Leisure Services Department

2456 Glendale Avenue
Green Bay, WI 54313

(920) 434-4640

Office Hours
Monday - Friday
8:00 am - 4:30 pm

www.villageofhoward.com

Rental Information, Rules & Procedures
Village Facilities

Village Hall Community Center

2456 Glendale Avenue

- Maximum Capacity: 75
- Ten 8 ft. Tables, 100 Chairs
- 6 Duplex Outlets in Kitchen, 4 in Community Center
- Kitchen with Stove, Microwave and Refrigerator
- Serving Window from Kitchen to Open Room
- Restrooms, Drinking Fountains
- No Alcohol is Allowed
- Available 8:00 am - 12:00 Midnight All Year
- Ideal for Showers, Parties, Meetings and Trainings

Village Hall Activity Room

2456 Glendale Avenue

- Maximum Capacity: 62
- Six 6ft. Tables, Two 8 ft. Meeting Tables, 62 Chairs
- Carpeted Floor
- 7 Duplex Outlets, 12 4-Plex Outlets
- Restrooms, Drinking Fountain
- Ping Pong Table
- No Alcohol is Allowed
- Available 8:00 am - 12:00 Midnight All Year
- Ideal for Trainings, Meetings and Classes

Meadowbrook Open Air Shelter

670 Hillcrest Heights

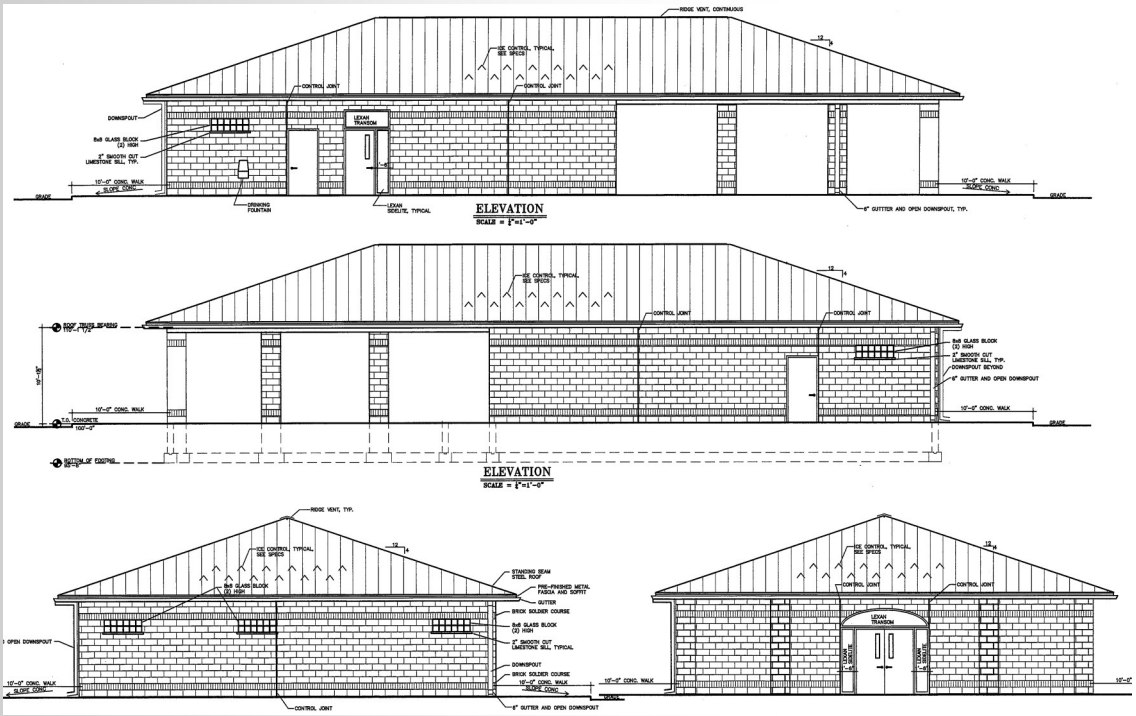
- Maximum Seating Capacity: 100
- 9 Picnic Tables
- 1 Stationary Charcoal Grill
- Four 4-Plex Outlets
- Basketball Court (not included in rental; first come, first serve)
- Baseball Diamond with Bleachers (not included in rental; separate reservation/fee required to guarantee availability)
- Playground Equipment near Pavilion
- Extensive Trail System (paved and natural)
- Portable Toilet
- Parking Lot
- Alcohol is Allowed (permit required for sales)
- Available 8:00 am - 10:00 pm, April 1 through October 31
- Ideal for Picnics, Family Gatherings, and Parties

