

**City of Oconomowoc**

**Department Parks, Recreation & Forestry**

**PARKS SHELTERS, PICNIC AREAS & FACILITY RENTAL POLICY**

**Eligibility**

City of Oconomowoc residents, City of Oconomowoc non-profit organizations, City of Oconomowoc businesses. Non-resident individuals, organizations and businesses may reserve park facilities for an additional fee (\$50.00 plus tax).

**Available Facilities and Fees**

The following picnic areas and/or shelters are available for reservation at Roosevelt Park, Fowler Park, Riverside Park, and the Band Shell\*. Fees are based upon rental of facilities only and do not include any special preparations, set-up, or use of equipment which is not ordinarily part of that facility.

<b>Site/Facility</b>	<b>Type</b>	<b>Capacity</b>	<b>Elec./Water/Restrooms</b>	<b>Reservation Fee**</b>
Roosevelt Large Picnic Area	Large Picnic Area on Concrete	200	Yes / No / In Park	\$50 plus tax / day
Roosevelt Park	Shelter #3VB	40	Yes/No/In Park	\$100 plus tax/day
Roosevelt Park	Area #1	150	No / No / In Park	\$ 25 plus tax/day
Roosevelt Park	Area #2	150	No / No / In Park	\$25 plus tax/day
Fowler Park	Shelter	80-125	Yes / Yes / Yes	\$100 plus tax/day
Riverside Park	Shelter	40	Yes / Yes / Yes	\$75 plus tax/day
City Beach	Band Shell*	n/a	Yes / No / In Park	\$150 plus tax/day

\*Directors approval required.

\*\*Non Resident Additional Fee = \$50.00 (plus tax)

**Park Hours**

All municipally owned parks within the City shall be closed to all persons between 10:00 p.m. and 5:00 a.m. daily, except Riverside Park, which shall be closed between 9:00 p.m. and 5:00 a.m. daily. (Exception – Approved Temporary Use Permits through the City Parks, Recreation & Forestry Department.)

### **Application Process**

- Applicants must complete a “Recreation Facility Use Application and Agreement” form at least five (5) days in advance of the requested date during regular office hours (8:00 a.m. – 5:00 p.m.). No telephone or email reservations will be accepted.
- Resident reservation requests within a calendar year will be taken on a first-come, first-served basis beginning the first business day following January 1<sup>st</sup> for dates of that year.
- Non-resident requests within a calendar year will be taken on a first-come, first-served basis beginning the first business day following February 1<sup>st</sup> for dates of that year.
- The application is to be completed by an individual 21 years of age or older, who will assume primary responsibility for compliance with park rules during the rental.
- Payment in full is required at the time of application. Reservations are confirmed only after; payment is received and the signed form is on file at the Parks, Recreation & Forestry Department office.
- Picnic reservations are granted by office staff for groups up to 150 people. Applications for 150 people or more or require approval from the Director of Parks, Recreation & Forestry.
- If you'd like to host a special event such as, but not limited to, Runs/Walks, Corporate Events, Festivals, etc... you must complete a special events application at the Parks, Recreation & Forestry Department.

### **Cancellations / Refunds/Transfers**

- Parks and Facility reservations canceled more than two business weeks from said reservation will be refunded the rental fee minus a \$10.00 processing fee.
- Reservations canceled less than two business weeks from said reservation will not be refunded.
- When a refund is issued, the non-resident fee will be refunded in whole.

### **After Hours Contact**

- The Parks, Recreation & Forestry Office is open 8 a.m. to 5 p.m. Monday through Friday. If you need assistance outside of those hours during your rental, please call the Police Department non-emergency number, (262) 567-4401 for assistance.

## **PARK RENTAL CONDITIONS**

### **Alcoholic Beverages**

Intoxicating liquors or fermented malt beverages shall not be consumed upon the premises of any city park after 10:00 p.m. (park closed). The sale of alcoholic beverages is prohibited, unless approved by the Common Council through a Temporary Class "B" Retailers License which must be obtained through the City Clerk's office and applied for at least 30 days prior to the event. Glass containers are not allowed.

This restriction shall not apply to Roosevelt or Champion Fields or to any other City-owned property if under lease for commercial purposes where the operation of lessee's business normally includes the sale of intoxicating liquor and fermented malt beverages. This exception shall not be effective after 10:00 p.m. as to leased property.

### **Litter / Refuse**

The applicant and / or group will be responsible for any and all damage to parks grounds or facilities. Any litter or refuse generated by the group and activity must be collected and disposed of in appropriate trash receptacles. The Parks, Recreation & Forestry Department may assess a fee for damages or additional cleaning if the area is not returned to original condition and reserves the right to deny future applications if these conditions are not met.

### **Other Responsibilities**

Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the activity unless written permission has been granted for storage.

Items such as soda, beer, food, etc., purchased from dealers, must not be delivered to rented facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless someone is there to receive said items.

### **General Conditions**

- No dogs allowed in park shelters. Dogs must be kept on paved walking paths only.
- No feeding waterfowl.
- Shelters have additional regulations posted at the shelters.
- Grills are available at Riverside Park, Fowler Park and Roosevelt Park only. Personal grills are not allowed in any park facilities unless approved by the Parks & Recreation Board.
- Staking of any kind into the ground in city parks is prohibited. Items that may generally require stakes such as volleyball nets or pop-up tents must be weighted.

### **Parking**

Parking is permitted in designated parking areas only. Parking on the grass and access path is prohibited. Citations will be issued.

Roosevelt Park: Please note that the lock on the gate will be unlocked. If necessary, you may drive on the access path to the large picnic area to drop off supplies or it may be used to drop off individuals who cannot walk to your reserved location. Vehicles must be returned to the parking lot immediately after dropping off supplies.

*Adopted by the Parks & Recreation Board December 2010, amended February 2012.*