

**PARK AND RECREATION BOARD AGENDA
MONDAY FEBRUARY 1, 2021
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Public comments for those items not included on this agenda: (Please be advised the Park and Recreation Board will receive information from the public for a three-minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

1. Consideration of a motion to approve the Park and Recreation minutes of the November 2, 2020 meeting.

Public Works Items-

1. Discussion of a Nixon Park skating rink.
2. Discussion and possible consideration for use of Fine Arts Center, Lake Country Players vocal performances June 18th, 19th, July 30th & July 31st.
3. Discussion and possible consideration of the 2021 Hartland Kids Day event, Erin Guenterberg.

Recreation Director-

4. Discussion and possible consideration Chamber of Commerce Spring Fling event, June 12th Nixon Park.
5. Discussion and possible consideration Chamber of Commerce Street Dance July 24th in Nixon Park.
6. Discussion and possible consideration for Paws in the Park event August 28, 2021, Kelly Zimmerman-Emma loves Dogs Foundation.
7. Discussion and possible consideration for Hartland's Bark River Bash May 1st, 2021, Kiwanis.
8. Discussion of recreation agreement between the Village of Hartland the City of Delafield.
9. Discussion and possible consideration of FAC rental policy.

Other items for consideration

10. Announcements: It is not contemplated that these matters will be discussed or acted upon and may include items for future consideration. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members.

11. Adjourn
Deidre Bushéy
Deputy Clerk

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Darlene Igl, Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

Individuals attending public meetings will be required to maintain appropriate social distancing, (i.e., maintain a 6-foot distance) and be free of symptoms related to COVID-19.

PARK AND RECREATION BOARD MINUTES
MONDAY, NOVEMBER 2, 2020
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Curt Gundrum, and Duane Lawson
Absent: Peggy Kallenberger, Rick Connor, Kelli Yogerst
Others: Mike Gerszewski.

7:00 PM Call to Order

Public comments for those items not included on this agenda: (Please be advised the Park and Recreation Board will receive information from the public for a three-minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

- 1. Consideration of a motion to approve the Park and Recreation minutes of October 5, 2020.**
Motion (Gundrum/Lawson) to approve the Park and Recreation minutes of October 5, 2020.
Carried (3-0).

Public Works Items

- 2. Discussion and possible consideration of Park Sign policy.**

Staff looking for direction for signs Rotary, Kiwanis etc. The fee structure needs to be made clearer. The fee that was discussed was \$10 a day, \$50 per week and 2 signs per park max. The policy does not have to go back to the attorney.

Motion (Gundrum/Hallquist) for the Carried (3-0).

- 3. Discussion and possible consideration Annual Review of the Bark River, Nixon Park Canteen agreements with HAAA, Flanagan-Dorn Canteen Agreement, Lake Country Lacrosse Centennial Park Use Agreement and the Score Board/Press Box Agreement with the Lake Country Chiefs-**

Bark River & Nixon Park Canteen 2021 Agreements-

Motion (Hallquist/Gundrum) to approve the 2021 Canteen Agreements with HAAA for Bark River & Nixon Park. Carried (3-0).

Flanagan-Dorn 2021 Agreement-

Motion (Hallquist/Lawson) to approve 2021 Canteen Agreement with Flanagan-Dorn. Carried (3-0).

Lake Country Lacrosse-

Discussion on amending the agreement by putting in Football & Soccer fields as well as adjust fee schedule.

Motion (Hallquist/Gundrum) to approve 2021 agreement with amending agreement to include Football and soccer fields and adjusted fees. Carried (3-0).

Lake Country Chiefs 2021 Score Board/Press Box Agreement-

Motion (Hallquist/Lawson) to approve the 2021 Score Board/Press Box Agreement for the Lake Country Chiefs.

4. Discussion and possible consideration of Fine Arts Center Rental Policy-

Need direction for every group and policy for all user groups. Tabled- needs more discussion.

