



Parks & Recreation Board Meeting

Cravath Lakefront room 2nd floor 312 West
Whitewater Str, Whitewater, WI, 53190 *In Person
and Virtual

Wednesday, June 19, 2024 - 5:30 PM

**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.**

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.

1. Topic: Parks and Recreation Board Meeting
Time: Jun 19, 2024 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89856835590?pwd=5wLh0pyWNQvxavSYqnaIKKfpuOz3T2.1>

Meeting ID: 898 5683 5590

Passcode: 580218

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AGENDA

CALL TO ORDER

ROLL CALL

Members: Steve Ryan (Chair), Brienne Brown, Kathleen Fleming, Dan Fuller, Stephanie Hicks, Mike Kilar, Megan Mathews, Justin Crandall, Deb Weberpal, Vacant Alternate

Staff: Kevin Boehm (Director), Michelle Dujardin (Assistant Director, Recreation & Events), Hunter Karnitz (WAFC), Jennifer French (Adult Programs), Ethan Cesarz (Athletic Programs)

2. Election of Chairperson
3. Election of Vice Chairperson.

APPROVAL OF AGENDA

A board member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the board to be implemented. The agenda shall be approved at each meeting even if

no changes are being made at that meeting.

APPROVAL OF MINUTES

- [4.](#) Minutes from April 17, 2024.
- [5.](#) Urban Forestry Commission minutes from March 25, 2024.

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

OLD BUSINESS

6. Directors Report
7. Lakes updates
8. Recreation Reports

CONSIDERATIONS / DISCUSSIONS / REPORTS

9. Nominate Park and Recreation Board member to serve on Urban Forestry Commission
10. Discussion on Bicycle and Pedestrian plan and creating list of potential members.
- [11.](#) Discussion and possible action on Walworth County Arc's request for waiver of fees to use Treyton's Field and Concession area on Aug 11, 2024.
12. Discussion about Christmas at Cravath.
13. New Registration software demonstration
14. Report on signing of WAFC contract between City and WWUSD
- [15.](#) Discussion and possible action regarding Facility Rental and Reservation Policy updates.

FUTURE AGENDA ITEMS

16. Dog Park Improvements **JULY/AUGUST**
17. Effigy Mounds Preserve updates and creation of Ad Hock Planning Committee **JULY**
18. Update Special Event Application **JULY**
19. Whitewater Creek Nature Preserve planning **AUGUST/SEPTEMBER**
20. Skate Park update/planning **AUGUST/SEPTEMBER**

ADJOURNMENT

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.



Parks and Recreation Board Minutes
Wednesday, April 17th, 2024 – 5:30 pm
Cravath Lakefront Room
312 W. Whitewater Street
Whitewater, WI 53190
 Hybrid Meeting

1. Call to Order and Roll Call

Present: Kathleen Flemming, Dan Fuller, Stephanie Hicks, Mike Kilar, Steve Ryan, Deb Weberpal. Late Arrivals: Megan Matthews and Brienne Brown. Absent: Ben Prather.
 Staff: Michelle Dujardin, Jennifer Jackson, Kevin Boehm, Hunter Karnitz, and Ethan Cesarz
 Guest: Neil Hicks

2. Approval of the Meeting's Agenda

- a. Motioned by Hicks. Seconded by Kilar. Ayes: Flemming, Fuller, Hicks, Kilar, Ryan, and Weberpal. Absent: Brown, Matthews, and Prather

3. Approval of Minutes from March 20, 2024

Motioned by Ryan. Ayes Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, Brown, Weberpal. Absent: Ben Prather

4. Hearing of Citizen Comments

- a. No Citizen Comments

5. Staff Updates

a. Director's Report

i. Kevin Boehm

1. Dwight Slocum's last day was April 5th. The City staff supported him by wearing bright orange shirts.
2. Ethan Cesarz, Athletic Program Coordinator, started last week.
3. April 29th will be Dylan's first day. Dylan will be replacing Dwight on the Maintenance staff.

b. WAFC Report

i. Kevin Boehm and Hunter Karnitz

1. The new recreation software, Civic+ is in set up and training mode. Mid-May is anticipated launch timeframe.
2. The WAFC Easter Egg Hunt on April 7th had 74 kids participate.

