

STATE OF WISCONSIN
Town of St. Germain, Vilas County

Code of Ordinances
Chapter 17 – Community Parks & Buildings Usage
Adopted December 09, 2019

17.01 TITLE AND PURPOSE: The title of this is the Town of St. Germain Community Parks & Buildings Usage Ordinance. The purpose of this ordinance is to provide security for town facilities and accountability for public usage of town facilities.

17.02 AUTHORITY: The town board’s authority for this ordinance is provided by its village powers prescribed under §60.22, Wis. stats.

17.03 DEFINITIONS: In this ordinance,
Alcohol beverages means fermented malt beverages, wine, and intoxicating liquor.

Facility means any Town park or building for which a Facility Use Agreement must be issued prior to its use by the public.

Fireworks means firecrackers, Roman candles, bottle rockets, mortars or any other device that explodes or leaves the ground as prescribed within §167.10, Wis. Stats.

Non-scheduled use means repeat uses without a specified duration.

Person means a natural person, sole proprietorship, partnership, limited liability, company, corporation, association, or the owner of a single-owner entity that is disregarded as a separate entity under chapter 71, Wis. stats.

Recreational means use of the Community Center limited to the gym and bathrooms

Rental agent means the person designated by the Town to coordinate facility usage and issue Facility Usage Agreements.

Security deposit means a fee subject to qualified reimbursement for use of

(1): A building key fob

(2): A kitchen within a building

Single use means a scheduled event having a specified duration.

Town means the Town of Saint Germain, Vilas County, Wisconsin.

Town board means the board of supervisors for the Town of Saint Germain, Vilas County, Wisconsin, and includes designees of the board authorized to act for the board.

User means the person signing the Facility Usage Agreement.

Wis. stats. means the Wisconsin Statutes, including successor provisions to cited statutes.

17.04 RESERVATIONS & FACILITY USAGE AGREEMENTS:

- (A) Utilization of town buildings or parks for public use for any activity requires execution of a Facility Usage Agreement. Usage will be granted on a first come, first served basis. A Facility Usage Agreement must be signed by the person reserving the facility and assuming responsibility for its use.
- (B) The town board shall designate a rental agent from whom Facility Usage Agreements may be obtained. The designee may change at any time at the discretion of the town board.
- (C) Repeat facility users, such as dance and exercise groups or community organizations scheduling regular meeting dates, may be subject to being bumped to alternate space when necessary to accommodate other users.
- (D) Recreational use of the Community Center gym is limited to when the gym is not in use for a scheduled event.

17.05 USAGE FEES & SECURITY DEPOSITS: Payment of usage fees and security deposits are due when reservations are made unless other arrangements have been approved by the town board. Security deposits qualifying for refund will be refunded within four weeks after facility use. Usage rates and deposit fees may change from time to time and shall be as provided in Appendix A at the end of this chapter.

17.06 BUILDING ACCESS: Locked buildings may be accessed by keys, digital security codes or digital key fobs depending on the type of lock on a building.

- (A) Keys for keyed exterior locks and interior or accessory building locks will be issued without a security deposit at the time of usage. Keys must be returned to the rental agent within 48 hours after building usage. Persons not returning keys may be subject to the forfeiture provisions of section 17.09 of this chapter.
- (B) Digital access codes will be issued for repeat uses of a particular building having a digital lock.
- (C) Digital key fobs will be issued for single uses of a specific building and for recreational use of the Community Center gym. A security deposit will be assessed and refunded within four weeks of the final usage if the fob is returned within 48 hours of the building usage.

17.07 FACILITIES USAGE RULES:

- (A) Age restriction: A person of at least 18 years of age must be present at all times during use of town facilities.
- (B) Lighting: Building interior lights, including hallways and bathrooms, must be turned off upon conclusion of the event.
- (C) Locking buildings: Entrances must be locked upon departure. A fee of \$25.00 may be assessed to the user the first time a building is left unlocked upon completion of use. The fee to that person may be increased to \$100.00 for the

second incident of the building being left unlocked. The third incident, or failure to pay the assessed fee for one or more previous incidents, may result in loss of reservation privileges for the code holder and forfeitures as prescribed in section 17.10 of this chapter.

