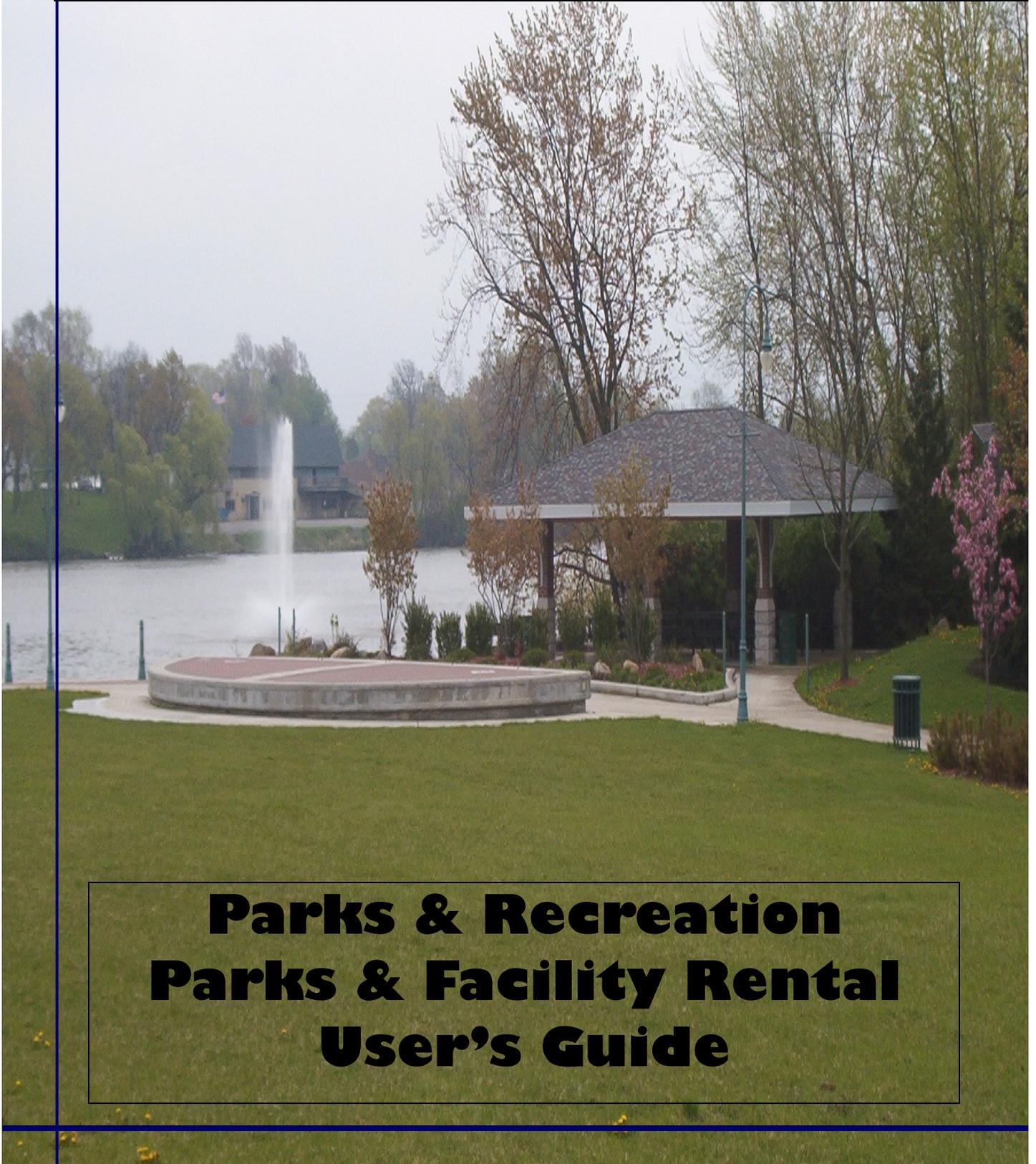


City of Whitewater



Parks & Recreation Parks & Facility Rental User's Guide

Facilities

Cravath Lake Community Center

Location: 341 S. Fremont St.

Capacity: 100

Restrooms: Located inside building

Electricity: Outlets located in

kitchen area and main banquet area

Water: Drinking fountain; running water in kitchen and restrooms

Tables: Tables and chairs available with rental

Amenities: Full kitchen with oven, stove, refrigerator, sink, and microwave. Handicap accessible building with off street parking within walking distance with outside patio and gazebo overlooking Cravath Lake.