3. There are new lane lines in the lap pool and three new Stairmasters for the fitness center. The Stairmasters were on auction from a closed gym in Racine, WI.
4. The WAFC hosted a Food Pantry donation month to as a monthly promo. All who donated a food item received 50% their day pass rates.

c. Senior Programs

- i. Jennifer Jackson
 1. There was a Fiesta Day for Senior Appreciate Day.

d. Event Programs and Lakes Update

- i. Michelle
 1. Michelle and Kevin attend a Lakes Convention in Steven's Point.
 2. DNR has given us the "Green Light" to continue dredging.
 3. Bur Oak Trail will be redone before the end of June at Prairie Village.
 4. Trash at the Nature Preserve was addressed. Kevin wants to look into getting a small parking lot and dumpster put in to help avoid people doing donuts in their vehicles and leaving trash behind.

e. Sports Programs

- i. Ethan
 1. Brought up the Youth Sports Policy. It needs some verbiage cleanup.

6. Considerations/Discussions/Reports

a. Discussion regarding pathway projects scheduled for 2024

- i. Bur Oak Trail will be redone before the end of June at Prairie Village.
- ii. Trash at the Nature Preserve was addressed. Kevin wants to see about getting a small parking lot and dumpster put in to help stop people from doing donuts in their vehicles and littering.

b. Discussion and possible action regarding Youth Sports Policy update

- i. There was some verbiage that needed to be cleaned up. The motion for approval of this was voted on after the Banner Policy. Steve Ryan mentioned that voting should take place after Banner was voted on. Motioned by Ryan. Seconded by Kilar. Ayes: Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, Brown, Weberpal. Absent: Prather.

c. Discussion and possible action regarding Banner Policy update

- i. Kevin talked about the changes in the policy to make it simpler for the Streets Department staff so they do not have to keep going up and down to fix or rehang broken banners. If someone provides a cheap banner that breaks, it's their own fault.
- ii. The update included that Approved Groups will get the same rate discrepancy as they do for rentals. Price for such groups also was changed and increased to \$100, \$50, and \$75. A Motion to approve the update and new rates was motioned by Flemming. Seconded by Weberpal. Ayes: Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, Brown, Weberpal. Absent: Prather.

d. Discussion and possible action on Waiver & Release of Liability

- i. Kevin discussed the Waiver of Liability form that will be a required form signed when participating in all Parks and Recreation activities. Approval of the form was motioned by Brown. Seconded by Weberpal. Ayes: Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, Brown, Weberpal. Absent: Prather.

e. Discussion on Parkland Dedication Ordinance and Fees.

- i. Kevin discussed what our current policy is and how it should maybe be updated since it was from 2002. We should look to have it be updated with numbers from the 2023 Bureau of Labor Statistics.
- ii. The Park Board agreed to look into the average cost of land nowadays and determine how much land is a “good amount”.
- iii. The term “Sub-Division” will also be changed to the term “Development” to cover everything and close the loop-hole if the developer tries to say they aren’t building a “sub-division”.

7. Future Agenda Items

- a. Looking into adding some more evening classes at the WAFC
- b. Soccer Field Maintenance
 - i. Kevin mentioned the Streets Department would like an aerator.
- c. Playground Maintenance
 - i. Kevin is working with Brian Neumeister with the playground mulch.
- d. Dog Park Presentation
 - i. The Girl Scouts raised money for the Dog Park and would like to do a little presentation to Park Board
- e. Bicycle/Pedestrian Plan
 - i. Kevin mentioned planning a subcommittee or have Park Board up on information.
- f. Flowers and Plants Downtown
- g. The manhole cover in Treyton’s Field of Dreams outfield will be removed next year

8. Adjournment

- a. Adjournment at 6:15pm

Respectfully Submitted,

Hunter Karnitz
Hunter Karnitz



**Urban Forestry Commission Meeting
Monday, March 25, 2024 – 4:30 PM
Cravath Lakefront Room
312 W. Whitewater Street
Whitewater, WI 53190
Hybrid Meeting**

Meeting Minutes

1. Call to Order and Roll Call

Present: Sherry Stanek, Bill Chandler, Rose Mary Leaver, Brienne Brown

Absent: Ryan Tevis, Nick Alt, Patrick Taylor

Staff: Brian Neumeister, Kevin Boehm

Guests: Kristy Martin, Theresa Stegemann

Meeting called to order at 4:34 by Stanek

2. Approval of Minutes from January 22, 2023

Motioned by Brienne Brown. Seconded by Rose Mary Leaver. Ayes: Stanek, Chandler, Brown, Leaver. Nays: None Absent: Tevis, Alt

3. Hearing of Citizen Comments

No Comments

4. Staff Report

Brian Neumeister gave an update on city staff's tree trimming and stump grinding activities. Staff has received a quote on GIS equipment and is waiting on a quote for tree inventory services.

