



City of New Berlin
3805 S. Casper Drive
New Berlin, WI 53151
(262) 797-2445
www.newberlinwi.gov

Park Rules and Regulations

Penalties for violation of the rules are outlined in the Municipal Code, Chapter 184. The Parks, Buildings & Grounds Commission may also impose additional rules, penalties, suspensions, etc., to properly manage the parks and assure the greatest comfort, safety, convenience and public welfare of the citizens of New Berlin. Any observation of misuse of City property by any individual utilizing the parks should be reported immediately to Parks Staff and the Police Department.

- Park hours are dawn to dusk, unless otherwise posted.
- No person shall damage any vegetation, structure or other property within a park.
- Motorized vehicles may only operate or park in designated parking areas or along appropriate roadways, unless posted otherwise.
- Park restrooms and other amenities within the park are open for general public use.
- The use of athletic fields and courts is on a first-come, first-served basis unless they are reserved. No reservations are made for practice times, teams are expected to share the fields. Goals will not always be available for practice. Inspect the field for safe conditions before beginning your practice. If you observe standing water on a field, do not use it.
- No glass beverage containers shall be permitted in any park or parkway at any time.
- No person or group shall make or kindle any fire for any purpose except in the cooking grills provided. The use of private charcoal burners in picnic areas is permitted, providing there is no damage to park property. For pig/chicken roasts, the roasting unit must be elevated and completely self-contained. No heated parts of the roasting unit or coal may touch park property.
- Noise shall comply with the standards set forth in Chapter 275-60 of the Zoning Code.
- Horses are not permitted in public parks.
- Commercial solicitation and transactions are prohibited, as are the use of the parks for the sales of goods and services not specifically permitted by the City.

Day of Event

The times listed on the application shall include set-up and take-down time.

All equipment and supplies utilized at the event must be removed from the park upon completion of the event and the site restored to the condition existing before the event, reasonable wear and tear excepted. The permit holder will be invoiced for damage to park property, excessive cleanup costs, or for significantly underestimating attendance.

- All litter, including paper, garbage, cans, or any other trash, shall be deposited in the waste receptacles provided.
- Unburned coals and ash shall be disposed of in such a manner as to prevent littering, fire, or damage to park property.
- Disposal of carcasses, bones, etc. must be removed from the park by the permit holder. Failure to comply will result in an invoice to the permit holder for the disposal fee equal to the cost incurred.

If you experience any problems during your event, please contact:

- Weekend Park Cell Phone: (262) 527-4843
- New Berlin Police Department: (262) 782-6640.

Capacity

A Park Rental Permit is required for the exclusive use of a picnic area, shelter or athletic facility. Park restrooms and other amenities within the park are open for public use. The seating capacity represents the capacity of the picnic tables underneath the shelter.

The City of New Berlin reserves the right to limit the size of groups based upon the capacity of the facilities, available parking, and to protect public health and safety. Events exceeding the total area capacity of the park shelter shall apply for a Temporary Use Approval Permit. A portable restroom package is required for such events to ensure the facilities are not overused. An additional trash dumpster is required for every 400 persons in attendance. Additional electric service may be required depending on the scope of services requiring electricity.

Caution is advised when using the electrical service. Circuit breakers can be overloaded by plugging in too many devices. It is the responsibility of the permit holder to avoid overloading and tripping the circuit breakers. Each outlet has 2 plug-ins.

Beer and/or wine

Beer and/or wine may be consumed in parks with a Park Rental Permit in designated picnic areas.

- The gathering shall be a private affair, not open to the public, and not advertised publicly in any manner.
- No alcohol may be served if the event is designated as a "Youth" event (the majority of the participants are under the age of 21).
- No beverages shall be distributed to any persons under 21 years of age.
- No direct or indirect charge for beverages shall be made to guests.
- Serving beer and wine must end at least 30 minutes prior to the event end time. No intoxicating or alcoholic beverages shall be dispensed or possessed by any person on the premises after 10:00 PM (park closing). A copy of this permit is sent to the Police Department.

The sale of beer and/or wine requires a Temporary Class B Retailer's License, which applicants must qualify for and obtain approval from the Clerk's Office. Approval from the Parks, Buildings and Grounds Commission is required for non-City sponsored events.

- A licensed bartender/operator must be present on the premises and is responsible for ensuring that beer and wine are served only to individuals 21 years of age or older. A caterer may supply personnel to dispense alcoholic beverages at catered functions.
- If a caterer is hired for a private event, all monetary charges for services must take place at the caterer's licensed premise (a copy of the caterer's license should be provided for the city's files to ensure the caterer holds the correct license). There shall be no direct or indirect charge (monetary, tickets, etc.) within the park.

