

CITY OF OSHKOSH PARKS DEPARTMENT SHELTER RULES AND REGULATIONS

SHELTER RULES:

1. Renters may only access the facility during their reservation. Accessing the facility outside of your reservation may result in the charge of additional day/time.
2. Users are prohibited from using staples, nails and tapes (except for blue painters tape) for decorations and will be billed for any additional clean-up associated with the use of these items
3. All park furniture must remain inside the shelter.
4. All personal items must be removed on the date of the event. It is the responsibility of shelter patrons to remove all personal items and to clean the shelter on the event date. **All personal items left on the premises before/after the event date will be removed and a fee assessed for removal and storage.**
5. No signs may be placed in terrace areas or adhered to city poles, signs, etc. No spray painting is allowed on City property (including park paths).
6. The City of Oshkosh is not responsible for accidents.
7. **ALL OTHER RULES AND REGULATIONS PER SECTION 19 OF THE OSHKOSH MUNICIPAL CODE REMAIN IN FULL FORCE AND EFFECT.**

CLEAN-UP:

1. Park users must “carry out” all garbage that they “carry in” to the park. There is no general garbage collection.
2. Floor must be swept clean.
3. Shut off all lights.
4. The building (including windows if applicable) must be secured and locked upon your departure.
5. Charges are applied for additional clean-up.

RENTAL KEYS: Keys are available to be picked up at the Parks & Forestry Office located at **805 Witzel Ave, Oshkosh, WI 54902** Monday through Friday, 8:00 AM - Noon and 1:00PM -4:30PM. Keys are to be returned to the same location by the end of the next business day following your reservation (drop box available on outside of building for after-hours drop-off). **If keys are not returned in a timely manner, a \$100.00 re-key charge will be assessed.**

CANCELLATION POLICY: Ten (\$10) dollars of the shelter fee will be kept by the City if the event is canceled, with the balance of the fee refunded to the patron. The entire shelter fee will be forfeited if notice of the cancellation is five (5) weekdays or less prior to the reserved date.

GLASS CONTAINERS: Glass beverage containers of any kind are prohibited in all City parks unless authorized by the Common Council.

FOOD AND BEVERAGE: If food and beverages are for sale or distribution; additional permits may be required through the City Clerk and/or County Health Department. No sale of alcohol may take place on the park property without a Special Class B Retailer’s License. If alcohol is sold or distributed during a

public event, the renting organization/company is responsible to contract with a licensed security company.

MOVING OF PARK EQUIPMENT: No person or group shall remove any bench, seat, table, or any other park equipment from any park or park facility unless prior approval of the Parks Director is obtained.

TENTS/INFLATABLES/AMUSEMENTS: If any type of tent, inflatable or amusement is on City property, they must provide us with proof of insurance naming us as an additional insured. This includes but is not limited to, bounce houses, inflatable slides, dunk tanks, etc. Renters should inquire about insurance requirements and risk limits prior to their reservation/use.

FIRES: Fires are permitted only in grills, unless the Parks Director and Fire Chief grant permission to allow fires in other areas.

AMPLIFICATION REGULATIONS: The amplification permit must be approved prior to using any device to amplify sound in a City park.

1. The use of radios, stereos, or other similar devices is expressly permitted, except that the volume of sound shall be controlled so that it is not unreasonably loud, disturbing, or of such character, intensity, or duration that it is disturbing to any person within the range of audibility.
2. The human speech or music amplified shall not be profane, lewd, indecent, or slanderous.
3. Amplified sound or music shall not be permitted after 10:00 PM. This restriction shall not be construed to limit the authority of the Police Department to respond to complaints and to take any appropriate action in response thereto.

FEEDING OF GEESE AND GULLS: The feeding of geese and gulls, or other birds or animals in any City park is strictly prohibited.

DRIVING IN PARKS: No person shall drive any motor vehicle upon the grass or trails or park any place other than the established roadways and/or parking lots unless authorized to do so by the Parks Director.

CONTACT: Should you have any issues with your shelter during regular operating hours, (Monday – Friday 8:00a.m.–4:30p.m.) please contact the Parks Department at (920) 236-5080. **If your problem occurs outside of regular operating hours, please contact the City of Oshkosh Police Non-Emergency line at (920) 236-5700.**