

CITY OF WINONA FACILITY RULES AND REGULATIONS

COVID GUIDELINES/USAGE: The renter is responsible for guests adhering to the current state guidelines along with abiding by the limited number of people at gatherings that are in place at the time of your rental. It is the renter's responsibility to review the state's current COVID guidelines for indoor and outdoor restrictions regarding gathering sizes, which may be lower than the fire capacity at the rental facility location.

KEY PICK UP: The renter is to pick up the key prior to the rental and place a \$100 damage deposit in the form of a check. Pick up the key in the Parks and Recreation Office between 8:00 am - 3:00 p.m. The renter must adhere to accessing the facility only during the rental times stated in the permit.

CANCELLATIONS/REFUNDS/CHANGES: If the reservation is cancelled prior to (5) five business days of the event, a refund will be given less a \$20 processing charge. No refund will be given if the reservation is cancelled for any reason, including weather related cancellations, within (5) five business days of the event. If needing to make changes to the reservation such as date, time, or location please contact the Park & Recreation Office at least (5) five business days prior to the event. A processing charge of \$10 will be due at the time of each change.

ACCESS TO FACILITY/ELECTRIC: If renting an enclosed facility or a shelter that has electrical, there is a key the renter will need to pick-up at the Park & Recreation office. The key can be picked up before noon (12:00 pm) the day prior to the reservation date, or before noon (12:00 pm) on Friday for weekend rentals.

The reservation permit includes set-up and clean-up time. Please refer to the rental permit, which states the specific time reserved and able to occupy the space. (Ex: 8am-3pm. The renter can enter/arrive at 8am, set-up, have event, and be cleaned-up and out of the space by 3pm.) **PLEASE DO NOT ENTER OUTSIDE YOUR RENTAL TIME. Renters are not allowed to set up and/or clean up outside the rental time.** We do have rentals each day and a maintenance schedule around your rental time. Consider adding an additional day before or after if you have an event you wish to have more time to utilize the facility.

DAMAGE/MAINTENANCE DEPOSIT: A \$100 damage/maintenance deposit in the form of a CHECK (personal or cashiers) is required for all rentals. No cash or credit cards accepted for damage deposit. If picking up a key for the reservation, the deposit is due at that time. If no key is needed, the deposit needs to be dropped off with the Park & Recreation Office a few days prior to the event date. There is a drop box located outside City Hall on the 4th Street side. The key is to be returned to City Hall – Park & Rec office – the day following the rental or by Monday for weekend rentals. Once the key is returned and everything checks out (conditions listed, no damage, etc), the damage/maintenance deposit is returned to you or check shredded. If any of the conditions on this form are not met, the damage/maintenance deposit will be forfeited.

Special damage/maintenance deposit rates may apply for Levee Park, Parks, and Special Events: \$250, \$500, or \$1,000. We will notify the renter if one of these amounts is required.

TRASH/RECYCLING: Trash bags should be tied closed and left in the container they are in so no liquids leak onto the ground. Park Maintenance will remove these bags the following morning. If special trash instructions are needed for half day rentals, we will inform the renter of this. If the event will have more

than 100 people attending and/or a large amount of trash is anticipated, the renter should provide a dumpster for the event, or take excess trash with at departure. An additional fee, determined by staff, may apply if maintenance needs to remove the excess trash.

Park & Recreation encourages recycling; although, the City does not currently have a recycling program. If the renter plans to recycle, please use separate bags and take those recycling bags with at the end of the rental. If needing a bag(s), please request this at the time of damage/maintenance deposit drop-off. If the renter anticipates high attendance and prefers to have recycling containers at the event, contact Winona County Recycling Coordinator at 507-457-6468 to have this arranged.

RESTROOMS: If the event will have more than 50 people attending and/or the amount of people versus the restrooms provided by the City do not feel adequate, the renter may want to consider contracting additional portable toilets from a provider of choice. The details and fee associated is the responsibility of the renter. (Standard rule is 50:1 ratio)

ALCOHOL/SMOKING: Alcohol is not allowed in the East Recreation Center, Friendship Center, Bob Welch Aquatic Center, Lake Lodge Recreation Center, Levee Park or Bud King Ice Arena. No alcohol is allowed in any City parks.

No one is allowed to sell alcohol on City premises without appropriate permit(s). If there will be a beer keg on the premises, the renter must obtain a permit from the City Clerk's Office. This can be done after the renter has paid the damage/maintenance deposit with Park & Recreation.

Smoking is not allowed in any enclosed City facility or under covered shelter spaces. No smoking in City parks.

NO GLASS CONTAINERS OF ANY KIND ALLOWED ON ANY CITY PROPERTY.

CLEAN-UP/EXPECTATIONS:

Provided: Broom, mop, and paper towels at enclosed facilities.

Not Provided: Cleaning supplies such as chemicals, soap, etc.

Clean-up the space like it was at arrival. Take all personal belongings with at the time of departure. Please look over the space and ensure all doors and windows are locked, lights are off, water faucets are turned completely off, and electrical breakers are locked.

MARKINGS ON/STAKING IN THE GROUND: The City requires the use of colored duct tape in place of chalk or paint for marking direction on City streets or asphalt bike paths for events. The tape is to be provided by, placed by, and removed by the user and disposed of properly. Neither chalk nor paint may be applied to mark arrows.

TENTING/BOUNCE HOUSES: NO staking devices are to be put in the ground for any reason (tents, inflatables, signs, etc.). Items must be weighted only. If damage occurs underground during rental, the renter is responsible for damages.

If you are renting a tent, discuss details with the rental company of set up and take down as well as providing a weighted structure. If they are setting up the tent on Friday and not returning to remove until Monday, you must reserve the space for that entire time as this conflicts with others renting the space. The City of Winona is not responsible for tents put up and left overnight. No staking allowed.

OTHER RENTAL ITEMS: Please note that many rental companies have a drop off on Friday and pick up on Monday for some items (chairs, tents, bounce houses, catering items, misc rental equipment). It is extremely important that the renter work out these details prior to reserving a space so as to make sure ALL items are only brought in and taken out during time you have reserved the space. Other renters reserve space each day, so consider reserving the space for a longer prior of time to accommodate your rental items.

EMERGENCY CONTACT: For situations that require emergent maintenance assistance on the weekends or after 3:00 pm Monday-Friday, please call the Winona Police Department Dispatch at 507-457-6492. They may need to call out maintenance staff if the renter is not able to gain access to the rental space, if there is an issue with the power/electrical, or if there are other maintenance emergencies that cannot wait until the next business day such as an overflowing toilet, water leaks, etc. Call-out fees may apply for non-emergency related items.

OTHER: If the event requires any special needs that have been preapproved by Council, contact should be made with the appropriate City staff/department at minimum one week prior to the event, Monday-Friday, 8am-Noon (12 pm). It is the renter's duty to keep the park clean.

For outdoor decorations, use only biodegradable items. No plastic flowers, petals, glitter, or confetti allowed in any of the facilities, shelters, or parks.

GLASS IS PROHIBITED on City property, including alcohol containers as well as decorations.

The City of Winona has a policy for reporting suspected child neglect and abuse. If any false information has been given to the Park & Recreation Department regarding this rental, the full deposit will be forfeited; additional fees may apply.

Park Recreation reserves the right to revise these conditions at any time. Content is subject to change.

All conditions above must be met and followed to receive full amount of damage/maintenance deposit.

Revised 5/2021