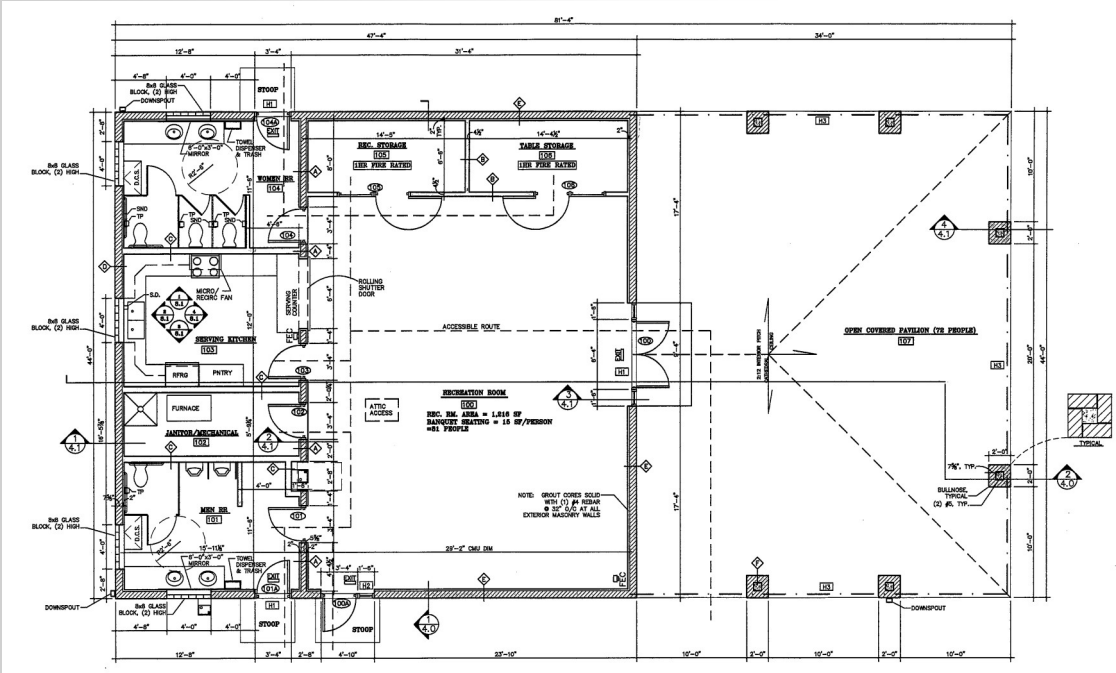
Meadowbrook Pavilion

670 Hillcrest Heights

- Maximum Indoor Capacity: 65
- Maximum Outdoor Capacity: 72
- Ten 8 ft. Folding Tables, 80+ Chairs
- 10 Picnic Tables under Outdoor Canopy
- Nine Duplex Outlets in Shelter, 8 Outside Below Canopy
- Exterior Water Access by Request
- Kitchen with Stove, Microwave, Refrigerator and Coffee Maker
- Restrooms (access inside and outside of building)
- Playground Equipment
- Extensive Trail System (paved and natural)
- Parking Lot
- Temperature Controlled All Year
- Alcohol is Allowed (permit required for sales)
- Available 8:00 am - 10:00 pm All Year
- Sled Hill in Winter (lighted)
- Ideal for Family Gatherings, Classes, Meetings, and Parties

