Liberty Heights Pavilion Policy

The main use of Liberty Heights Park Pavilion is for activities and events sponsored and conducted by the City of West Allis. The pavilion, when not reserved for use by the West Milwaukee/West Allis Recreational Department, Neighborhood Associations, City sponsored activities or those events contracted with the City can be used by the public on a first-come, first reserved basis.

GENERAL INFORMATION

1. Verbal permission by any staff member of the City of West Allis for the use of facilities, equipment or exceptions to any of these listed rules will not absolve the renter of his/her responsibilities as outlined in this policy.
2. The City of West Allis, or any of its officers, agencies, or employees, will not be responsible for injuries or loss of, or damage to personal property occurring because of your activity being conducted on City property.
3. Violation of any segment of this policy and/or City codes will be just cause for the denial of future reservations of park facilities and the forfeiture of deposits made. Rowdy behavior or disturbances of the residential neighborhood adjacent to the park facility will be just cause for immediate cancellation of the activity by Department officials or the Police Department.

RESERVATION OF FACILITIES

1. City sponsored events, independent vendors contracted with the City, official Neighborhood Association events, and programs provided by WAWM Recreation Department will have priority of use and/or shared use.
2. Pavilion facility is open for reservations from May 1st to October 31st.
3. Pavilion reservation requests will be reviewed beginning first Monday in March for City of West Allis Residents.
4. Reservation requests for non-residents will be reviewed beginning the first Monday in April.
5. Reservations are for the following time slots:
    a. 9 am to 12 pm
    b. 1 pm to 4 pm
    c. 5 pm to 8 pm
    d. If reserving consecutive time slots, the applicant will also have the time in between each time slot included at no extra fee.
6. Events scheduled for use of the pavilion and/or shelter area for 2026 calendar year:

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West Allis/West Milwaukee Recreational Department:

June 17, 2026, to August 19, 2026; Monday through Friday; 9:45 a.m. to 5:15 p.m. pavilion/kitchen/shelter area are reserved:

Third Space Brewing-Beer Garden:

June 5, 2026, to August 29, 2026; each Friday, 4;30 p.m. to 9:00 p.m.; each Saturday, 12:00 p.m. to 9 p.m. kitchen and shelter area are reserved.

Note: Reservations are still permitted for the pavilion facility (interior only) during the scheduled beer garden events. Use of the kitchen area would be limited to designated area not used by Third Space Brewing.

Third Space Brewing will have a supply trailer positioned on the south side, adjacent to the shelter area during the beer garden season.

Reservations can only be made online at https://westalliswi.viewpointcloud.com/categories/1085/record-types/67268.

7. Persons who wish to rent the pavilion facility must be 18 years of age or older.

FEES, DEPOSITS, REFUNDS AND SERVICE CHARGES

1. Fees are based on rental of facilities, as-is, and do not include special preparations, set-ups, or use of equipment which does not ordinarily belong to that facility.
2. To reserve park facility, payment must be made in full, with a refundable deposit.
    a. Each timeslot is $150 for residents; $175 for non-residents
    b. Refundable deposit equal to the fee amount paid
3. If a reservation is canceled more than two (2) weeks before the rental date, 50% of the reservation fee shall be forfeited as a service charge; the deposit and other 50% of the reservation fee shall be returned. If a reservation is canceled within two (2) weeks before the rental date, the entire rental fee is forfeited and only the deposit shall be returned, applicable service fees will be applied.
4. Inclement weather/rain is not a valid reason for a refund.
5. The refundable deposit is required at the time of the reservation. Rental groups will be held accountable if the facility is not cleaned up after the event, or if it is determined that there is any damage to the facilities the renter may be charged for additional expenditures, penalties and possible fines. The City reserves the right to deny further use of these facilities to those who do not comply with the rules of use and assess additional charges.
   The city may retain any or all of the deposit to pay for the cost of, but not limited to:
    a. Damage incurred to the facility, equipment, or grounds,

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b. Removing and discarding litter, debris, or supplies left in or around the facility.
c. Cleaning of the facility and/or open space.
d. Providing other services outside of the rental hours for any reason.