5. Tree City

1. Tree sale dates and hours are as follows:

a. April 26 11am -6pm

b. April 27 8am – 4pm

c. April 28 12pm-4pm

2. Stanek will update the dates on the yard signs and get those out.

3. Stanek will draft an article for the Banner and submit for publication.

4. Stanek asked Boehm to secure \$150 in small bills as petty cash for tree sale change.
5. Nick Alt has a guarantor to purchase remaining trees left over from tree sale.
6. Brad Marquart may be able to use some trees for the landscaping at the water barn facility at Starin.
7. Stanek mentioned that there currently is 1 open space on the committee and soon to be a 2nd with Patrick Taylor moving to California.
8. Stanek shared that Jim Neis will be creating the flyer for the tree sale.
9. Boehm stated the banner can go above main street on April 22nd and come down on the 29th.
10. Brian will look for the Arboretum at Starin Park banner to install prior to the tree sale.
11. Stanek said the purpose of the tree sale is to get native trees into the community.

6. Future Agenda Items

- a. Determine if the group wishes to participate in the City Market.
- b. Determine if the group wishes to participate in International Children's Day.
- c. Discussion on the use of the oak trees at the Library.
- d. Birds

7. Adjournment

- a. Motioned by Brienne Brown to adjourn at 5:12 PM. Seconded by Bill Chandler. Ayes: Stanek, Chandler, Brown, Leaver. Nays: None Absent: Tevis, Alt

Respectfully Submitted,

Kevin Boehm

Kevin Boehm

To: Park and Recreation Board

From: Jill Gerber

RE: Walworth County Arc Annual Picnic

Date: June 6, 2024

Dear Park and Recreation Board Members,

I hope this message finds you well. I am writing to respectfully apply for a Special Events Permit on behalf of the Walworth County Arc for our Annual Picnic, which is a local event for individuals with intellectual or developmental disabilities (I/DD), their families, and friends across our community.

The Arc Wisconsin and its local chapters, such as the Walworth County Arc, have been dedicated to advocating for the rights and inclusion of people with I/DD since 1960. Our mission is to improve their quality of life, expand opportunities, and ensure their full participation in all aspects of community life.

The Walworth County Arc Annual Picnic is an essential part of our efforts to promote awareness, respect, and community engagement for individuals with I/DD. This year, we anticipate approximately 100 attendees, including individuals with disabilities, their families, and friends.

To ensure the success and accessibility of our event, we are kindly requesting the free use of the concession area, specifically the shelter area with picnic tables and counter, adjacent to the bathrooms. Additionally, we seek permission to utilize Treyton's Field for various activities, including kickball, cornhole, and other yard games.

Our picnic will feature a variety of activities and refreshments, including grilling hamburgers and hotdogs, and a potluck-style menu with water and soda. Given our minimal budget, any assistance or contribution from the Park and Recreation Department to help cover costs would be greatly appreciated.

I am pleased to inform you that we will have dedicated volunteers from UW-Whitewater, specifically from the College of Education and Professional Services, who are either licensed professionals or in the process of obtaining licensure. Their assistance will ensure the smooth operation of the event and enhance the experience for all attendees.

Should you have any questions or require further information, please do not hesitate to contact me directly.

Respectfully submitted,

Jill Gerber

Walworth County Arc Member

CITY OF WHITEWATER POLICY		TITLE: Facility Rental & Reservation Policy
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: 11/10/08 Revised: 11/02/09 Revised: 11/01/10 Revised: 01/20/20 Revised: 06/19/24	TEXT NAME: G:\Park & Rec\Policy\ Facility Rental & Reservation Policy

I. PURPOSE

The Whitewater Parks and Recreation Department schedules, maintains, rents, and reserves indoor facilities, park shelters, and outdoor athletic facilities to the general Whitewater community and surrounding area. These facilities, which include the Downtown Armory, Starin Community Building, Cravath Lakefront Community Center, ball diamonds, soccer fields are located in City Parks and also on city property. The Parks and Recreation Department will schedule these facilities for its own programs, the Whitewater Unified School District, the University of Wisconsin-Whitewater and other private and not-for-profit groups and organizations. These other groups and organizations include, but are not limited to: Traveling Basketball, Traveling Baseball/Softball, and the Whitewater United Soccer Club. The following policies and procedures have been developed to facilitate the scheduling of facilities by all organizations.