Meadowbrook Pavilion





Pinewood Enclosed Shelter

1013 Harwood Avenue

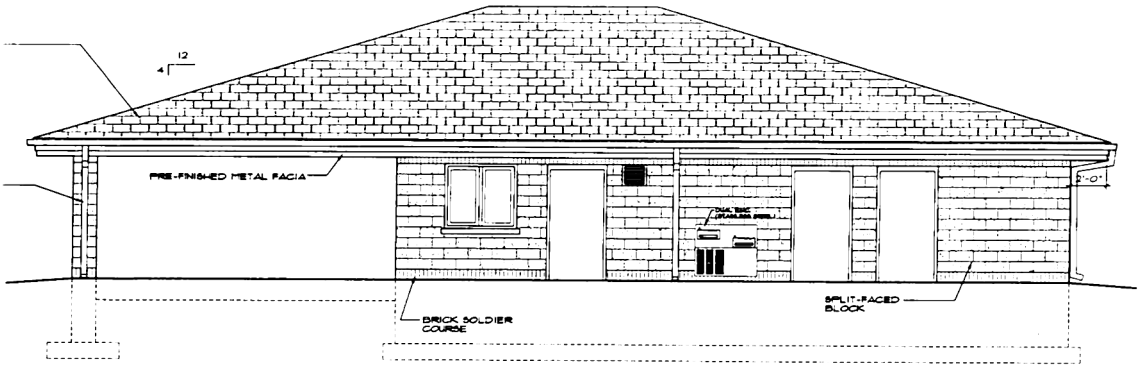
- Maximum Capacity: 25
- 4 Picnic Tables (2 inside, 2 outside)
- Ten Duplex Outlets
- Garage Door Opens to Greenspace
- Restrooms (outside access)
- Playground Equipment
- 1/2 Basketball Court (not included in rental; first come, first serve)
- Softball Diamond with Batting Cages & Bleachers (not included in rental; separate reservation/fee required to guarantee availability)
- Parking Lot
- Alcohol is Allowed (permit required for sales)
- Available 8:00 am - 10:00 pm, April 1 - Oct 31
- Multi-Purpose and Hockey Rink in Winter (lighted)
- Shelter Heated in Winter for Ice Rink
- Ideal for Parties and Family Gatherings

Akzo Nobel Open Air Shelter

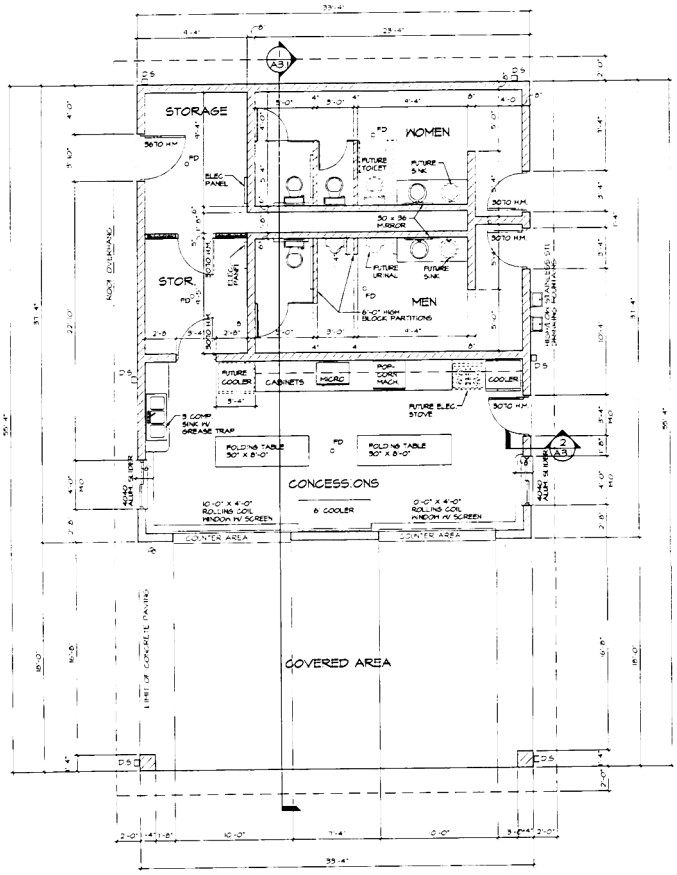
1600 Pinecrest Road

- Maximum Seating Capacity: 40
- 8 Round Picnic Tables
- Restrooms (outside access at concession stand), Drinking Fountains
- Exterior Water & Electricity Access by Request
- Playground Equipment near Soccer Fields
- 4 Lighted Softball Diamonds (not included in rental; separate reservation/fee required to guarantee availability)
- 10 Soccer Fields (not included in rental; separate reservation/fee required to guarantee availability)
- 18 hole Disc Golf Course
- Parking Lots (lighted)
- Alcohol is Allowed (permit required for sales)
- Available 8:00 am - 10:00 pm, April 1 through October 31
- Ideal for Parties and Family Gatherings

Akzo Nobel Open Air Shelter



RIGHT ELEVATION
1/4" = 1'-0"



FLOOR PLAN
1/4" = 1'-0"
NORTH
ENCLOSED AREA = 1220 SQ. FT.
AREA UNDER ROOF = 1820 SQ. FT.