- (D) Damages: If damage or some other user caused problem is found in a building after conclusion of an event, the rental agent will use the digital locking system to identify which code or key fob had been used to access the building at the time the damage or other problem occurred. The person to whom that code or fob or a key had been issued may be held responsible for the damage or problem. All damages noticed by a user before usage of a facility are to be reported to the rental agent immediately.
- I Removal of furnishings: No furniture or equipment may be removed from a facility without prior approval of the rental agent.
- (F) Smoking: The Community Center is smoke-free. Smoking is restricted to outside the buildings where cigarette butts and trash must be disposed of properly.
- (G) Balloons: Helium balloons are prohibited inside the Community Center.
- (H) Sound System Usage: Restrictions vary by facility. Contact the rental agent for approval and availability of equipment.
- (I) Cleaning: Upon conclusion of an event (or the following morning prior to the beginning of another event and with approval of the rental agent):
 - (1) All tables and chairs are to be wiped clean after use and returned to storage racks
 - (2) Bathrooms must be left clean and free of litter
 - (3) All indoor or outdoor garbage/trash/recyclables must be bagged and placed in provided containers
 - (4) All non-carpeted floors are to be swept/mopped and all carpeted floors vacuumed
- (J) Kitchen usage:
 - (1) Stoves: Stove tops, burner areas, ovens and burner grates must be cleaned with soap and water and/or another suitable cleaning agent.
 - (2) Dishes:
 - (a) Wash and dry all dishes used and return them to proper storage areas
 - (b) Do not leave dishes, pots and pans, coffee urns, etc on the countertop.
 - (3) Sanitizer (dishwasher): Follow posted instructions
 - (a) All plates must be scraped prior to being loaded.
 - (b) Do not add detergent. Machine will automatically dispense preloaded cleaning chemicals.
 - (4) Sink, countertops, refrigerator and floor
 - (a) Clean and sanitize sinks and countertops.
 - (b) Clean and sanitize refrigerator interior and remove any items brought in by your event.
 - (i) Sweep and mop the floor

- (ii) Remove garbage as specified in provision (1)(3) of this section
- (5) Toweling usage: Dish towels & paper towels are to be provided by the user. If the facility's dish towels are used, they are to be laundered and returned within 24 hours.
- (K) Unsatisfactory condition of facility after an event: Users will be billed by the Town for missing facility contents, damages or additional cleaning. Cleaning rates shall be as provided in Addendum 1 at the end of this chapter. Expenses incurred by the Town will be deducted from the security deposit and/or billed to the user. Forfeiture provision of section 17.09 of this chapter may also apply
- (L) Consumption of alcohol beverages on town property: As provided in §14.08, St. Germain Code of Ordinances, Chapter 14 – Alcohol Control:
 - (1) The Town is exempt from civil liability for any damage to any person or property caused by the consumption of alcoholic beverages by any person if the Town has issued a license or permit to sell, dispense, or give away alcoholic beverages on property owned or leased by the Town.
 - (2) The Town cannot issue a Temporary/Picnic license to any group or individual for the sale of intoxicating liquor. The Town may issue Temporary/Picnic Class B licenses for the sale of fermented malt beverages and/or wine to certain groups, but not to individuals. Such a license is necessary for a group to charge, directly or indirectly, for alcohol. Qualifying groups under this chapter include bona fide clubs, churches and societies that have been in existence for at least six months prior to application, and posts of veterans' organizations. The Town Clerk shall require a list of the officers of the applying organization and a copy of the bylaws, to be included with the application.
 - (3) There is no limit to the number of Temporary/Picnic Class B fermented malt beverages licenses that may be issued to a qualified organization, but not more than two Temporary/Picnic Class B wine licenses may be issued to any group in any 12-month period. A group may apply for both licenses for the same fee.
 - (4) No group holding a Town issued Temporary/Picnic Class B license may allow the consumption of intoxicating liquor on Town property. Each licensed group shall be responsible for enforcement of this prohibition.
 - (5) A person with an operator's license, commonly known as a bartender's license, must immediately supervise those serving or selling the alcoholic beverages. The Town may issue a temporary operator's license to persons donating their services to nonprofit corporations.
 - (6) Private gatherings by invitation which are held on Town property do not require a license if the event is closed to the public and there is no charge, direct or indirect, for the alcohol. The Town shall be exempt from liability for alcohol consumed at private gatherings.
 - (7) A copy of this chapter shall be issued to any group or individual reserving the use of Town property, and the responsible party shall sign for receipt of the copy.
 - (8) In addition to the provisions of §14.08 of this chapter, any group or individual violating this chapter shall forfeit its right to serve or sell alcoholic beverages, any existing permit will be null and void, and no further permits shall be issued to the group or individual for period of one year. Subsequent violations by that group or individual shall require

