



FORT • ATKINSON
PARKS & RECREATION

Fort Atkinson Parks & Recreation Department
PARK SHELTER RESERVATION PERMIT
2019



Date Shelter is reserved For: _____ Type of Event: _____
Name (print): _____ Name of Group (if applicable): _____
Address: _____ Phone: _____
City/State: _____ Zip: _____ Email: _____

SHELTER	LOCATION	PLAY AREA	SEATING FOR APPROX.	HAS ELECTRICITY	KEY REQUIRED	PARK FEES	DEPOSIT FEES
<input type="checkbox"/> ROCK RIVER PAVILLION	1300 Lillian Street	X	150 (inside shelter) 1000 (outside shelter)	X	X	\$100.00	\$20.00
<input type="checkbox"/> THE CLUBHOUSE	400 Sinnissippi Drive		80 (inside shelter) 64 (outside patio)	X	X	\$150.00	\$50.00
<input type="checkbox"/> JONES PARK SHELTER	615 Janesville Ave	X	90-130	X	X	\$35.00	\$20.00
<input type="checkbox"/> BARRIE PARK	210 Robert Street	X		X	X	\$35.00	\$20.00
<input type="checkbox"/> RALPH PARK LIONS	600 Jefferson, Street	X	150-175	X		\$35.00	
<input type="checkbox"/> RALPH PARK CORNER	600 Jefferson Street	X	150-175	X	X	\$35.00	\$20.00

****Large events will incur additional charges – weddings, corporate picnics, etc. **** **(MAKE CHECKS PAYABLE TO: CITY OF FORT)**

NO YES Will you be putting up a tent or driving any type of stakes into the ground? If yes, you are responsible for obtaining the proper permit and approval. See #10 on the back of this form.
 Will you be roasting a pig at your event? If yes, you are responsible for obtaining the proper instructions. See #11 on the back of this form.

I have fully read this reservation permit (front and back) and I understand and agree to all stipulations.

Signature: _____ Signature: _____
Park Permit Responsible Party Park & Recreation Representative

OFFICE USE ONLY

Park Rent Amount Paid: _____ Check/Cash: _____ Date Paid: _____
Deposit for Keys: _____ Check/Cash: _____ Date Paid: _____
Date Keys May be Picked Up: _____ Key Number: _____ Date Keys Returned: _____

**** As of 1-2-19 you can book your 2020 wedding reservations. Additional charge occurs for early reservation ****

Clubhouse: \$100 reservation fee, additional to Parks & Deposit Fee
Rock River Pavilion: \$50 reservation fee, additional to Parks & Deposit Fee