Basic Rental Information

KEYS

Keys must be picked up at the Village Hall during regular business hours (weekdays 8:00 am - 4:30 pm) within 3 days of the rental date. There will be no admittance to the building for the renter if keys are not picked up. Keys must be returned within 2 business days following the rental. In the event that Village Hall is closed within 3 days of the rental date the renter is still responsible for picking up the key. No exceptions. All questions regarding **keys**: (920) 434-4640, (920) 371-3562.

MAINTENANCE

If, during your rental period, you have a maintenance issue that must be addressed immediately, please call in the following order: (920) 412-9747 or (920) 819-6720.

RENTAL PROCEDURES

Reservations are made on a first come, first serve basis for the upcoming year at the Village Hall beginning the first business day in December. Requests should be made at least 5 business days prior to the event. Some special events are given special consideration. All fees and deposits are due at the time of reservation. Meadowbrook Pavilion, Village Hall Community Center, and Village Hall Activity Room are available for rental year 'round. All other facilities are available April 1 – October 31. Village of Howard entities have first priority in reserving all facilities.

SHELTER FEES

Please see the rental form for specific fees. All rentals require a security deposit. Deposits will be returned by mail within 30 days after the rental date, provided the shelter is left in good condition. Fees are due at the time of reservation of the shelter.

CANCELLLATIONS

In the event of a cancellation, rental fees are non-refundable unless the facility and date is rented to another party. Security deposits will be refunded in full. In the event a renter would like to reschedule, they may do so at the same facility and time period as the original reservation up until one month prior to the original rental date. Rescheduling is limited to one time and the new rental date must be within the same calendar year as the original reservation. If the same facility and time frame is not available, the regular cancellation policy applies.

PARK HOURS

Park building rental hours are 8:00 am - 10:00 pm. Village Hall rental hours are 8:00 am - midnight. Premises must be cleaned and vacated by the closing time of the rental date. Be advised that a police officer or any other VOH employee has the right to enter the premises at any time.

LIABILITY

The Village of Howard and its staff shall not be liable for lost, stolen or damaged personal property, personal injuries, or the other loss at any reserved shelter facility.

Policies and Procedures

SETUP/CLEAN UP/RECYCLING

No setup is allowed before the time stated on the renter's reservation form. It shall be the responsibility of the renter to maintain the facility in a safe and sanitary condition throughout his or her event. Upon completion of the activity, all decorations, tables floors, etc. shall be cleared, tables and chairs put away, and litter properly placed in the appropriate trash containers. If additional clean up is required, as a result of a rental or event, the labor cost will be charged to the renter/event sponsor accordingly and withheld by way of the security deposit paid at the time of reservation. The following checklist will be referenced when determining additional cleanup is necessary: unplug all electrical items except refrigerator and stove; return all equipment to original places (tables, chairs, etc.); wash all counter tops, surfaces and appliances; sweep and mop all floors; remove all food items and other personal belongings; pick up all trash and empty all waste containers (bags should be tied-off); place recyclable materials in appropriate containers; turn off lights (Meadowbrook Pavilion kitchen, restrooms and table storage room are on automatic timers); lock all doors; and keys are returned. If a park facility is damaged as a result of an event or rental, the cost of labor and materials used for repair will be charged to the renter. Security deposit will be returned by mail provided the facilities are left in good condition within 30 days.

PETS

Ordinance 19.05

Domestic pets shall be permitted on the road and trails, or in areas where they will not interfere with the use of parks by other persons, but must be kept on a leash not more than 8 feet long. No pets shall be allowed in buildings, picnic areas or in sport areas.

Ordinance 10.03 (13) Sec 1

The owner or caretaker of an animal shall immediately, after deposit of fecal matter on any property other than their own, remove all fecal matter by shovel, scoop, bag or other item and properly wrap and dispose of fecal matter in an appropriate waste container situated upon his or her own premises.

