

# City Of Marshfield Policies and Procedures

## Chapter 6: Parks and Recreation

**SUBJECT:** Buildings and Shelters

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**APPROVED BY:**

  
Jim Wein, Chairperson  
Parks, Recreation & Forestry Committee

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

### I. Wildwood Station

#### A. Reservations

Individuals must be 18 years of age or older to reserve/rent the Wildwood Station. Reservations will be accepted no more than two (2) years in advance to the exact date. Reservations will be accepted by telephone or in person on a first-come, first-serve basis. Priority will be given to all Parks and Recreation Department-sponsored activities and City-wide special events by allowing these reservations to be made more than two (2) years in advance of the desired date.

Reservations made less than two (2) weeks in advance of the requested date(s) must be approved by department supervisor prior to confirmation of the reservation.

The following are currently recognized "City-Wide Special Events".

1. Wildwood Zoological Society Programs and Events
2. MACCI/Convention & Visitors Bureau  
Maple Fall Fest
3. Children's Miracle Miles Bicycle Event

New activities or organizations wishing to acquire this designation shall appear before the Parks, Recreation, and Forestry Committee.

The Parks, Recreation, and Forestry Committee reserves the right to review all requests for use of the Wildwood Station.

#### B. Fees - as listed in the annual fee schedule shall be charged for the following.

Per six (6) hour time period. Time periods are 10:00 a.m. to 4:00 p.m. or 4:30 p.m. to 10:30 p.m.

Time Extension Fee - per room, per time extension period (1.5 – 2 hr.). An extension time is only available in conjunction with a six (6) hour room rental.

Non-occupied Reserved Fee – 50% of regular fee shall be charged for times that groups have items set up in the building but will not be using or occupying the building.

All fees shall be paid prior to or at the time the keys are picked up.

Reduced Fees – Nonprofit organizations, possessing nonprofit status from the federal internal revenue service (IRS), shall be allowed use of the Wildwood Station at a discounted rate of 50% of the regular fee during weekdays (Monday-Friday) prior to 4:00 p.m. Groups or organizations requesting the reduced fee shall provide the Parks and Recreation Department proof of federal nonprofit status at the time the damage/reservation deposit is made.

Rental fees shall be waived for the following groups and activities:

1. Parks and Recreation Department Activities
2. Marshfield City Government Activities
3. Wildwood Zoological Society Activities
4. Fall Festival and Miracle Fest

#### C. Damage/Reservation Deposit

A \$100 damage/reservation deposit must be paid within two weeks (14 days) of making the reservation. The damage/reservation deposit will be returned in full, should the building be left in good order, properly cleaned, closing report completed, and the keys returned as scheduled. Charges will be made against the deposit for any and all damages, cleaning, lost keys, administrative costs, and other services required. Additional charges will be made if necessary.

Users may schedule a maximum of 12 separate building rentals within the two-year time frame in which reservations are accepted. One deposit may be used to secure up to 12 separate building rentals within the two-year time frame. *Example: The Jones family calls on November 4<sup>th</sup>, 2007 to reserve the building for four (4) separate building rentals within the next two (2) years. They may reserve December 25<sup>th</sup>, 2007, January 1<sup>st</sup>, 2008, December 25<sup>th</sup>, 2008, and January 1<sup>st</sup>, 2009 under one damage/reservation deposit.* Should the amount of the damage/reservation deposit held by the city fall below the required amount, the individual will be required to pay the difference within a two-week period, or the remaining reservation(s) will be cancelled.

A user may *tentatively* reserve the building multiple times for the same event within the two (2) weeks in which the damage/reservation deposit is due (i.e. two weeks from the date the tentative reservations were made). Within this two (2) week period the user is required to pay the deposit and apply it to one (1) of the dates with the other tentative dates being removed from the schedule. Failure to pay the deposit and select one date within the two week period will result in all of the dates being subject to cancellation. *Example: Jane Smith calls on September 6<sup>th</sup> and reserves November 3<sup>rd</sup>, January 5<sup>th</sup>, and February 9<sup>th</sup> for her wedding as she has not decided on a date. Her deposit is due on September 20<sup>th</sup>. Because the wedding can only take place on ONE of the tentatively reserved dates, she has until September 20<sup>th</sup> to pay the deposit and select one of the dates or all of the dates are subject to cancellation. She is not permitted to continue to hold all three dates for the same wedding (building rental) under one (1) deposit.*

The adult signing the reservation form assumes complete responsibility for any and all damages, missing items, and cleaning responsibilities. A listing of cleaning and closing responsibilities shall be given to the individual at the time that the building key is checked out.

