

**BROOKFIELD PARKS, RECREATION & FORESTRY DEPT., 2000 N. Calhoun Rd., 53005**  
**Phone: 262-796-6675, Fax: 262-796-6671**

**FACILITY USE APPLICATION AND AGREEMENT**  
 (Rules and Regulations on back)

**ORGANIZATION/GROUP** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

If picnic, identify type: General \_\_\_\_\_ Company \_\_\_\_\_ Family Reunion \_\_\_\_\_ Church \_\_\_\_\_ Other \_\_\_\_\_

**APPLICANT** \_\_\_\_\_ **Phone:** Home \_\_\_\_\_ Bus. \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**NATURE OF ACTIVITY/EVENT** \_\_\_\_\_

**DAY(S)/DATE(S) REQUESTED** \_\_\_\_\_ **Time** \_\_\_\_\_ **to** \_\_\_\_\_  
 (Include set-up & clean-up time)

**FACILITY REQUESTED** (Check and identify specific facility area if appropriate)

**PARK BUILDINGS/SHELTERS/AREAS**

Mitchell Park Pavilion (✓ all that apply)

North Shelter  South Shelter

Lodge (with serving kitchen)

.....  
 Wirth Park \_\_\_\_\_

Other Park(s) \_\_\_\_\_

**ATHLETIC FACILITIES**

Tennis Courts \_\_\_\_\_

Ball Diamond(s) \_\_\_\_\_

Soccer Field(s) \_\_\_\_\_

Other \_\_\_\_\_

**SENIOR COMMUNITY CENTER**

Meeting Room

Multi-Purpose Room

Activity Room

Multi-Purpose Room North

Activity Room North

Multi-Purpose Room South

Activity Room South

Other \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY**

**ESTIMATED ATTENDANCE** Adult \_\_\_\_\_ Youth \_\_\_\_\_ Brookfield Residents \_\_\_\_\_ % School District Residents \_\_\_\_\_ % Non-Residents \_\_\_\_\_ %  
 Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Alcoholic Beverages: Served \_\_\_\_\_ Sold \_\_\_\_\_ Refreshments: Served \_\_\_\_\_ Sold \_\_\_\_\_

Open to general public: Yes \_\_\_\_\_ No \_\_\_\_\_ Admission/Entry Fee Charged: Yes \_\_\_\_\_ No \_\_\_\_\_

**SPECIAL SERVICE NEEDS/REQUESTS**

Picnics: Beer Permit (\*See 3.A on back) \_\_\_\_\_ Dumpster \_\_\_\_\_ Electricity \_\_\_\_\_ Water \_\_\_\_\_ Picnic Kit \_\_\_\_\_ Tents (\*See 3.D on back) \_\_\_\_\_

Other: \_\_\_\_\_

I, the undersigned (representing the sponsor), have read the conditions of use and general rules of the City regulating use of facilities and agree to comply with them and further agree to indemnify and save harmless the City of Brookfield and/or Elmbrook School District from liability which might be occasioned to said City or School District by virtue of granting reservation as per application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Applicant for picnic area must be a Brookfield resident 21 years of age or above.

Receipt # \_\_\_\_\_ **FOR OFFICE USE ONLY**

Insurance Needed  Yes  No

Approval Granted  Yes  No Date \_\_\_\_\_

Key Issued to \_\_\_\_\_

Signature \_\_\_\_\_

Date issued \_\_\_\_\_ Date returned \_\_\_\_\_

Conditions/Comments \_\_\_\_\_

Reservation Fee \$ \_\_\_\_\_

Key/Damage/Clean-Up Deposit \$ \_\_\_\_\_

Dumpster Fee \$ \_\_\_\_\_

Picnic Kit Deposit \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Received By \_\_\_\_\_

White - Administrative Office  
 Organization/Individual

Green - Parks & Forestry Superintendent or Building Supervisor

Canary - Requesting

**CITY OF BROOKFIELD PARKS, RECREATION & FORESTRY DEPARTMENT**  
**RULES AND REGULATIONS FOR PUBLIC USE OF RECREATION FACILITIES AND BUILDINGS**