Motion (Hallquist/Lawson) to table this item. Carried (3-0).

5. Discussion on Recreation agreement between the Village and the City of Delafield-

Recreation Director is attending City of Delafield meeting. More discussion needed.

6. Discussion on Before and After School Care Program at Hartland South-

At last Village Board meeting there was a 3-3 vote, so it will be coming back to the 11-9-20 Village Board meeting. This has been a profitable program and would like it to continue.

7. Announcements: It is not completed that these matters will be discussed or acted upon and may include items for future consideration. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members.

Kiwanis doing more river clean up.

Centennial Park Baseball field being worked on. Area not determined for sand pits yet.

New playground equipment installed.

Ogden starting concrete work at Centennial Park-volleyball court.

8. Adjourn

Motion (Gundrum/Lawson) to adjourn. Carried (3-0). Meeting adjourned at 7:47 pm.

Respectfully submitted By Recording Secretary,

Deidre Bushey- Deputy Clerk

VILLAGE OF HARTLAND FINE ARTS CENTER RESERVATION APPLICATION

210 Cottonwood Avenue Hartland, WI 53029 Phone 262-367-2714 FAX 262-367-2430

Organization or Individual's Name: Lake Country Playhouse

Name of Person In Charge: Katie Berg

Telephone Number: (Home) 262-352-4440 (Work) NA (EMAIL) education@lakecoun

Address: 221 E Capitol Dr, Hartland WI 53029
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Kathryn Mooers

Telephone Number: (Home) 262-443-9214 (Work) _____ (EMAIL) Kathrynrae.mooers@

Address: Same as above
Street/Mailing Zip Code

Name of Group, Performer: Lake Country Playhouse Performing Arts Academy

Description of Entertainment: 70 minute presentation of productions of "Once On This Island Jr." Friday

Is Sponsor Classified as Non-Profit: Yes

June 18 7:30
June 19 2, 7:30

Other Permits Required: Beer Shelter Other

Date Paid: _____ Fee Paid _____ Deposit Paid _____ Receipt Number _____

FEES	Resident	0 - 50	51 - 100	101 - 200	201	
			\$80.00 + 4.08	\$100.00 + 5.10	\$125.00 + 6.38	\$150.50 + 7.68
	Non Resident	0 - 50	51 - 100	101 - 200	201 +	
		\$100.00 + 5.10	\$130.00 + 6.63	\$170.00 + 8.67	\$200.00 + 10.20	
<i>Note: Deposit to be paid by all users</i>						
Refundable Deposit Amounts		0-50	51-100	101-200	201-300	300+
		\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

(Office Use Only)

Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)	6/25-6/26	6pm (fri)	Resident	100	?	Y	210.20		
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale	Tickets will be pre-sold online via our website: \$16/Adult, \$10/child for s								

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park Usage.

Signature _____

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

VILLAGE OF HARTLAND FINE ARTS CENTER RESERVATION APPLICATION

210 Cottonwood Avenue Hartland, WI 53029 Phone 262-367-2714 FAX 262-367-2430

Organization or Individual's Name: Lake Country Playhouse

Name of Person In Charge: Katie Berg

Telephone Number: (Home) 262-352-4440 (Work) NA (EMAIL) education@lakecoun

Address: 221 E Capitol Dr, Hartland WI 53029
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Kathryn Mooers

Telephone Number: (Home) 262-443-9214 (Work) _____ (EMAIL) Kathrynrae.mooers@

Address: Same as above
Street/Mailing Zip Code

Name of Group, Performer: Lake Country Playhouse Performing Arts Academy

Description of Entertainment: 70 minute presentation of productions of "Dream On" & "A Midsummer Nig

