



## CORNERSTONE PAVILION USE GUIDELINES

1. Requests for use are accepted on a first come, first served basis for non-profit organizations.
2. To reserve the Cornerstone Pavilion, please call 262.375.9150 for availability.
3. A non-profit organization is defined as any organization with a 501c3 designation.
4. Reservations must be made a minimum of one week in advance.
5. Amplified music (live bands, DJs) requests must be submitted in writing to Cornerstone Community Bank, 2090 Wisconsin Avenue, Grafton, WI, 53024, at least 30 days in advance. Amplified music is limited to three hours in length and not permitted after 9:00 p.m. Groups must vacate the pavilion (including all personal items) no later than 10:00 p.m.
6. Picnic tables, chairs and other tables used must be removed upon event completion.
7. Tents are allowed; however, staked tents are not allowed.
8. Set-up is allowed one hour prior to the time reserved. Cornerstone Community Bank is not responsible for any supplies or equipment brought in.
9. Nails, tacks, staples, Scotch tape, duct tape, thumbtacks, screws or similar fasteners are not to be used on any surfaces. Masking tape is allowed.
10. The Cornerstone Pavilion must be maintained and restored to the same condition as when entered. All supplies, equipment, tape and decorations are to be removed upon event completion.
11. All trash must be placed in the proper trash receptacles behind the Cornerstone Pavilion.
12. Any rental party sponsoring an event which is expected to generate large quantities of refuse must provide adequate trash containers and shall be responsible for removal following the event.
13. Exits must be kept free of any obstructions. Extension cords must be "listed" and not multiplugged.
14. Parking in NON-DESIGNATED areas is prohibited. Parking is restricted to the parking lot only. Loading/unloading of vehicles from grassy areas or sidewalks is prohibited.
15. Reservation Hours: 7:00 a.m. to 10:00 p.m.
16. Use of the Cornerstone Pavilion for private profit-making activities is prohibited. Sales/vending activities are allowed as part of an approved non-profit event (e.g., sales by non-profit group to raise funds for the group's operation).
17. No fires except in grills designated for that purpose. No grills are allowed underneath the Cornerstone Pavilion. Portable fire pits are prohibited.
18. Volume of radios, speakers, etc., must be kept at a moderate level.

### PROHIBITED:

- Smoking
- Alcoholic beverages
- Glass beverage containers
- Animals (except for seeing-eye dogs)
- Skateboards, go carts or mini-bikes
- Firearms or weapons

Date of Reservation: \_\_\_\_\_

Non-Profit Organization \_\_\_\_\_

Telephone # \_\_\_\_\_

eMail: \_\_\_\_\_

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative Name (printed)