Starin Community Building

Location: 504 W. Starin Road

Capacity: 100

Restrooms: Located inside building

Electricity: Outlets located in all rooms and kitchen area

Water: Drinking fountain; running water in kitchen and restrooms

Tables: Tables and chairs available with rental

Amenities: Full kitchen available with oven, stove, microwave, sink and refrigerator. Starin Park and two baseball diamonds located right outside community building. The University of Wisconsin-Whitewater and walking trails located within walking distance. This building is also handicap accessible



Downtown Armory

THE DOWNTOWN ARMORY IS LOCATED ON NORTH STREET NEXT TO BREWERY PARK AND WHITEWATER SKATE PARK IN CLOSE PROXIMITY TO DOWNTOWN WHITEWATER AND THE CRAVATH LAKEFRONT. THIS MULTIPURPOSE, HANDICAP ACCESSIBLE FACILITY IS ABLE TO ACCOMMODATE A WIDE VARIETY OF ACTIVITIES AND FUNCTIONS. WITH PARKING CLOSE BY, THE DOWNTOWN ARMORY IS ABLE TO HOST ANYTHING FROM A SMALL ACTIVITY TO A LARGE EVENT.

Armory Gym

Capacity: 300

Restrooms: Handicap accessible restrooms on site

Electricity: Outlets located inside basketball gym and waiting area

Water: Drinking fountain; running water in kitchen and restrooms

Amenities: Full kitchen available, parking, full basketball court, large area for a variety of activities, trails and skate park within walking



Activity & Meeting Room

Capacity: 25

Restrooms: Handicap accessible restrooms on site

Electricity: Outlets located inside both activity and meeting room

Water: Drinking fountain

Amenities: Tables available for arts & crafts, kids activities, and more! Pool tables and pop machine on site, great for birthday parties!



Dance Studio

Capacity: 25

Restrooms: Newly renovated restrooms located right outside studio

Electricity: Outlets in dance studio, waiting area, and restrooms

Water: Drinking fountain; running water in restrooms

Amenities: Newly renovated studio, waiting area and restrooms. Full length mirrors in dance studio.

Starin Park

THE STARIN PICNIC SHELTER AND THE STARIN KIWANIS SHELTER ARE LOCATED IN STARIN PARK NEXT TO THE STARIN COMMUNITY BUILDING. STARIN PARK IS LOCATED AT 504 W. STARIN ROAD. THE UNIVERSITY OF WISCONSIN— WHITE-WATER, BALL DIAMONDS, PLAY GROUND, AND A VARIETY OF WALKING AND BIKE TRAILS ARE WITHIN WALKING DISTANCE. WITH OFF STREET PARKING AVAILABLE BOTH OF THESE HANDICAP ACCESSIBLE SHELTERS ARE A GREAT LOCATION TO HOST ANY EVENT.

Starin Picnic Shelter & Starin Kiwanis Picnic Shelter

Both Shelters have a maximum capacity of 100 guests with picnic tables available underneath and outside of the shelter. Trash cans are located under and around the shelters for easy pick up after an event.



Starin Picnic Shelter
Upper Shelter in Starin Park



Starin Kiwanis Shelter
Lower Shelter in Starin Park



QUESTIONS ABOUT PARK AND FACILITY RENTALS?

VISIT WWW.CI.WHITEWATER.WI.US
OR CALL
(262) 473-0121

Picnic Shelters



Cravath Lake

Location: 341 S. Fremont St

Capacity: 100

Tables: Tables available under shelter

Amenities: Located in Cravath Lakefront Park, on Cravath Lake next to multiple walking paths. Off street parking located within walking distance

Trippe Lake

Location: 407 S. Wisconsin St.

Capacity: 100

Tables: Tables underneath picnic shelter available

Grills: Grills available for use

Amenities: Located right next to Trippe Lake with walking and biking trails in close distance.



Ball Diamonds

Starin Ballpark Diamonds
Location: 504 W. Starin Road

The ball diamonds in Starin Park are conveniently located next to the community building, with easy access to walking trails and University of Wisconsin- Whitewater campus. One field is available with lights for night events. Both ball fields are great areas to host weekend competition or friendly tournament.



Park & Facility Fees

Rental Fee (4 Hours or Less)

Per Hour Rental Fee (Over 4 Hours)

Facility	Resident	Non-Resident	Resident	Non-Resident
Cravath Lake Community Center	\$220.00	\$275.00	\$40.00	\$50.00
Starin Community Building	\$135.00	\$170.00	\$25.00	\$35.00
Armory Gym w/ kitchen	\$135.00	\$170.00	\$25.00	\$35.00
Armory Dance Studio	\$135.00	\$170.00	\$25.00	\$35.00
Armory Activity/ Meeting Room	\$70.00	\$90.00	\$10.00	\$15.00

Facility	Resident	Non-Resident
Cravath Lake Picnic Shelter	\$55.00	\$70.00
Trippe Lake Picnic Shelter	\$45.00	\$60.00
Starin Picnic Shelter	\$45.00	\$60.00
Starin Kiwanis Picnic Shelter	\$45.00	\$60.00

Facility	Resident	Non-Resident
Starin Ball Diamond	\$80.00	\$100.00
w/ lights	\$140.00	\$175.00

Rental Damage Deposit:

*A \$500 damage deposit is required with any facility reservations, \$100 for picnic shelter reservations. These deposits can be paid in one of two ways. The first option is to provide a valid MasterCard, Visa, Discover, or American Express card, this card will be charged for any damage that occurs. The second option is to write a check to the City of Whitewater for the amount of the required deposit. This check will be cashed the day it is submitted and the damage deposit will be returned within two weeks if no damage occurred.