Is Sponsor Classified as Non-Profit: Yes

*JULY 30 - 10^{am}, 2pm, 7:30pm
 JULY 31 - 10^{am}, 2pm, 7:30pm*

Other Permits Required: Beer Shelter Other

Date Paid: _____ Fee Paid _____ Deposit Paid _____ Receipt Number _____

FEES	Resident	0 - 50	51 - 100	101 - 200	201
		\$80.00 + 4.08	\$100.00 + 5.10	\$125.00 + 6.38	\$150.50 + 7.68
Non Resident	0 - 50	51 - 100	101 - 200	201 +	
	\$100.00 + 5.10	\$130.00 + 6.63	\$170.00 + 8.67	\$200.00 + 10.20	

Note: Deposit to be paid by all users	0-50	51-100	101-200	201-300	300+
Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

(Office Use Only)

Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)	7/23-7/24	12:30pm	Resident	100	?	Y	210.20		
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale	Tickets will be pre-sold online via our website: \$16/Adult, \$10/child for s								

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Signature _____

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SPRING FLING 2021

Community Event

Date: Saturday, June 12, 2021

Time: 12:00pm – 9:00pm

Location: Nixon Park

Inclusions: Bag Toss Tournament, Battle of The Bands, Lake Country Beer Garden

Host: Hartland Chamber of Commerce

General Outline:

- A. Set Up: Saturday morning
- B. Battle of the bands: 12pm – 7pm in the band shelter
- C. Bag Toss Tournament: 12pm -7pm in the grass
- D. Lake Country Beer Garden: alcohol, non-alcohol beverages, brats, dogs, burgers, chips, pretzels
- E. Clean up: after 7pm (dependent on the size of the bag toss tournament)



Village of Hartland Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Permit #

Contact Information

Organization Name (if applicable) Hartland Chamber
 Renter or Responsible Party Patrick Endtke
 Home/Cell Phone 262-369-0079 Email endtke@sbcglobal.net
 Address 350 Cottonwood City/Zip Hartland 53029
 If above person cannot be reached: Nick Miller Phone 262-563-1647

Rental Information

Event Date June 12, 2021 Event Type Raundraiser for Chamber
 Arrival Time (include set-up time) 9am Departure Time (include clean-up time) 9pm
 Attendance ? 200? Electricity - Yes ___ No ___ Tax Exempt - Yes ___ No ___ (if yes, please include certificate)

Rental Fees

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field reserved)
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)
North of Tennis Courts

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$75	\$85
51-100	90	103
101-200	105	121
201+	120	139

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200
- 201 - 300 \$300
- 300 + \$400

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Patrick Endtke
 Renter's Signature
 Renter's Name (please print)

1-27-21
 Date

Rental Fee	_____
Tax (5% on Rental Fee)	_____
Deposit (if required)	_____
Structures deposit (\$100)	_____
Total Due	_____

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____

**VILLAGE OF HARTLAND
FINE ARTS CENTER RESERVATION APPLICATION**

210 Cottonwood Avenue Hartland, WI 53029 Phone 262-367-2714 FAX 262-367-2430

Organization or Individual's Name: Hartland Chamber

Name of Person In Charge: Patrick Endtke

Telephone Number: (Home) 367-5660 (Work) 369-0079 (EMAIL) endtke@5bcglobal.net

Address: 300 Cottonwood Hartland 53029
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Nick Miller

Telephone Number: (Home) 349-2626 (Work) 563-1647 (EMAIL) NAMiller@ill.com

Address: _____
Street/Mailing Zip Code

Name of Group, Performer: High School Bands (Various)

Description of Entertainment: High School Bands

Is Sponsor Classified as Non-Profit: _____

Other Permits Required: Beer Shelter Other

Date Paid: _____ Fee Paid _____ Deposit Paid _____ Receipt Number _____

FEES	Resident	0 - 50	51 - 100	101 - 200	201
		\$80.00 + 4.08	\$100.00 + 5.10	\$125.00 + 6.38	\$150.50 + 7.68
Non Resident	0 - 50	51 - 100	101 - 200	201 +	
	\$100.00 + 5.10	\$130.00 + 6.63	\$170.00 + 8.67	\$200.00 + 10.20	

<i>Note: Deposit to be paid by all users</i>	0-50	51-100	101-200	201-300	300+
Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

(Office Use Only)

Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)									
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale									

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park Usage.