Town Board review prior to granting any further licenses. Any deposit paid for the use of Town facilities shall be forfeited.

- (M) Use of Fireworks: As provided in §15.11, St. Germain Code of Ordinances, Chapter 15 – Town Parks Rules: Use of fireworks as defined herein is prohibited without a permit issued by the Town in accordance with S167.10(3), Wis. Stats.

17.08 OTHER USES: Any town parks or buildings uses not included in this chapter or addressed in Chapter 15 – Town Parks Rules are subject to advance approval of the town board.

17.09 FORFEITURES: In addition to the assessment provision prescribed within this chapter, any person who commits a violation of this ordinance may be subject to a forfeiture of: \$100.00 plus court costs for the first violation, \$150.00 plus court costs for the second violation and \$200.00 plus court costs for all subsequent violations.

17.10 SEVERABILITY: If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

17.11 EFFECTIVE DATE: This ordinance is effective on publication or posting.

The Town Clerk shall post or publish this ordinance as required under §60.80, Wis. stats.

Adopted this 9th day of December 2019



Tom Christensen
Town Chairman

Attest:



Tom Martens
Town Clerk

**Town of Saint Germain, Vilas County
Code of Ordinances, Chapter 17 - Community Parks & Building Usage**

APPENDIX A - USER FEES

	St. Germain Property Owners or Residents	Non-St. Germain Property Owners or Residents
Community Center Gym		
Without kitchen, up to 100 people	\$25	\$50
Without kitchen, exceeding 100 people	\$50	\$100
With kitchen, up to 100 people	\$100 + \$300 security deposit	\$300 + \$500 security deposit
With kitchen, exceeding 100 people	\$300 + \$1,000 security deposit	\$500 + \$1,000 security deposit
Community Center Small Meeting Room		
	\$25	\$50
Pavilion		
Without kitchen, up to 100 people	\$25	\$50
Without kitchen, exceeding 100 people	\$50	\$100
With kitchen, up to 100 people	\$100 + \$300 security deposit	\$300 + \$500 security deposit
With kitchen, exceeding 100 people	\$300 + \$1,000 security deposit	\$500 + \$1,000 security deposit
Chamber of Commerce Shelter		
Up to 100	\$25	\$50
Exceeding 100	\$50	\$100
Vandervort Park		
Up to 100	\$25	\$50
Exceeding 100	\$50	\$100
Old Picnic Shelter		
Up to 100	\$25	\$50
Exceeding 100	\$50	\$100
Key or Electronic Key Fob	\$35 deposit – refundable if key or fob is returned within 48 hours	
Moving of Picnic Tables: Arrangements must be made with rental agent for moving picnic tables from one location to another. Handling fee of \$10 per table applies. (Only Town employees may move picnic tables, service not available at Vandervort Park).		
Facility Cleaning after use	\$40 per man hour	
St. Germain non-profit organizations are exempt from user fees. Donations are appreciated.		
Governmental agencies are exempt from user fees.		

Adopted this 9th day of December 2019



Tom Christensen, Town Chairman

Attest


Tom Martens, Town Clerk