II. SCHEDULING PRIORITIES

The Whitewater Parks and Recreation Department will determine capacity limits for all facilities consistent with established and accepted standards to maintain facilities for continued use. These capacities will be utilized when scheduling activities and may impact the availability of facilities for reservations.

The Whitewater Parks and Recreation Department schedules and reserves facilities according to the following priorities:

1. All Whitewater Parks and Recreation programs (games, scheduled practices, matches, camps, and instructional programs) will be the first programs scheduled at facilities that are managed/maintained by the City.
2. Whitewater Unified School District programs/athletic events will be the second programs scheduled at facilities managed/maintained by the City.
3. Private and/or not-for-profit groups and organizations which reserved facilities managed/maintained by the City will have their programs and events scheduled after all Parks and Recreation and School District programs have been scheduled.

III. GROUP CLASSIFICATIONS

Group 1 No Charge

Partner Organizations will not be charged a facility rental fee for their facility usage provided that their facility use is for the purposes of holding an organization meeting, practice, game, etc. Partner organizations provide a charitable good to the Whitewater community.

Exception: Partner List members holding an event serving food or drink will require paying the entire rental fee. Exclusions: Optimist Breakfast w/ Santa & Kiwanis Pancake Breakfast
Any event serving alcohol will be required to pay 100 % of rental fee.

Partner List:

Tax Funded Organizations:

City of Whitewater
Whitewater Unified School District
Chamber of Commerce
Downtown Whitewater
Whitewater Tourism Council
Whitewater Arts Alliance
Whitewater Historical Society

Local Community Program Providers:

National Multiple Sclerosis Society
Special Olympics
Relay for Life (ACS)
4th of July Committee
Local Registered Political Parties
Walworth County Health Services
Whitewater 4H / Boy Scouts / Girl Scouts
AWANA
Alcoholics Anonymous
Versiti Blood Center of Wisconsin
American Red Cross Blood Drive

Local Civic/Charitable Groups:

Kiwanis Club (Breakfast/Noon/Circle K) Knights of Columbus, Lions Club, League of Women Voters, Optimists

Note: To be added or considered as a partner organization, please submit a letter of request to the Parks & Recreation Director. Decisions will be based on charitable contribution to the community and/or services provided to youth in our local community.

Group 2 No Charge

For profit sports organizations that are providing a recreation program or activity that the Parks Department does not or cannot otherwise provide will be given use of the facility for that program at no charge if the following conditions are met.

- While the organization may choose to provide a club level program, they must also provide a recreation level program. A recreation level program is any program provided to promote and develop interest in a particular activity. The program must be instructional and recreational or competitive in nature and open to the entire community to participate.
- A written 3 Year agreement between the organization and the city will be presented to and approved by the Parks and Recreation Advisory Board prior to authorized use of any facility for reduced rate. This agreement must include:
 - Schedule of facility use. General dates of use is applicable, specific game information is not necessary. Example: April 15- June 31, September 21-October 15.
 - Phone, email, and mail contacts for the responsible persons of the organization.
 - Description of how the program meets the definition of a recreation program as listed above
 - Fee schedule

- Itemized specific needs from the City.
- Description on criteria for reduced fee structure for low income community members to allow all to participate regardless of economic status. (If possible)
- Insurance must be provided in the amount of \$100,000 with the City of Whitewater listed as additionally insured.
- The organization will be formed, financed, developed, governed and administered wholly by the organization.
- The city will be responsible for the overall maintenance of the facility. The organization will be responsible for providing all necessary maintenance required to provide the program. These items may include but are not limited to line painting, chalking, nets, specialized equipment, etc. If the organization requires the City to provide any of these items or labor, the organization will reimburse the City fully.
- At the discretion of the Parks and Recreation Advisory Board, participants may be eligible for discounts of the fees by proper application completion and submittal of paperwork for the Sunshine Fund.