 Signature

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK



300 Cottonwood Ave., Ste. 12
Hartland, WI 53029
(262) 367-7059
chamberdirector@hartland-wi.org
www.hartland-wi.org

CHAMBER OF COMMERCE

HARTLAND CHAMBER OF COMMERCE STREET DANCE

July 24, 2021

OVERVIEW

The Hartland Chamber of Commerce has been coordinating a Street Dance for the Hartland community for almost 50 years. The dance that had been held throughout Hartland in the past moved to Nixon Park last year and was a success. Police, Fire and Village Officials have agreed that having it in the Park is a good venue.

GOALS

1. Fundraising opportunity for the Hartland Chamber which relies on both membership and fundraising events to meet our operating budget.
2. Provide an opportunity for the local community to enjoy music and camaraderie.

SPECIFICATIONS

- Nixon Park 1:00 PM – 11:00 PM
 - Food, alcohol and beverage sales 5:30-11:00
 - Early entertainment solo artist front of stage 5:30-7:00
 - Stage musicians 7:00-11:00
 - Beer Garden – Pat Endter is on the Board of Directors of the Hartland Chamber of Commerce and therefore aware of this request and will again work together.
 - Port O Johns provided by the Chamber



Village of Hartland Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Permit # _____

Contact Information

Organization Name (if applicable) Hartland Chamber of Commerce
 Renter or Responsible Party Lynn Minturn
 Home/Cell Phone 262-370-9079 Email chamberdirector@Hartland-wi.org
 Address 300 Cottonwood Ave, ste 12 City/Zip Hartland, 53029
 If above person cannot be reached: Cindy Bong Phone 414-587-3827

Rental Information

Event Date 7/24/2019 Event Type Street Dance
 Arrival Time (include set-up time) 8⁰⁰ am Departure Time (include clean-up time) 12:00 PM
 Attendance 2000 Electricity - Yes No Tax Exempt - Yes No (If yes, please include certificate)

Rental Fees

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- ~~Nixon Park Shelter 4 (by Fine Arts Center)~~
- Penbrook Park (may not use if athletic field reserved)
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$75	\$85
51-100	90	103
101-200	105	121
<u>201+</u>	<u>120</u>	139

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200
- 201 - 300 \$300
- 300 + \$400