#### D. Refunds and Cancellations

Cancellations made within two weeks (14 days) from the date that the reservation was made shall receive a 100% full refund of any fees and damage/reservation deposits that have been paid.

Cancellations made one (1) year or more prior to the scheduled date shall receive a 100% full refund of their damage/reservation deposit.

Cancellations made less than one (1) year and more than sixty (60) days prior to the scheduled date shall receive a 75% refund of their damage/reservation deposit.

Cancellations made 60 days or less prior to the scheduled date shall receive a 50% refund of their damage/reservation deposit.

An individual shall be allowed to reschedule/transfer to a new date one time without an additional charge, if the following criteria are met.

- The request is made more than 60 days prior to the scheduled date.
- The new reschedule/transfer date is within six months of the original date.
- A reschedule/transfer may only occur one time per reservation. A charge will be applied for each additional transfer thereafter.

If an individual reserves the entire building and then cancels 1/2 of the building, the cancellation of 1/2 of the building will be subject to the above cancellation forfeitures of their damage/reservation deposit.

#### E. Other

Use of the Wildwood Station outside of the rental hours of 8 a.m. to midnight must be approved in advance by the Parks and Recreation Director. The Parks and Recreation Department will inform the Marshfield Police Department of any uses outside of the posted park hours. Requests for extended hours must be made a minimum of two (2) weeks prior to the scheduled date.

Multiple rooms, six (6) hour time periods, and time extensions may be reserved.

The rental of each room includes the use of the adjacent covered porch area, picnic tables, and grill house. Grill house(s) may only be used with a paid reservation of a Wildwood Station room.

Keys may be picked up one day in advance of scheduled use. Keys must be picked up during regular office hours which are Monday-Friday, 8:00 a.m. – 5:00 p.m. Keys shall be returned on the first business day following the use of the facility. Exception: For Sunday and holiday reservations the keys can be picked up on the last business day immediately prior to the reservation. Building keys will not be checked out to an individual less than 18 years of age.

Wildwood Station furnishings, including the tables and chairs, may not be removed from the building.

Maximum occupancy of the Wildwood Station is 330 persons for the entire building or 165 persons for one half (1/2) of the building. Anytime the building is rented/reserved, exits must be free of any obstructions.

Groups requiring licenses and/or permits for their activities shall be responsible to obtain them through the City Clerk's office and be in compliance with all municipal ordinances and codes.

All use of alcoholic beverages must comply with section 12.03 (13) section I of the City Ordinance Policy and Procedures Manual pertaining to serving alcohol in glass containers.

No smoking or use of tobacco products is allowed in the Wildwood Station.

Rentals that include live band performances are required to rent the entire building. Individuals have the option of renting one-half of the building and paying the non-occupied reserved fee for the other half of the building or renting the entire building.

## II. **Wildwood Park Shelter #1** **Wildwood Park Shelter #2** **Hamus Nature Preserve and Recreation Shelter**

**Braem Park Shelter  
Steve J. Miller Recreation Area Shelter  
Joe and Bernadine Weber Nature Park Shelter**

- A. Individuals must be 18 years of age or older to reserve/rent one of the above park facilities. Reservations will be accepted no more than one (1) year in advance to the exact date. Reservations will be accepted on a first-come first-serve basis. Priority will be given to all department-sponsored activities and city-wide special events by allowing these reservations to be made more than one (1) year in advance of the desired date.
- Reservations for shelters must be reserved and paid a minimum of 4 hours prior to the requested time and by noon on the proceeding Friday for Saturday and Sunday reservations.
- B. The fee schedule for the use of the above shelters shall be as listed in the annual fee schedule for the following:

Per time period either 10:00 a.m. – 4:00 p.m. or 4:30 p.m. – 10:30 p.m.

Fees shall be paid within two weeks (14 days) of making the reservation. If the reservation is made less than two weeks (14 days) of the scheduled date, the fee must be paid a minimum of 24 hours in advance of the scheduled use to assure the posting of the reservation sign. Fees may be paid in person or by mail.

Rental fee shall be waived for the following groups. However, a service fee as listed in the annual fee schedule will be charged to assist in the costs of scheduling and installing the reservation sign.

