement, must have a Certificate of Insurance on file with the City Clerk 30 days prior to the event. At the city's discretion, a "kiddie ride" is defined as any amusement ride that is required to be registered by DILHR. The supplier of the ride or amusement will have this information. Other park activities may also be required to present a Certificate of Insurance. The City of Menasha must be named as an additional insured on either the events sponsor's certificate or amusement vendors certificate of insurance.
32. Hanging Signs, Banners, Tarps, Etc.
- All users of city park facilities must now follow the following rules pertaining to affixing signs, banners, etc. in city parks:
- A. Nothing can be nailed, stapled, tacked or taped to the exterior of park buildings.
- B. Additional eye bolts will be mounted under the soffit at the pavilion to attach large banners. Banners can be tied to the building, fences or to a weight or mounted on trucks, etc.
- C. Signs, banners, etc. that are affixed and do not meet the ordinance will be removed by park personnel.
33. Swimming Pool Group Discount Sales
- Group Rate: \$2.00/person  
Group Size: 20 or More (Make arrangements through the MPRD office - see below)
- A. Call the MPRD office at 967-3640 to inform us of your plans (3-4 weeks prior to event).
- B. The group or organization is responsible for designing and planning an acceptable ticket for each person in the group. A small, specially identified ticket will do. Bring sample into the MPRD office at least two weeks prior to your event.
- C. Tickets are presented for admission to the pool. Pool staff will collect and count tickets. After the group is admitted, the group leader will pay for the group. Make sure your check corresponds to the exact number of people admitted.