Sales - Food / Food Trucks / Merchandise / Mobile Vendors

All mobile vendors selling within the parks shall obtain a Direct Sellers Permit from the Clerk's Office. No individual may utilize publicly owned park facilities for personal profit, including but not limited to, clinics, lessons, tournaments, or the sale of athletic items or concessions, without a Direct Sellers Permit from the Clerk's Office. Fundraisers shall comply with the Wisconsin Department of Financial Institutions and are allowed for eligible Community Based Non-Profit Organizations, or on behalf of benevolent, philanthropic, patriotic, or charitable organizations. Approval from the Parks, Buildings and Grounds Commission is required for non-City sponsored events.

If a caterer is hired for a private event, all monetary charges for services must take place at the caterer's licensed premise (a copy of the caterer's license should be provided for the city's files to ensure the caterer holds the correct license). There shall be no direct or indirect charge (monetary, tickets, etc.) within the park.

Temporary Structures

No tents or temporary structures shall be erected unless a Tent Permit is issued by the Fire Department, insurance requirements and public liability are required. No stakes of any size shall be used to secure tents or structures to the ground. Bounce houses, inflatables, dunk tanks, and other large party items are not permitted in the parks due to insurance liability.

No temporary signs or banners shall be installed unless a Sign Permit is issued by the Department of Community Development. Decorations and fasteners are allowed, but must be removed at the end of the rental period. Small debris items are not allowed with the parks, including pinatas, confetti, bird seed, etc.

Indemnity

Groups may be required to submit a certificate of general liability insurance coverage depending upon the nature of the activity. Additional insurance coverage is required in the following amount: General Liability Limits - \$1,000,000 for each occurrence/\$2,000,000 aggregate including contractual and personal liability injury. This policy must also name the City of New Berlin as additional insured on a primary and non-contributory basis. This policy must be submitted no later than 30 days prior to the event.

Reservation and Payment

Picnic areas and shelters: Reservations are accepted online on a first-come, first-served basis. Payment in full is required at the time of booking. Resident status includes individuals living in New Berlin, New Berlin School District and City employees, all students enrolled in New Berlin Public or Private Schools and their families, and non-resident taxpayers of New Berlin. Renter must be at least 21 years of age to reserve a facility.

Athletic facilities: Athletic Field Use requests may be submitted in November for the following calendar year for use of a City owned athletic facility. Reservation requests can be made by email or mail. Approval from the Recreation Commission is required for all athletic field use requests prior to the event. Payment shall be made in full within 30 days of approval by the Recreation Commission. The units that will be charged and the need for them are determined in the sole discretion of City parks staff. Resident status includes individuals living in New Berlin, New Berlin School District and City employees, all students enrolled in New Berlin Public or Private Schools and their families, and non-resident taxpayers of New Berlin. Renter must be at least 21 years of age to reserve a facility.

- City of New Berlin programming will have priority, followed by New Berlin based groups/organizations. The department will determine who has priority based on prior use and conditions left by the groups/organizations. Independent Organizations must verify their status as a bona fide organization as well as provide a copy of the organization's bylaws to Recreation. Participation on any independent team is restricted to a minimum of 80% of New Berlin resident players. A copy of all team rosters listing the names and addresses of all players must be submitted to the Recreation Department 30 days prior to league play.

Non-profit groups may request a waiver of rental fees. Direct costs, such as vehicle costs, traffic control, staff time or other City fees, and security deposits, are not eligible for waiver. A group may only request a waiver of fees for (1) Facility Rental per calendar year, not to exceed \$500. Organizations must comply with the following criteria to be considered:

- The principal office and place of business for the organization must be in the City of New Berlin and be composed of at least 80% New Berlin residents. Organizations may not exclude any New Berlin resident from membership in their group. The organization shall provide documentation of non-profit status. If fees are required for membership in the organization, they must be used for expenses directly related to the activities conducted.
- Reservations occurring during regular business hours Monday–Thursday that do not qualify as a Special Event. Events or services must be open to attendance by the public. The event shall not exceed 12 hours in duration.
- Any profits from a community event or service must be used for the benefit of the New Berlin community or have a clear civic purpose. Examples include donations of equipment or funds to schools, donations of park equipment, construction of community facilities, and funding programs to assist community residents.

Changes / Cancellation

Cancellations made up to 60 days prior to the reservation will receive a full refund.

Cancellations made up to 7 days prior to the reservation will receive a 50% refund.

Cancellations made less than 7 days prior to the reservation will not receive a refund. No refund will be given for cancellations due to inclement weather. The City reserves the right to limit park use due to weather or field conditions. In the event of inclement weather cancellation, the event may be rescheduled for the same calendar year.