1. Senior Citizen Groups
2. Youth Groups
3. Governmental Agencies
4. Community nonprofit and Civic Organizations performing a public service

- C. Cancellations must be received 30 days prior to an event. Cancellations after this period will forfeit their rental fee.
- D. Groups may extend their use of the shelter if it is not reserved; however, no use shall extend beyond the 10:30 p.m. park closing time.
- E. The adult making the reservation assumes complete responsibility for any and all damages, missing items, and cleaning responsibilities. All trash and litter shall be placed in trashcans. Tables shall be cleaned and returned to original placement in shelter.
- F. Groups requiring licenses and/or permits must obtain them through the City Clerk's office and comply with all municipal ordinances.
- G. In the event that a key must be checked out, a \$25.00 key/deposit will be paid at the time the key is picked up.
- H. A service fee as listed in the annual fee schedule will be charged to assist in the costs of scheduling and installing the reservation sign.

**III. W.H. Ludwig Memorial Building Meeting Room**

- A. Use of the meeting room is intended for groups and activities with an expressed interest in zoo education and development.
- B. There will be no fee charged for use of the building. A \$25.00 key/damage deposit may be requested from groups not affiliated with the Parks and Recreation Department.
- C. Keys must be checked out at the Parks and Recreation Department office.

- D. All groups must comply with the rules and regulations outlined in the municipal code with regards to the Wildwood Park regulations.
- E. Groups using the building shall not access the interior zoo area, except during open public hours or with prior approval of the Parks and Recreation Director.

**IV. Ice Rink Shelter: Pickle Pond**

A. Ice rink shelter may be reserved at no charge during non-operating hours only by the following groups. Individuals must be 18 years of age or older to reserve/rent the ice rink shelter.

- 1. Marshfield Parks and Recreation Department
- 2. Marshfield Youth Groups
- 3. Marshfield Senior Citizens Groups
- 4. Civic Groups performing a public service

Reservations will be honored during the winter ice skating season only and shall not interfere with open skating hours.

- B. A \$25.00 key/damage deposit must be paid at the Parks and Recreation Department office before keys will be issued. This deposit will be returned should everything be left in good order.
- C. The adult signing the reservation form assumes complete responsibility for thermostat control, damage, missing items, supervision, and cleaning of the facility. Deductions will be made from the damage deposit if necessary.
- D. The thermostat shall not be set above 65 degrees at any time and must be turned down to 48 degrees upon leaving the building.
- E. Groups requiring licenses and/or permits must obtain them through the City Clerk's office and comply with all municipal ordinances.
- F. Food and beverages are allowed but must be closely supervised. Cleaning of food and beverage containers are not allowed in the public restrooms. Beverages may not be served in glass containers. Alcoholic beverages are prohibited. Smoking is prohibited.
- G. All ice rinks and shelters shall be vacated by 10:30 p.m.
- H. A service fee as listed in the annual fee schedule will be charged to assist in the costs of scheduling and installing the reservation sign.

**V. Columbia Park Band Shell**

A. Individuals must be 18 years of age or older to reserve/rent the Columbia Park Band Shell. Reservations will be accepted no more than one (1) year in advance to the exact date. Reservations will be accepted on a first-come first-serve basis. Priority will be given to all department-sponsored activities and city-wide special events by allowing these reservations to be made more than one (1) year in advance of the desired date.

B. The fee schedule for use of the Columbia Band Shell shall be as listed in the annual fee schedule:

Rental Fee shall be waived for the following groups:

- 1. Senior Citizen Groups
- 2. Youth Groups
- 3. Governmental Agencies
- 4. Community Nonprofit and Civic Organization performing a public service.

C. A service fee as listed in the annual fee schedule will be charged to assist in the costs of scheduling and installing the reservation sign.

**VI. Permanent Picnic Shelters not Listed Above**

- A. It is the policy of the Parks, Recreation, and Forestry Committee that all picnic shelters and canopies, not previously listed, be available for use by the general public on a first-come first-serve basis.

