

2014-06 ORDINANCE AMENDMENT

AN ORDINANCE REGARDING THE USE OF THE VILLAGE FACILITIES.

The Village Board of the Village of Colfax, Wisconsin, do ordain as follows:

SECTION 1. Section 12-1-6 of the Code of Ordinances of the Village of Colfax, Wisconsin, is hereby repealed and recreated as follows:

SEC. 12-1-6 USE OF VILLAGE FACILITIES

(a) **Definition.** The following are Village facilities governed by the use policies of this Section:

- (1) Municipal Building Basement
- (2) Fairgrounds
- (3) Fairgrounds-FFA Building
- (4) Softball Field
- (5) Parks
- (6) Beer Tent

(b) **General Policy.**

- (1) Village facilities belong to the residents of the Village of Colfax and the Village encourages the use of these facilities. Nonprofit organizations connected with the Village may use these facilities free of charge.
- (2) When youths are having activities at Village facilities, reservations must be made in the name of a twenty-one (21) year old supervising adult. Applicants shall provide the Village with the names and telephone numbers of the twenty-one (21) year old adults who will be chaperones.
- (3) Individuals may not borrow Village property or equipment.

(c) **Fees.**

- (1) The following fee schedule will be used:
 - a. Municipal Building Basement=\$30.00 per day, plus a \$100.00 security deposit.
 - b. Fairgrounds=\$30.00 per day, plus a \$100.00 security deposit
 - c. Fairgrounds/FFA Building=\$30.00 per day, plus a \$100.00 security deposit.
 - d. Beer Tent=\$300 per day, plus a \$500 security deposit
 - e. Fairgrounds-Camping=\$5.00 per night.
- (2) Security deposits will be returned in all or part after inspection of premises.
- (3) Fees and deposits are paid at the Village office. One (1) form of photographic identification and a telephone number are required. Payment must be made at the time when reservations are made. A twenty-four (24) hour cancellation notice prior to the event is required in order to assure the return of the security deposit.

(d) **Conditions of Use.**

- (1) The individual listed as the renter must be twenty-one (21) years of age and will be held responsible for the adherence to rules and proper conduct of all persons using the facility. The renter will be billed for any missing items and/or any damage to Village property. Prior to the

reservation, the renter will be made aware of the condition of the building and contents.

- (2) All property belonging to the renter must be removed at the close of the activity, including refuse.
 - (3) If decorations are used, they must be temporary and must be installed and removed during rental period.
 - (4) With the exception of the Colfax Fair and the Firefighter's Ball, all live music must end at 12:00 midnight.
 - (5) The Village may require the renter to provide a Certificate of Insurance which names the Village as an additional insured, and which would provide adequate liability and property damage coverage for the event.
 - (6) The Village shall not be responsible for loss, theft, or damage to personal property nor for the personal injury resulting from the conduct of any activities.
 - (7) Portable toilets are the financial responsibility of the group requiring the toilets.
 - (8) If Village personnel are used for cleanup or trash removal, the individual/organization will be billed.
 - (9) If alcoholic beverages are served and any charges made (ticket sales, cost of meals, donations) a Class B Liquor License application must be filed at Village Hall fifteen (15) days prior to event. This license has to be approved by the Village Board at a regular meeting (held the 2nd and 4th Mondays of the month.)
 - (10) An events application shall be required for any rental of the beer tent. This application must be approved by the Village Board.
- (e) **Camping.** Overnight camping is not allowed without prior consent and fee payment. Fees may be paid and permission granted at Village Hall during office hours and from the Police Department at other times.
- (f) **Fairgrounds.** All barns and buildings must be left free of manure and other debris
- (g) **Refusal to Rent.** The Village reserves the right to refuse rental of Village facilities if Village officials feel the rental would not be in the interest of the Village of Colfax.

Village of Colfax

Scott A. Gunnufson, President

ATTEST:

Jackie L. Ponto
Administrator-Clerk-Treasurer

Adopted – September 22, 2014
Published – October 1, 2014