Group Fee Classifications

Group	Description	Charge
1	Partner Organizations will not be charged a facility rental fee for their facility usage provided that their facility use is for the purposes of holding an organization meeting, practice, game, etc. Partner organizations provide a charitable good to the Whitewater community and have had a history of receiving free rentals for facility space. For a complete listing of partner organizations, please contact the Parks & Recreation office. Exception: Partner List members holding an event serving food or drink will require paying the entire rental fee. Exclusions: Optimist Breakfast w/ Santa & Kiwanis Pancake Breakfast Any event serving alcohol will be required to pay 100 % of rental fee.	None
2	Non-partner civic or charitable group holding an event, meeting, or practice without food & beverage that is free to the public to attend	25% of Published Fee
3	University of Wisconsin-Whitewater Recognized Organizations, Groups, Schools, Athletics Private Events not serving food or beverages that are free to the public	50% of Published Fee
4	Private Event serving food and/or alcohol Private Event charging admission	100% of Published Fee

Rules & Regulations

Park and Facility rentals are granted with the understanding that:

- ⇒ All facility reservations must be made and completed in full a minimum of 10 days prior to the event.
- ⇒ Remember to check the site when you arrive! If there are any damages/problems please call 262-473-0122 immediately and leave a detailed message. The exact time of your call and your concerns will be documented.
- ⇒ Separate permits are required for renters that are serving alcohol, using amplified sound systems, or anyone selling merchandise or booth space. These permits can be obtained from the City Clerk's office.
- ⇒ All park regulations shall be observed. Municipal Buildings open at 8:00 am and close by 11:00 pm unless approved by the City Clerk at the time the contract is signed. Parks are open at 6:00 am and close at 12:00 am (midnight). The renter will forfeit \$100 of the damage deposit if they are in violation of the park curfew ordinance.
- ⇒ Payment for the reservation is due in full before the facility is reserved. Photo ID is required with completed facility request form AND payment of damage deposit, as renter you are responsible for damages. Keys are not distributed on weekend days. You must stop by City Hall before your event, Monday – Friday between 8 am and 5 pm. Failure to pick up a key will result in a \$50 charge from your security deposit. Failure to return the keys within 5 days of the rental or lost keys the renter will forfeit \$500 of the damage deposit.
- ⇒ Consumption of alcohol is by permit only and in compliance with applicable ordinances and regulations. Permits/requests to have alcohol in a city facility should be submitted with payment at least 2 weeks prior to the event date. Only the applicant may request an alcohol permit, and photo ID is required with the application. Failure to obtain the proper permits the renter will forfeit \$500 of the damage deposit.
- ⇒ Applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damages fees are as follows: replace rectangular table \$150, replace folding chair \$50, replace stackable chair \$150, replace 60" round table \$350. Building maintenance will be estimated at a rate of \$50/hour. Carpet cleaning will result in a \$300 charge and any floor refinishing or resurfacing will range in cost from \$300-\$550.
- ⇒ Handicapped accessible entrance doors are not allowed or able to be propped open. Please do not try and force the doors to stay open. Any damage done to the doors by keeping them open will be assessed to your damage deposit.
- ⇒ No smoking is allowed in the City of Whitewater Buildings. Failure to comply the renter will forfeit \$500 of the damage deposit.
- ⇒ Decorations are not to be attached in any way to the suspended ceiling at the Community Building. An eye-bolt is available in the ceiling of the West Room for hanging decorations. In all City facilities renters should avoid placing tape on the walls, if tape is needed the Parks and Recreation Department will supply special tape to be used on the walls. No crepe paper is allowed in any rental facility.
- ⇒ Please keep our facilities clean. It is the renter's responsibility to: bring your own dishtowels/cloths, wipe down tables and chairs and restore to the original locations, wipe down counters, appliances, and other surfaces, vacuum/clean floors and walls of any spills, clean any garbage from around the outside of the facility that your group may have caused, take all garbage with you after your event. Failure to remove garbage from the site is a \$100 charge against the damage deposit.
- ⇒ Tent structures must be approved by the Parks and Recreation Director at time of facility request and comply with Diggers Hotline, Building Code and Fire Code requirements. No approval will be given and installation denied if compliance is not met.
- ⇒ A minimum of 50% "down payment" is required at time of reservation. Refunds for reservation fees will be given up to 30 days before the event. Cancellations within 30 days of the rental will not be refunded.
- ⇒ Photo ID Required with facility request AND payment of damage deposit

All park regulations must be observed at all times:

- ⇒ All parks are open at 6:00 am and close at 12:00 am (midnight).
- ⇒ Municipal buildings open at 8:00 am and close by 11:00 pm unless approved by the City Clerk at the time the contract is signed.
- ⇒ It is unlawful for any person, firm or organization to permit any pet to be in the Trippe Lake Park beach area, Cravath Lake Waterfront Park property, Depot Museum property, or the Municipal Building property at any time.
- ⇒ Fishing is permitted in our lakes. If you are 16 years and older you do need a license to fish.