**VII. Temporary Shelters and Canopies (Tent Canopies)**

- A. Persons wishing to erect a tent canopy larger than 12' x 12' must pay a fee as listed in the annual fee schedule. The fee will be waived for all groups affiliated with the Parks and Recreation Department, Marshfield Youth Groups, Marshfield Church Groups, Marshfield Senior Citizens Groups, Government Agencies, and Marshfield Civic Groups performing a public service. A one-week advance notice is required. In the event that secondary utility locates are necessary, the requesting individual or group (including those groups that the fee is waived) shall pay the charges for the secondary utility locates.
- B. Tent canopies may be erected from Friday through Monday to cover a weekend event, but no canopy can be erected for a longer period without special permission from the Parks and Recreation Department.
- C. All holes made in turf areas must be filled and leveled by the party obtaining the permit.
- D. Security and liability for the tent canopy and its users are the responsibility of the party obtaining the permit.
- E. All tents installed on park property are required to comply with the Fire & Rescue Department tent regulations and obtain a tent permit from the Fire and Rescue Department.

**VIII. Oak Avenue Community Center**

- A. Reservations

Individuals must be 18 years of age or older to reserve/rent the Oak Avenue Community Center. Reservations will be accepted no more than two (2) years in advance to the exact date. Reservations will be accepted by telephone or in person on a first-come first-serve basis. Priority will be given to all Parks and Recreation Department-sponsored activities and City-wide special events by allowing these reservations to be made more than two (2) years in advance of the desired date.

Reservations made less than two (2) weeks in advance of the requested date(s) must be approved by department supervisor prior to confirmation of the reservation.

The following are currently recognized "City-Wide Special Events".

1. Zoological Society Special Events
2. Youth Wrestling Club Tournament
3. Central Wisconsin State Fair
4. Main Street Marshfield – Business After 5:00 Event  
Hub City Days
5. MACCI/Convention and Visitors Bureau  
Dairy Fest  
Maple Fall Fest
6. City Government Events

New activities or organizations wishing to acquire this designation shall appear before the Parks, Recreation, and Forestry Committee.

The Parks, Recreation, and Forestry Committee reserves the right to review all requests for use of the Oak Avenue Community Center.

Organizations that are currently using the building for storage or other activities shall maintain their use of the building under existing leases or other agreements that have been in place, including any fees or charges until they expire or by action of the Common Council their use is terminated. Any requests to modify their existing use of the building shall be reviewed and approved by the Parks, Recreation, and Forestry Committee. Any change in their user fees would be considered at that time.

The following organizations are recognized as "Current User Organizations".

1. Marshfield Youth Football Program
2. Marshfield Boxing Club
3. Wildwood Zoological Society
4. Marshfield Community Band
5. Ki Nagare Dojo, LLC

B. Fees - as listed in the annual fee schedule.

C. Damage/Reservation Deposit

A \$100 damage/reservation deposit must be paid within two weeks (14 days) of making the reservation. The damage/reservation deposit will be returned in full, should the building be left in good order, properly cleaned, closing report completed, and the keys returned as scheduled. Charges will be made against the deposit for any and all damages, cleaning, lost keys, use of building outside of rented hours, administrative costs, and other services required. Additional charges will be made if necessary.

A maximum of two building reservations within a two-year time frame or a maximum of twelve reservations within a one-year time may be scheduled with one damage/reservation deposit. Should the amount of the damage/reservation deposit held by the city fall below the required amount, the individual will be required to pay the difference within a two-week period, or the remaining reservation(s) will be cancelled.

The adult signing the reservation form assumes complete responsibility for any and all damages, missing items, and cleaning responsibilities. A listing of cleaning and closing responsibilities shall be given to the individual at the time that the building key is checked out.

D. Refunds and Cancellations

Cancellations made within two weeks (14 days) from the date that the reservation was made shall receive a 100% full refund of any fees and damage/reservation deposits that have been paid.

Cancellations made one (1) year or more prior to the scheduled date shall receive a 100% full refund of their damage/reservation deposit.

Cancellations made less than one (1) year and more than sixty (60) days prior to the scheduled date shall receive a 75% refund of their damage/reservation deposit.

Cancellations made 60 days or less prior to the scheduled date shall receive a 50% refund of their damage/reservation deposit.

An individual shall be allowed to reschedule/transfer to a new date one time without an additional charge, if the following criteria are met.

- The request is made more than 60 days prior to the scheduled date.
- The new reschedule/transfer date is within six months of the original date.
- A reschedule/transfer may only occur one time per reservation. A charge will be applied for each additional transfer thereafter.

E. Signs

The placement of signs associated with a scheduled use of the Oak Avenue Community Center shall comply with the following items.

