

WIL-O-WAY FACILITY GUIDELINES

1. **ENTRANCE / ADMISSION:** Charging admission at the facility for your event is not allowed.

2. **CLOSING TIME:** The facility closes at 12am (Midnight).

Renters must end their event, have the hall cleaned and everyone out of the building by 12am (Midnight).

3. **OVERCROWDING:** Renters must maintain a safe number of people in the building at all times. The manager will require your assistance in complying with the maximum hall capacity, and if necessary will enforce the maximum capacity through law enforcement.

Maximum Capacity: 180

4. **SET UP / DECORATING:**

Setting up tables & chairs is renters' responsibility.

Decorating/set-up & clean-up time must be within your rental time & will be charged at the rental rate.

Affixing ANYTHING to the walls, windows, ceilings, beams, fireplace, etc., IS NOT ALLOWED!

Balloons MUST BE secured with balloon weights.

Confetti of any kind (paper, MYLAR, rice, bird seed, etc.) IS NOT ALLOWED!

Exits/Entrances MUST NOT BE BLOCKED with furnishings, decorations, stages, boxes, etc.

All decorations & supplies brought in must be removed at the end of the rental.

5. **CLEAN UP:**

Wipe down all tables and chairs used.

Put away all tables and chairs that were brought out of storage and/or as directed by the manager.

Kitchen: wipe down stove, oven, microwave, refrigerator and counters if used.

Bathrooms: make sure diapers, toilet paper, etc. is put in the trash (taken to the dumpster) & not left on the floor.

Sweep floor in main hallway, great hall, restrooms, and kitchen where there is debris.

Spot mop spills (water only) in main hallway, great hall, restrooms, and kitchen (NO PINESOL or similar chemicals).

Remove all decorations & supplies utilized, including tape & balloons.

Remove all garbage generated (bring enough extra-large garbage bags) & place in the parking lot dumpster.

6. **BANDS/DJ's: MUSIC MUST STOP no later than by;**

Wil-O-Way Grant – 11:00pm

Wil-O-Way Underwood – 11:30pm

7. **TEEN PARTIES** (*events where most guests are under 21*): Appropriate level of adult supervision is required. The Sheriff's Department is notified of all teen parties taking place in the parks. Curfew laws must be followed. Advertising / sharing your event on social media is not allowed.

8. **FIRE ALARMS:** Renters are responsible if fire alarms are activated without cause. Response fee (\$150) will be charged to the renter.

9. **ALCOHOL:** Only beer, wine & champagne are allowed!

10. **CONCEALED WEAPONS, SMOKING, and FOG / MIST MACHINES: ARE NOT ALLOWED!** – No Smoking within 30 feet of the building entrances. Cigarette butts, etc. MUST be disposed of in the proper receptacles.

11. **DOORS/WINDOWS:** The facility is heated & air conditioned for the renters comfort. As such, doors and/or windows ARE NOT to be opened AT ANY TIME for temperature control.

12. **OUTSIDE GROUNDS:** If the outdoor area is used, renters are responsible to pick up all trash, empty the trash cans, put in parking lot dumpster and return picnic tables to original location. Renters must put hot charcoal into the designated containers. Fireworks (or anything similar), Floating Lanterns as well as Outside Fires ARE NOT ALLOWED (per Milwaukee County Parks Policy). Smokers please see guideline #10 above.

Renters who don't follow these guidelines, may have their security deposit accessed and may be barred from future rentals. The Rental Manager and/or law enforcement reserve the right to shut-down any rental for failure to comply with the guidelines, unsafe conditions, or for any other reason they deem appropriate. Should a rental event get shut-down, the rental party WILL NOT receive a refund for unused hours. Milwaukee County, Wil-O-Way, Staff, Managers, etc. are not responsible for items left at the facility. Thank You.