PARKING

No Parking is allowed on the lawn. All vehicle parking is limited to nearby parking lots or streets.

MUSIC, DISC JOCKEYS, AND NOISE

Ordinance 9.07

No person shall use or operate an P.A. system, amplifier or device which increases the volume of voice, music or other sounds so loud as to disturb the public peace or the quiet and peacefulness of the neighborhood.

ALCOHOL

Ord. 19.11 (3) Alcoholic beverages are allowed for park rentals, but not for rentals at the Village Hall. If alcohol will be sold, a permit is required from VOH.

TENTS

Tents are allowed in some areas. Site approval by VOH and inspection by the Fire Department is required. Canopy style with no stakes, maximum size 10 ft x 10 ft, are exempt.

Policies and Procedures

METAL DETECTORS
Ordinance 19.03 (9)
No person shall operate a metal detector in any park without written permission from VOH.

OPEN FIRES
Open fires are not allowed in any of the Village Parks

SMOKING
No smoking is allowed in any park shelter or public building

WATER
Water hookup must be requested in advance. Renter must contact VOH to make arrangements.

ELECTRICITY
Electric usage for heating elements needs to be spread throughout the facility. More than one electric roaster or coffee pot plugged into a pair of outlets may trip circuit breakers. Please plan accordingly.

BOOYAH/FISH BOIL/PIG ROAST
These kinds of activities are allowed, but must not cause damage to park property if the cooking takes place on-site (turf, concrete, etc.). Catered events are typically not a problem.

ADMISSION
No admission fee, donation, contribution, or other charge shall be made or permitted to be made or collected by the person/organization for admission to the shelter without prior permission from VOH.

SALES/CONCESSIONS
Ordinance 19.03 (6)
Use of park property for private profit-making activities is not allowed. Sales/vending in parks may be allowed as part of an approved event. The vending activity must meet one of the following criteria and must be approved by VOH. (1) Sales within the sponsoring organization to offset the cost of the event (i.e. company picnic). (2) Sales by non-profit group to raise funds for the group's operations (i.e. scouts). (3) Sales to raise funds that directly benefit the park system (i.e. civic groups). (4) Fundraising activities by sanctioned groups or similar organizations. (5) No solicitation.

SPORT FACLITIIES
Athletic fields, including ball diamonds and soccer fields, are not included with park shelter reservations. To rent an athletic field and obtain a permit, contact VOH.

Policies and Procedures

SECURITY

Security is the sole responsibility of the event sponsor. The Village is not responsible for equipment, supplies, or other property into the park for an event. The Village is not responsible for the safety of individuals attending or participating in an event. Professional security will be required for all events over 500 people, at a ration of 1 guard for each 500 or fraction of 500 people.

DECORATIONS

Decorations may be put up and taken down without damaging the walls, woodwork, ceiling or window coverings. Tape, tacks, staples, nails and screws are prohibited. White mounting putty is permissible. Lighted candles, dance wax, or any other type of dancing compound are not allowed. Decorations must be removed immediately following the event by the renter.

PORTBALE TOILETS

When crowd size exceeds the capacity of the permanent toilet facilities, additional toilet facilities must be provided by the renter. There shall be 1 toilet unit for each additional 100 people. Toilets must be removed following the end of the event. Portable toilets that are on site must also be pumped out by the renter during and after the event.

PUBLIC ACCESS

Ordinance 19.11

Park land and public restrooms (those with outside access) are open to the public. A reservation gives exclusive use of specified shelters and facilities only.

CERTIFICATE OF INSURANCE

A Certificate of Insurance is required for rentals open to the public. The certificate of insurance must give evidence of proper liability insurance, naming the Village of Howard as an additional insured in the amount of $1 million. The certificate of insurance must be on file 2 weeks prior to the event. A copy of an insurance policy is not acceptable. (more information on this is also available)

EVENTS

Persons wishing to host events hosting more than 40 people must request use of park facilities in writing. The request must include all event information, describing in detail, the purpose of the event, number of people expected, area of use, clean-up, crowd control, garbage removal, parking, portable toilets, impact of turf/weather conditions and restoration. Request should address all services provided, as well as services requested. An on-site meeting with the company and event organizers is required. Final approval is subject to approval by the Village Board in the form of a Special Event Permit.