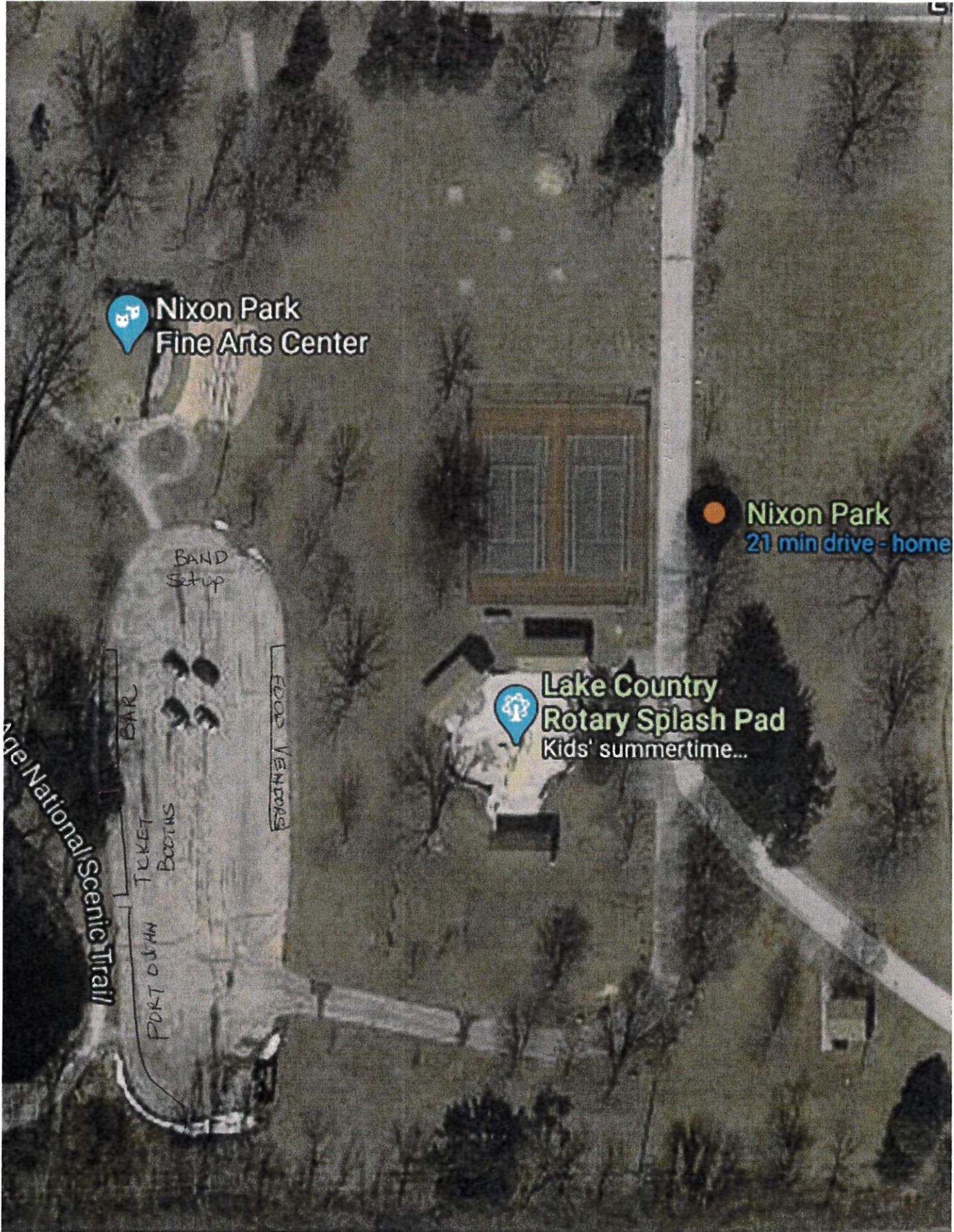
I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Lynn Minturn
 Renter's Signature
Lynn Minturn
 Renter's Name (please print)

1.25.21
 Date

Rental Fee	_____
Tax (5% on Rental Fee)	_____
Deposit (if required)	_____
Structures deposit (\$100)	_____
Total Due	_____

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____



 Nixon Park
Fine Arts Center

 Nixon Park
21 min drive - home

 Lake Country
Rotary Splash Pad
Kids' summertime...

Age National/Scenic Trail

BAND
Setup

BAR

FOOD
VENDORS

PORT O'JAHN
TICKET
BOOTHS



Paws in the Park

28th August 2021

OVERVIEW

The Emma Loves Dogs Foundation was created on August 30th, 2019 which was Emma's 8th birthday. Eight months earlier we didn't know if we would celebrate that day with her after her DIPG brain tumor diagnosis however she beat the odds and made it to her birthday and the kick off of her foundation. She passed away on November 18th, 2019 after a ten month battle against cancer but her legacy will continue to carry on through the Emma Loves Dogs Foundation. This inaugural event "Paws in the Park" will celebrate her 9th birthday and the 1 year anniversary of the foundation. We want to share that with the community since they supported her through her journey and beyond.