Group 3 25% of Listed Fee

Non-partner civic or charitable group holding an event, meeting, or practice without food & beverage that is free to the public to attend.

Group 4 50% of Listed Fee

University of Wisconsin-Whitewater Recognized Organizations, Groups, Schools, Athletic Events not serving food or beverages that are free to the public.

Group 5 Listed Fee

Any on-partner event. Any partner event serving food and/or alcohol, or charging admission. All Group 4 Reservations will not receive a key for the facility. A rental attendant will meet them at the facility and open the building, explain regulations, and answer questions.

IV. FEES & CHARGES

A \$200 damage deposit is required for these facilities.

A \$350.00 Damage deposit required for Armory Gym

Indoor Facilities	Capacity	Hourly Resident Fee	Hourly Non-Resident Fee
Cravath Lakefront Community Center	100	\$43.00 44.50	\$53.00 55.00
Starin Park Community Building	100	\$32.00 33.00	\$40.00 41.50
*Armory Gym & Kitchen	300	\$32.00 33.00	\$40.00 41.50
Armory Dance Studio	25	\$30.00 33.00	\$37.50 41.50

The facilities listed below are rented for a minimum of an entire day, from 6am – 11pm. No damage deposit is required for park shelter reservations.

Park Shelters/Outdoor Facilities	Capacity	Daily Resident Fee	Daily Non-Resident Fee
Cravath Lake Picnic Shelter	100	\$64.00 66.00	\$80.00 82.50
Trippe Lake Shelter (beach)	100	\$74.00 76.50	\$93.00 96.00
Trippe Lake Picnic Shelter	100	\$53.00 55.00	\$66.00 68.00
Starin Park Shelter (2)	100	\$53.00 55.00	\$66.00 68.00
Frawley Family Amphitheater		\$113.50	\$144.50

Athletic Facilities	Per Hour Resident Fee	Per Hour Non-Resident Fee
Starin Little League, or North Diamond <u>or Southern Lakes Diamond</u>	\$22.00 <u>\$20.00</u>	\$27.00 <u>\$25.00</u>
Starin Toppers Diamond	\$43.00	\$53.00
Starin Treyton's Field of Dreams	\$106.00 <u>\$120.00</u>	\$132.00 <u>\$150.00</u>
Starin Ball Diamond Complex (All 4 fields)	\$159.00 <u>\$160.00</u>	\$198.00 <u>\$200.00</u>
Moraine View Soccer Field	\$22.00 <u>\$20.00</u>	\$27.00 <u>\$25.00</u>
Moraine View Fields (All 7)	\$106.00 <u>\$120.00</u>	\$132.00 <u>\$150.00</u>
Any City Park (not listed above)	\$53.00	\$66.00

V. FEES & CHARGES

Facility	Capacity	4 Hours or Less Fee		Per Hour Fee Over 4 Hours	
		Resident	Non-Resident	Resident	Non-Resident
Cravath Lake Community Center	100	\$220.00	\$275.00	\$40.00	\$50.00
Starin Community Building	100	\$150.00	\$190.00	\$30.00	\$40.00
Armory Gym w/ kitchen	300	\$150.00	\$190.00	\$30.00	\$40.00
Armory Dance Studio	25	\$150.00	\$190.00	\$30.00	\$40.00
Armory Activity/Meeting Room	25	\$75.00	\$95.00	\$15.00	\$20.00

Facility	Capacity	Daily Fee	
		Resident	Non-Resident
Cravath Lake Picnic Shelter	100	\$60.00	\$75.00
Trippe Lake Shelter (beach)	100	\$70.00	\$90.00
Trippe Lake Picnic Shelter	100	\$50.00	\$65.00
Starin Picnic Shelter	100	\$50.00	\$65.00
Starin Kiwanis Picnic Shelter	100	\$50.00	\$65.00

Facility	Capacity	Daily Fee		Field Location
		Resident	Non-Resident	
Starin Ball Diamond	N/A	\$80.00	\$100.00	() South () North () Little League
w/ lights	N/A	\$150.00	\$190.00	() South

Full payment is required at the time of the reservation.

All groups must reserve the building for times needed including set-up and clean-up. In most cases, the contracted cleaning company will arrive at your scheduled completion time.

Groups 1-3 must pick-up keys during normal business hours.