Fort Atkinson Parks and Recreation Department
PARK SHELTER RESERVATION POLICIES

1. **FEES:** All fees must be paid in advance. There is a fee for rental of a shelter and a security deposit. Fees are due within 30 days of your reservation. You may change shelters or the date prior to your event depending on availability. All shelter reservations are taken on a first-come, first-serve basis.
2. **PARK HOURS:** City parks are open 7 days a week. NO overnight camping is allowed in the city parks. Park shelters are reserved from **9:00 a.m. - 10:00 p.m.**
3. **ON THE DAY OF YOUR EVENT:** It is your responsibility to take this reservation permit with you to the park on the day of your event. The office reserves one event a day per shelter. If someone is using the facility when you arrive, politely tell them that you have it reserved, show them this form and ask them to leave. If they refuse to leave, notify the **Police Department at 563-7777** immediately.
4. **KEYS:** If keys are required for your shelter, we ask that you pick them up 1-2 business days before your event and return them to the Parks & Recreation Office the following business day. You will receive your security deposit then. (The Fort Parks & Recreation reserves the right to withhold the security key deposit if the shelter is not properly cleaned or if there is damage). If you forget to pick up the keys prior to your event and it is after normal business hours (Mon-Fri 8-12 & 1:00-4:30p.m.), see #18 below for directions.
5. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are allowed at your event, as long as you don't sell it. However, if anything is in glass bottles, you are required to remove the glass from the premises or be sure to dispose of it in the recycle bins supplied.
6. **PICNIC TABLES:** There are picnic tables in and around every shelter, and shall not be removed from the park or shelter area.
7. **GRILLING:** Each shelter provides a grill. Any additional grills must be placed outside of the shelter. Grilling is not allowed underneath any shelter. When done grilling, let coals burn down themselves. Do not dispose of hot coals in the dumpsters or garbage bags. Fires may be started or maintained only in areas specifically designated and equipped for outdoor cooking.
8. **FORT AQUATIC CENTER/ROCK RIVER PARK SWIMMING:** All swimmers must pay the daily admission fee prior to entering the pool area. Failure to pay will mean denial of future shelter permits and all admission fees will be assessed to the permit signer. There are one-day discount passes to the Aquatic Center for groups of 20 or more available. Contact the Parks & Recreation Office at 563-7781. Rental of the entire Aquatic Center is also available depending on availability.
9. **DRIVING/PARKING IN CITY PARKS:** There shall be **NO** driving or parking on the grass in our parks. All parking should be in the parking lots. Absolutely no vehicles are allowed on the bridge at Rock River Park. All damages will be assessed to the permit signer.
10. **TENTS/STAKES:** Because of underground electric throughout the parks, anything be driven into the ground requires prior contact with Diggers Hotline: **(800) 242-8511** for line location and with the Fire Department: **563-7795** for a general permit, if applicable. This must be done five days prior to your event.
11. **ROASTING A PIG:** If you will be roasting a pig at the park shelter on the day of your event, you are required to contact the Parks Shop at 563-7789 to schedule an appointment to meet with a Parks employee. The employee will meet you at the shelter to explain where the pig roaster can be placed and let you know what needs to be done in preparation and clean-up of the roaster. This meeting must be done five days prior to your event date.
12. **ELECTRICAL OUTLETS:** All shelters are equipped with electrical boxes or strips. You will need a key (excluding Lions Park Shelter at Ralph Park) to unlock these boxes or strips to access any electricity. Do not overload the electrical outlets (20-amp max. per outlet). If an outlet blows, press the reset button. If a fuse blows, notify the office the next business day.
13. **APPEARANCE:** No changes in the physical appearance of any shelter shall occur, including placing nails, tacks, or staples in the woodwork. Damages will be assessed to the permit signer.
14. **SHELTER CLEAN-UP:** All park shelters should be left as you find them. Neat, clean, and damage free upon the conclusion of your event. Any clean-up and/or repair costs will be assessed to the permit signer. The Clubhouse floors must be mopped and bathrooms cleaned at the conclusion of your event. (Cleaning supplies are supplied and are located in the storage room in the Clubhouse).
15. **GARBAGE:** All paper and rubbish should be put in trash cans. Trash cans with liners are provided and placed around the park shelter area. The trash shall be disposed of in the dumpsters within the park. Any glass bottles must be removed from the premises or placed in recycle bins that are supplied. Do not dispose of hot coals in the dumpsters or garbage bags.
16. **MUSIC/BANDS:** Music is allowed, however, (by City Ordinance 17.03) no person using park facilities shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed.
17. **RESTROOMS:** All park restrooms should be left as you find them. Neat, clean, and damage free upon the conclusion of your event. Any clean-up and/or repair costs will be assessed to the permit signer.
18. **PARKS EMPLOYEE ASSISTANCE:** If you need immediate assistance, contact the Fort Atkinson Police Department at 563-7777. The Police Department will contact a Parks Personnel if needed.
19. **FUTURE RESERVATIONS:** Shelters may be reserved beginning the first business day of the year.
20. **QUESTIONS:** If you have any further questions, please contact the Fort Parks & Recreation Office at 563-7781 during office hours.
(Summer Hours: Mon-Fri 8-12 & 12:30-4:30 p.m.) (Regular Hours: Mon-Fri 8-12 & 1-5 p.m.)