6. A resident is defined as any individual or business located within the boundaries of the City of West Allis. If you are reserving a park on behalf of a business/organization, residency is defined by the location of the business/organization, not the person reserving the shelter/facility, even if they are a West Allis resident.

HOURS OF USE

1. Liberty Heights Park hours are 6:00 am to 10:00 pm. All activities related to the facility reservation must stop at the designated reservation end time. Facilities must be cleaned, materials removed and secured at that time. City staff will check/restock items needed for the next scheduled event.

SALE OF REFRESHMENTS

1. If any types of refreshments are to be sold, appropriate City licenses and permits must be secured, with copies attached to the signed facility agreement. The sale of refreshments shall follow the conditions of the beverage license obtained.
2. During the hours of operation of the Beer Garden, no other outside alcoholic beverages are permitted to be carried in the park.

DRIVING AND PARKING OF VEHICLES

1. Driving or parking vehicles on turf areas is prohibited. Reservation applicants are responsible for any damage done to turf areas.

AMPLIFIED MUSIC, SOUND SYSTEM, EXCESS NOISE

1. Public address systems, sound systems, are not allowed in the park, unless approved by the Director of Public Works.

2. During the hours of 7:00 a.m. and 10 p.m., noise should not be audible, under normal conditions, that exceeds a distance of 150 feet from the source of the noise.

City Of West Allis : Municipal Code

PETS

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1. Dogs are allowed in all City parks; however, they must be on a leash. Violators may be fined. Pets are not allowed within the pavilion, unless the animal is a service animal.

FIRES

1. Open fires are prohibited. Renters may only use fire in grills designed for such purposes and must take embers and dispose of them properly in the ash bin provided. No grilling or cooking with non-electric devices is allowed under any covered portion of the pavilion (external and internal).

DECORATIONS

1. Decorating is permitted, using wall safe tape only, (i.e.: Scotch wall safe or Painter's tape) and must be removed at the end of the event. All decorations must conform to state and municipal fire codes.

INSURANCE

1. If, in the opinion of the Director of Public Works, the activity requested implies any form of hazard, risk, or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the City of West Allis. Such insurance must name the City of West Allis as "Additional Insured" and have a rider on endorsement, requiring ten days' notice to the Department of Public Works in the event of cancellation of the policy or policies for any reason.
   City Of West Allis : Municipal Code

OTHER RESPONSIBILITIES

1. No materials or equipment belonging to the renter may remain on the facility and grounds at the conclusion of the rental without the express written permission of the Director of Public Works.
2. Individuals or groups renting facilities will be held responsible for the conduct of the people admitted to their activity.
3. Renter will be held responsible for leaving the facility in as good condition as it was found. Please observe these rules:
   a. Do not staple, nail or tack anything to the interior or exterior of building.
   b. Do not pour cooking grease down sink or floor drains.
   c. Do not overload electrical outlets.
   d. Use fire extinguishers only in an emergency.
   e. Remove all decorations and tape.

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f. Tables and chairs should be wiped off and returned to their proper places.
g. All kitchen facilities cleaned, including refrigerator, sink and counter tops. General cleaning supplies will be provided.
h. Sweep floors (broom/dustpan provided).
i. All trash from inside the pavilion must be bagged, and all trash and boxes must be removed from inside the facility and placed in the containers east of the pavilion near the alley.
j. Access will be granted by a code that will unlock all doors required for the reservation. Access begins at scheduled start time and ends at the scheduled time. If the reservation ends early, renter is responsible for entering the access code to lock all doors. Code to lock the doors is 01111. All exterior doors will need to be checked to ensure they are all locked before leaving the pavilion. Please note that all 3 exterior restroom doors will lock and unlock on a separate schedule and are not the responsibility of the renter. Please refer to the access guide for manual locks for garage door and kitchen service window. In the event there are issues with the locks, please call the WAPD non-emergency number (414)302-8000.

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