- Signs shall not be placed at the site more than one week in advance of the scheduled use.
- Signs shall be placed only at the pre-approved locations.
- The current event/activity has priority regarding sign placement. If a previously placed sign for an upcoming event conflicts with the promotion or function of a current event being held at the center, the Parks and Recreation Director or his/her designee may require the that sign(s) to be removed, relocated or modified until after the current event/activity has come to an end.
- The placement of signs shall not cause damage to either the building or grounds.
- All signs must comply with the city sign ordinance and policies. It is the responsibility of the individual or organization to confirm compliance through the Planning and Economic Development Department.
- Individuals requesting to post signs shall provide the quantity, size, location, and content at the time the building is reserved.

#### F. Other

Use of the Oak Avenue Community Center outside of rental hours of 8am-midnight must be approved in advance by the Parks and Recreation Director. The Parks and Recreation Department will inform the Marshfield Police Department of any uses outside of the posted park hours. Requests for extended hours must be made a minimum of two (2) weeks prior to the scheduled date.

The rental of the gym for the 8:00 a.m. to midnight time period will also include use of the dining room.

Keys may be picked up one day in advance of scheduled use. Keys must be picked up during regular office hours which are Monday-Friday, 8:00 a.m. – 5:00 p.m. Keys shall be returned on the first business day following the use of the facility. Exception: For Sunday and holiday reservations, the keys can be picked up on the last business day immediately prior to the reservation. Building keys will not be checked out to an individual less than 18 years of age.

Oak Avenue Community Center furnishings, including the tables and chairs, may not be removed from the building. Exception: Events listed in sec 1 as "City-Wide Special Events" shall be allowed to use the **old** (those purchased prior to 2001) tables and chairs at locations other than the community center. They are required to reserve the tables and chairs through the Parks and Recreation Department. In the event that a previously scheduled building use conflicts with their request for use of the tables and chairs the scheduled use shall take precedent.

Maximum occupancy for the gym area is 560 people. The building exits must be free of any obstructions. The Marshfield Fire Department and Police Department are provided schedules of the building uses and may perform periodic inspection of the building to ensure compliance with local ordinances.

Groups requiring licenses and/or permits for their activities shall be responsible to obtain them through the City Clerk's office and be in compliance with all municipal ordinances and codes. All use of alcoholic beverages must comply with section 12.03 (13) section I of the City Ordinance Policy and Procedures Manual pertaining to serving alcohol in glass containers.

No smoking or use of tobacco products is allowed in the Oak Avenue Community Center.

Building users will be given a cleaning and closing checklist when they pick up the building keys. The checklist shall be completed and returned along with the keys following the use. Building users are expected to return the building to the condition that it was found. All dishes and cooking utensils shall be cleaned and returned to their storage location. All tables and chairs cleaned and stored in their proper location. All trash and debris shall be placed in the proper dumpster located outside the rear door of the gym. All floors shall be cleaned as needed. Dry mops and wet mops are available and shall be returned to their proper location after using. Lights shall be turned off and doors properly secured.

Gym floor covering will be required to be in place over the entire gym floor for all activities held in the gym that do not require participants to wear clean, dry, gym shoes. This is intended to extend the life of the gym floor and provide a better floor surface for gym activities such as volleyball and basketball and provide staff and user groups with clear direction as to when the gym cover will be required.

#### **IX. Scheduled Private Group Uses/Events Held in Parks and Zoo**

All scheduled private group uses/events such as weddings, parties, etc. held in any city park or zoo without a facility/building reservation and requesting use of a specific designated area within a park or at the zoo shall pay a designated space fee (as listed in the annual fee schedule) prior to the event and the event must be approved in advance by the Director of Parks and Recreation.

#### **X. Senior Community Center**

The Senior Community Center main hall is available for use when regularly scheduled Marshfield Senior Citizen Council activities are not planned.

Building Use Priorities:

1. Marshfield Senior Citizen Council (MSCC) Activities
2. Parks & Recreation Department Programs
3. Other Rentals

Building Hours

- A. The Center will be open for Senior Citizens for drop-in and scheduled activities Monday through Friday from 8:30 a.m. until 4:30 p.m. and evenings and weekends as programming dictates. It will be closed during designated city holidays for senior activities or drop-in business.
- B. Building rental availability is 8:00 a.m. until midnight when Parks & Recreation Department programs are not using it.

Building Capacity

- A. Maximum capacity of main room is 199 people theatre-style, and 175 people dinner-style, per State Building Code #LHR 55.06.