**1. GENERAL**

- A. Permission to use recreation facilities/buildings will be granted only where the function can be reasonably accommodated and such use will not unduly interfere with the rights of the general public, the prior use by others, or City sponsored programs, and will not present a clear and present danger to public health and safety.
- B. All or most of the participants (depending upon the activity) must be residents of the City for reservation of park facilities, or residents of the Elmbrook School District for school facilities. Exceptions are for picnic permits, and special programmed events requiring approval by the Park & Recreation Commission.
- C. An organization, or individual, obtaining a reservation permit agrees to abide by all rules and regulations of the City of Brookfield Parks & Recreation Department as stated in Chapter 12 of the Brookfield Municipal Code (available for review at the Parks & Recreation Office) as well as those listed on this Application/Agreement form. Any permit issued may contain additional provisions that will protect property and assure orderly and proper use of the facility.
- D. Organizations applying for use of any facility/building must clearly identify membership and purpose of organization. A membership roster may be required to verify eligibility.
- E. A permit holder shall use only those areas and facilities that are specifically reserved and so designated on the permit. There shall be no subleasing of facilities reserved by permit.
- F. An organization, or individual, permit holder agrees that while using facilities made available by the Department, that they will not discriminate on the basis of disability.
- G. All Programmed Special Event permit holders must submit a certificate evidencing general liability insurance coverage. Other groups may be required to provide one also depending upon the nature of the activity. If required, permit holders shall submit a general liability insurance policy certificate (minimum \$500,000 coverage - additional amount may be required depending on the nature of the activity) including personal injury and blanket contractual coverage as well as auto liability and workman's compensation coverage if applicable. The certificate shall name the City of Brookfield as an additional insured party.
- H. If, during the course of any event or activity for which the Department has granted a permit, the Department deems that the activities of any participant or spectator have become abusive or destructive of Department or private property or have become adverse of the intent for which the permit has been granted, the Department has the right to immediately adjourn such event or activity.
  - I. A damage deposit may be imposed on any event/activity as deemed necessary and appropriate by the Department.
- J. Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules and regulations of the Parks, Recreation and Forestry Department and the City of Brookfield.

**2. SUPERVISION/RESPONSIBILITIES**

- A. The responsible adult person identified on the application as representing the organization/group, shall be responsible for the conduct and control of both patrons and participants at the event/activity, and must be present at the facility throughout the time of the activity or designate an alternate adult supervisor. The supervisor shall remain until all members of the group have left the facility.
- B. Permit holders should keep a copy of the permit and fee receipt to verify reservation. Permits must be exhibited to any duly authorized person. If, upon arrival, another group is occupying the reserved area, present the permit and request that they move to an unreserved area (if applicable).
- C. The applicant and the persons responsible for supervision shall see that the facility is left in the same condition as when the group entered the facility/building.
- D. It shall be the responsibility of the group/organization to pay for all damages or loss that are a result of the improper use or supervision of the facility, equipment, buildings, or grounds.

**3. RULES AND REGULATIONS**

- A. Fermented malt beverages (i.e. beer) and wine may only be allowed/consumed in a park in conjunction with a reservation (permit) of a specified park building, shelter or picnic area. Intoxicating liquor (in addition to beer and wine) may only be allowed/consumed in conjunction with a reservation (permit) issued for the lodge (indoor reception area) of the Mitchell Park Pavilion. The sale of alcoholic beverages is prohibited, unless approved by the Common Council through a Temporary Class "B" Retailers License which must be obtained through the City Clerk's office (must be applied for at least 30 days prior to the event). No person shall serve alcoholic beverages to minors.
- B. No person shall drive any automobile, motorcycle, mini-bike, ATV, ATC, or any other vehicle upon any part of a park or grassy area except the proper drives and parking areas. Vehicles may park only in designated parking areas.
- C. Dogs and other domestic animals are permitted only on parking concourses, walks, and areas clearly marked as open to domestic animals. All animals in those areas must be on leashes not greater than 10 feet in length.
- D. No person or group shall erect any structure, tent, or edifice unless noted and approved on the application/permit. Signs and decorations of any kind are permitted only with requested permission and as noted on the application/permit.
- E. Use of loud speakers or other amplifying equipment is not permitted unless noted and approved on the application/permit and conducted in accordance with local ordinance.
- F. No person in any facility shall advertise or call the public attention in any way to any article or service for sale or hire.
- G. No vending or peddling. There shall be no sales of food or articles by any person or group, except as may be granted by special permit for a programmed event.
- H. No one shall provide, or set off any explosions or fireworks as prohibited by 8.20 Municipal Code.
- I. No person or group shall make or kindle any fire for any purpose except by special permit. The use of private charcoal burners in picnic areas is permitted providing turf and other vegetation are not damaged. Unburned coals and ash shall be disposed of in such manner as to prevent littering, fire, or damage to any park property.
- J. All litter, including paper, garbage, cans, or any other trash, shall be deposited in the waste receptacles provided.
- K. No person shall cause damage to any tree, flower, shrub, building, fence, table, benches, and other equipment, signs, animal habitat, or park structure.
- L. All conditions and situations not covered by these rules and regulations shall be resolved by the Department staff and/or the Parks & Recreation Commission. The Department and/or Commission may waive and/or alter the rules and regulations in individual cases as they deem appropriate to properly manage the facilities/buildings and assure the greatest comfort, safety, convenience, and public welfare of the citizens of Brookfield. Any alterations shall be attached and made part of the "Use of Facilities Application/Agreement."