

Schumacher Farm Park Facility Rental Policies



General:

1. **Smoking** – Smoking is prohibited by law inside any building on park grounds.
2. **Firearms** – Firearms are prohibited on park grounds.
3. **Park Hours** – The park grounds are open from sunrise to sunset. Group activities that occur outside this time period must be limited to the rented building(s) and its immediate environs unless prior approval is given by the Park Administrator.
4. **Respect for People and Property** – Park property is offered for your use in good faith that you will respect and protect it from abuse. Thank you for doing so.

Facility Rental:

1. **Cancellation** – Fees are refunded according to the following:
 - a. 100% refund – if cancellation notice is given more than 120 days prior
 - b. 50% refund – if cancellation notice is given more than 14 days prior
 - c. 0% refund – if cancellation notice is given less than 14 days prior
2. **Park Use** – The park is used at will by the public from dawn to dusk. Renters have exclusive rights to the facilities they are renting and priority rights to the grounds surrounding the rented facility. If other users of the park unknowingly enter the rented facilities at the time of rental, the renter may respectfully inform the person(s) of which areas of the park are currently rented to a private party. If issues arise, contact the Park Administrator or the emergency contact person assigned to your group.
3. **Restrooms** – Restrooms with running water are available in the Center for Rural History from 8:00 am to 5:00 pm daily, and for special events. The public has access to these facilities whenever they are open, even during a private function.
4. **Decorations** – Decorations placed in the rental facility must be removable without any evidence of their placement. Staples, nails, duct tape, packaging tape, and “scotch” tape may not be used to affix decorations without express consent of the Park Administrator.
5. **Canopies/Tents** – Canopies and tents may be placed on the property close to the rented facility at a location approved by the Park Administrator, after coordinating with Digger’s Hotline. Related costs for canopy or tent rental, erection, and removal are paid by the renter. Note: for a fee, the Waunakee Lions Club can erect and take down tents; contact the Park Administrator for more information.
6. **Fires and Candles** – Fires may be built in approved fire pits safely located away from park buildings. Only votive candles may be used in buildings.
7. **Tables and Chairs** – Tables and chairs are included with facility rental and must remain in their designated area and not be moved throughout the park grounds. For rentals in the Center for Rural History, additional tables and chairs are available in the closet to the right of the main entryway to the room. These tables and chairs must stay in the building.

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If additional seating is needed for rentals of the Historic Farmyard, contact The Park Administrator to discuss what you need (additional charges may apply).

8. **Articles Left Behind** – Schumacher Farm Park is not responsible for any articles left behind or deemed missing after the event. Park staff will hold smaller items for 30 days in a Lost & Found and will appropriately dispose of articles left behind after that time.

Food and Beverage:

Food

1. The renter is encouraged to use a food vendor on the park's preferred caterer's list. Contact the Park Administrator for the list. Renters may use vendors not on the list with the Park Administrator's approval. Caterers shall be contracted and paid directly by the renter. The park does not charge any additional fees related to the use of a caterer.
2. A food preparation area is available in the Center for Rural History with a standard sink with potable water, a refrigerator, a microwave, and counter space.
3. All heating/holding containers, service ware, dishes, and flatware must be furnished by the renter or caterer.
4. Cooked food must be prepared using food handling techniques that assure safety.
5. Renters must initial and sign the Rental Terms and Conditions document, which includes the park's Food Liability Waiver.

Alcohol

Renters are allowed to serve alcoholic beverages to their guests without additional permits as long as these guidelines are followed:

Self-serve

1. The renter may bring their own alcohol to the event, but the event must be a private, invitation only event. No public access is allowed.
2. All alcoholic beverages must be provided free of charge to guests. Cash bars are not permitted.
3. The renter accepts sole, complete, and total responsibility for the service of alcohol, as well as any issues and/or damages that result.
4. No alcohol shall be provided to any person under 21 years of age. The renter is responsible for prohibiting and preventing underage drinking.

Service with a beverage vendor

Renters may contract with a pre-approved beverage vendor who is qualified and licensed to serve the event. The following guidelines must be followed:

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2. Arrangements with the vendor shall be made directly by the renter, including payment for all services and products.
3. All alcoholic beverages must be provided free of charge to guests. Cash bars are not permitted.
4. No alcohol shall be provided to any person under 21 years of age. The renter and the renter's vendor are responsible for prohibiting and preventing underage drinking.

Equity and Inclusion:

The Friends of Schumacher Farm, Inc. and Schumacher Farm Park believe that everyone deserves to live in a community with healthy land and water resources and have access to parks, trails, and other natural resources. To help achieve this vision, the Friends and Park are committed to:

- Equity, diversity, and inclusion by ensuring all people are given the same opportunities for programs, services, and employment regardless of age, race, gender or gender identity, national origin, ethnicity, culture, religion, sexual orientation, political affiliation, place of residence, veteran status, physical ability, cognitive capacity, socioeconomic status, or family or marital status
- Developing and supporting a culture that values and advances equity, diversity and inclusion throughout its programs and employment practices
- Learning from under-served and under-represented communities to identify and take appropriate steps toward fully realizing equity, diversity, and inclusion goals