Rental Damage Deposit

A \$500 damage deposit is required with any facility reservation, \$100 for picnic shelter reservations. These deposits can be paid in one of two ways. The first option is to provide a valid MasterCard or Visa Card; this card will be charged for any damage that occurs. The second option is to write a check to the City of Whitewater for the amount of the required deposit. This check will be cashed the day it is submitted and the damage deposit will be returned within two weeks if no damage is incurred.

Long Term Rental Discount

Rental Groups interested in special rates based on continuous use must enter request 10 days prior to the month they are requesting use to the Parks and Recreation Director, who shall present an agreement to the Parks and Recreation Board for their approval at the next scheduled monthly meeting.

VI. RULES & REGULATIONS

- All facility reservations must be made and completed in full a minimum of 10 days prior to the event. The Parks and Recreation Director can waive the 10-day minimum for special circumstances.

- For Groups 1-3, remember to check the site when you arrive! If there are any damages/problems please call 262-473-0122 immediately and leave a detailed message. The exact time of your call and your concerns will be documented.

- Separate permits are required for renters that are serving alcohol, using amplified sound systems (outdoor rentals only), or anyone selling merchandise or booth space. These permits can be obtained from the City Clerk's office.
- All park regulations shall be observed. Municipal Buildings open at 8:00 am and close by 11:00 pm unless approved by the City Clerk at the time the contract is signed. Parks are open at 6:00 am and close at 12:00 am (midnight). The renter will forfeit \$100 of the damage deposit if they are in violation of the park curfew ordinance.
- Payment for the reservation is due in full before the facility is reserved. Photo ID is required with completed facility request form AND payment of damage deposit, as renter you are responsible for any damages.
- For Groups 1-3, keys are not distributed on weekend days. You must stop by City Hall before your event, Monday – Friday during normal business hours. Failure to pick up a key will result in a \$50 charge from your security deposit. Failure to return the keys within 5 days of the rental or lost keys the renter will forfeit \$500 of the damage deposit.
- Consumption of alcohol is by permit only and in compliance with applicable ordinances and regulations. Permits/requests to have alcohol in a city facility should be submitted with payment at least 2 weeks prior to the event date. Only the applicant may request an alcohol permit, and photo ID is required with the application. Failure to obtain the proper permits the renter will forfeit \$500 of the damage deposit.
- Applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damages fees are as follows: replace rectangular table \$150, replace folding chair \$50, replace stackable chair \$150, replace 60" round table \$350. Building maintenance will be estimated at a rate of \$50/hour. Carpet cleaning will result in a \$300 charge and any floor refinishing or resurfacing will range in cost from \$300-\$550.
- Handicapped accessible entrance doors are not allowed or able to be propped open. Please do not try and force the doors to stay open. Any damage done to the doors by keeping them open will be assessed to your damage deposit.
- No smoking is allowed in the City of Whitewater Buildings. Failure to comply the renter will forfeit \$500 of the damage deposit.
- Decorations are not to be attached in any way to the suspended ceiling at the Community Building. An eye-bolt is available in the ceiling of the West Room for hanging decorations. In all City facilities renters should avoid placing tape on the walls, if tape is needed the Parks and Recreation Department will supply special tape to be used on the walls. No crepe paper is allowed in any rental facility.
- Please keep our facilities clean. It is the renter's responsibility to: bring your own dishtowels/cloths, wipe down tables and chairs and restore to the original locations, wipe down counters, appliances, and other surfaces, vacuum/clean floors and walls of any spills, clean any garbage from around the outside of the facility that your group may have caused, take all garbage with you after your event. Failure to remove garbage from the site is a \$100 charge against the damage deposit. Garbage can be taken to the dumpster located behind the Downtown Armory at 116 W North Street.
- Tent structures must be approved by the Parks and Recreation Director at time of facility request and comply with Diggers Hotline, Building Code and Fire Code requirements. No approval will be given and installation denied if compliance is not met.
- Photo ID Required with facility request AND payment of damage deposit.
- The Whitewater Parks and Recreation Department reserves the right to deny programs and/or special events which conflict with existing programs, use facilities for an event the facilities were not intended, or cause undue hardship on the facility and/or surrounding area. The availability of facilities for Class 1 may be limited based on requests and other

rentals. Groups in Class 1-3 can provide the damage deposit or sign a “financial responsibility and damage deposit” form.