GOALS

1. Raise money for the Emma Loves Dogs Foundation.
2. Celebrate Emma and her legacy with the local community.

SPECIFICATIONS

- Nixon Park Party 3pm-10pm
 - Dog Walk start 4pm
 - Walk around the park - same route as last year
 - Food Trucks at finish in Nixon Park - 3-4 proposed
 - Bounce House
 - Beer Garden - Will get signed agreement from Endters
 - Raffle
 - Band or DJ - TBD
 - Single lantern launch
 - K9 Police presence

Hartland's Bark River Bash – 2021

Hosted by the Hartland Kiwanis and Hartland Business Improvement District

May 1, 2021, running approximately 10am-2pm.

Features:

- 10 am-? Kiwanis Bark River Canoe/Kayak Run – casual tour starting in Centennial Park and finishing at Nixon Park.
- 12-12:30pm – Kiwanis Duck Race- from the covered bridge to the Nixon Park pond area.
- 10am-2pm Kiwanis Hammer-schlagen. (use a river log)
- 10am- 2pm Beer Garden and food provided by Endter's (German Maibach theme?).
- 10am -2pm Music sponsored by ?
- 10am-2pm BID vendor booths
- Time? Possible Ice age trail tour from Centennial to Nixon (and beyond?) IATC?
- Open to more event ideas.

Time line:

- 1/21 Obtain permission from village for the event. (no permit needed)
- 1/22 Secure Nixon park shelter
- 2/5 Marketing plan with Kiwanis/BID.
- 2/8 research and book music for the event.
- 2/? Develop social media promotion, posters and banners
- 3/16 Secure "contract" with kayak providers- Sherper's.
- 4/9 banners/posters in production
- 4/15 Facebook to public- boost, distribute posters.
- 4/16 Banner installed
- 4/17 Kiwanis river cleanup – ensure river is passable and culverts are clean along boat route. Ensure that it is extra clean without snags for duck route.
- 4/25 Kayak dry run by staff along route.
- 5/1 Event day

Sponsors- Sherper's?, Duck sponsors? Music sponsors? Other?

Updated 1/22/21



Village of Hartland

Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Permit #

Contact Information

Organization Name (if applicable) KIWANIS CLUB OF THE GREATER HARTLAND AREA
Renter or Responsible Party JIM MUENZENBERGER
Home/Cell Phone (H) 307-4411, (C) 262-844-3266 Email drjimsteam@hotmail.com
Address 182 WARREN AVE City/Zip HARTLAND 53029
If above person cannot be reached: LYNN MUENZENBERGER Phone 844-3265

Rental Information

Event Date MAY 1, 2021 Event Type COMMUNITY FUN / FUND RAISER
Arrival Time (include set-up time) 9 AM Departure Time (include clean-up time) 4 PM
Attendance 100? Electricity - Yes No Tax Exempt - Yes No (If yes, please include certificate)

Rental Fees

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field reserved)
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)
LAUNCHING WATERCRAFT AT CENTENNIAL PARK, EXITING AT NIXON PARK.

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$75	\$85
51-100	90	103
101-200	105	121
201+	120	139

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200
- 201 - 300 \$300
- 300 + \$400

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

James Muenzenberger
Renter's Signature
JAMES MUENZENBERGER
Renter's Name (please print)

1/27/21
Date

Rental Fee	_____
Tax (5% on Rental Fee)	_____
Deposit (if required)	_____
Structures deposit (\$100)	_____
Total Due	_____

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____

LAKE COUNTRY FINE ARTS RENTING POLICY

Park and Recreation Board need to approve the event if one or all the following occurs.

- Group of 200 or more in attendance
- Tent or any rental equipment is being set up.
- Food truck being used or caterers?
- Wanting to rent out entire park along with the FAC.
- Fundraiser for a group/organization/nonprofit
- Requesting to waive a rental fee
- Wish to use the FAC/Open Space east of the band shell/Shelter behind the FAC

Village Staff may approve the event if one or all the following occurs.

- Group of 199 or less
- No Rental equipment is being brought in.
- Just renting the FAC and one shelter