Building Accessibility (Key Check-out)

- A. Department staff, designated program leaders, and others will be issued keys as needed by the Parks & Recreation Department.
- B. Keys will be issued to responsible parties renting the building. Keys may be picked up one business day in advance of scheduled use. Keys must be picked up during regular office hours which are Monday-Friday, 8:00 a.m. – 5:00 p.m. Keys shall be returned on the first business day following the use of the facility. Exception: for weekend & holiday reservations, the keys can be picked up on the last business day immediately prior to the reservation.

Alcoholic Beverages

- A. Alcoholic beverages, e.g. beer and wine, are permitted.
- B. Groups requiring licenses and/or permits for their activities shall be responsible for obtaining them through the City Clerk's office and be in compliance with all municipal ordinances and codes.
- C. All use of alcoholic beverages must comply with section 12.03 (13) section I of the City Ordinance Policy and Procedures Manual pertaining to serving alcohol in glass containers.

Smoking

- A. Smoking is not permitted in the Center.

## Reservation Policies & Procedures

- A. A request for rental of the Senior Community Center must be made at the Parks & Recreation Office, 630 S. Central Ave., Floor 2R on a first-come, first-serve basis. Reservations can be tentatively scheduled by phone. Tentative reservations will be held for two weeks, pending payment of fees.
- B. Reservations must be made a minimum of 48 hours in advance and not more than 2 years in advance.
- C. Organizations are normally limited to six uses per calendar year. This is to allow broad public access to the Senior Community Center.
- D. A \$100 damage/reservation deposit must be paid within two weeks (14 days) of making a reservation. The damage/reservation deposit will be returned in full within 2 – 4 weeks following the event, should the building be left in good order, properly cleaned, the closing report completed, and keys returned as scheduled. Charges will be made against the deposit for any and all damages, cleaning, lost keys, administrative costs, and other services required. Additional charges will be assessed if necessary.
- E. An adult 18 years of age or older signing the reservation form is responsible for all actions of group, the condition of the facility after use, and for securing the building after rental.
- F. All cleaning supplies and equipment, including a vacuum cleaner, are located in the janitor's room between the men's and women's restrooms.
- G. Cancellations made within two weeks (14 days) from the date that the reservation was made shall receive a 100% full refund of any fees and damage/reservation deposits that have been paid.

Cancellations made one (1) year or more prior to the scheduled date shall receive a 100% full refund of their damage/reservation deposit.

Cancellations made less than one (1) year and more than sixty (60) days prior to the scheduled date shall receive a 75% refund of their damage/reservation deposit.

Cancellations made 60 days or less prior to the scheduled date shall receive a 50% refund of their damage/reservation deposit.

An individual shall be allowed to reschedule/transfer to a new date one time without an additional charge, if the new reschedule/transfer date is within six months of the original date.

A charge will be applied for each additional reschedule/transfer made following the first reschedule/transfer.

- H. Use of the pool room and pool tables is not allowed with a facility rental.

## Rental Fees and Rental Periods

- A. The rental fees, as listed in the annual Marshfield Parks and Recreation fee schedule, shall be charged.
- B. For the main room the rental periods shall be from 10:00 a.m. to 4:00 p.m. and 4:30 p.m. to 10:30 p.m. 8am-10am and 10:30-midnight extension periods may be added to a six-hour rental period for the fee listed in the annual fee schedule. The rental includes the use of the tables and chairs. Use is limited to six rentals annually. Rentals in excess of 6 per year must be approved in advance by the Parks, Recreation and Forestry Committee.
- C. Rental fee/damage deposit will be waived for the following groups or organizations:
  - 1. Marshfield Senior Citizen Council (MSCC)
  - 2. Friends of the Trail
  - 4. Governmental Agencies
  - 5. Golden Squares
  - 6. Community Nonprofit and Civic Organization performing a public service

Nonprofit organizations, possessing nonprofit status from the federal internal revenue service (IRS), shall be allowed use of the Senior Center at no cost. Groups or organizations requesting the facility at no cost shall provide the Parks and Recreation Department proof of federal nonprofit status. Civic organizations, not possessing IRS nonprofit status, may request to have the fee

waived by the Parks, Recreation, and Forestry Committee.

Non-compliance with building policies and procedures will result in forfeiture of security deposit and/or denial of future rental requests. Any exceptions or variations from policies must be approved for waiver on a case-by-case basis by the Parks, Recreation, and Forestry Committee.