



# Application for Rental of Park Shelters/Equipment

Wisconsin Rapids Parks & Recreation Department

444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780 / (715) 421-8240

Web: [parks.wirapids.org](http://parks.wirapids.org) / Email: [parksdepartment@wirapids.org](mailto:parksdepartment@wirapids.org)

Park reservations may be made one year in advance, and are on a first-come, first-served basis. Payment must be made at the time reservation is made (cash, check or credit card). The rental season for all shelters starts approximately the second weekend of May until the second weekend of October, weather permitting. **If your event is open to the public you may be required to complete a special events application or obtain other licenses. Please see City Clerk.**

Group Name: \_\_\_\_\_ Estimated # of People Attending Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Person Responsible for the Group Above: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Phone (Day of Rental): \_\_\_\_\_

City park hours are 8 a.m. until 11 p.m. Park must be vacated by 11 p.m. The removal of all equipment, structures, and materials for your event must occur prior to park closure on your day of rental. Please note that we cannot guarantee condition of open shelters as they are not secured and may be used without the City's knowledge.

Circuits are 20 amp and high-draw items (crock pots, Nescos, etc.) may trip the breaker. If it is necessary for our staff to reset the breaker, **you may be charged a fee.** On weekends or after Parks Department hours, call the Police Department's non-emergency number, (715) 423-4444, press #2, and they will reach Parks Department staff. If you leave a message at the Parks Department on a weekend, your message will not be received until Monday morning.

## Park Shelter or Equipment to be Reserved:

Park Staff Only:  Approved  Denied

**Helen's House** (Wisconsin Rapids Municipal Zoo, 1921 Gaynor Avenue) \$150 rental fee + \$100 key/security deposit. Enclosed shelter; holds approximately 50 – 60 people. Air conditioning, kitchen with refrigerator, sink with hot and cold water (no stove), counters with plug-ins; pass-through window; tables (eight 8-foot tables, two 6-foot tables, 60 chairs); restrooms. Temperature and fans will be set by staff, based on predicted outside temperature, and may not be adjusted.

**Robinson Park** (1150 17th Street North) \$100 rental fee (+ \$100 key/security deposit if band shell needed). Large open shelter; holds approximately 200 people. Power switch box in shelter house (no key necessary); water faucet; fireplace. Surrounding park area includes band shell, ball diamonds, play equipment, park pong, disc golf, horseshoe pits, volleyball court, and restrooms. **Please note:** lights automatically turn off at 11:15 p.m. Please note that restrooms have automatic locks that open between 8 a.m.-11 p.m. Doors shall NOT be propped open before/after hours.

**Sand Lot Park** (453 Goodnow Avenue) \$100 rental cost + \$100 key/security deposit. Open shelter; holds approximately 75-100 people. Enclosed kitchen with refrigerator, sink with hot and cold water, counters with plug-ins; pass-through window; picnic tables; power (no key necessary); outdoor water faucet; and restrooms. No fireplace. Surrounding park area includes play equipment, ball diamonds, volleyball courts, horseshoe pits, and basketball court.

Rental permission is only for the shelter areas at the above parks. The other areas of the park will be open to the public. However, if you wish to reserve additional areas of the park, please indicate what areas and for what reason those areas will be used: \_\_\_\_\_

**Please note that requests for additional areas may not always be honored, and require at least 7 business days advance notice. Robinson Park ball diamonds have primary use tenants, therefore those fields may not be available.**

**Trash (50 gallon)/Recyclable Carts** \$2 each, if you pick up. (Delivery charge for 1-15 barrels is \$55.) Per ordinance, recycling is required. (For each trash barrel rented, a recyclable cart must be rented.)

# Trash Carts \_\_\_\_\_ / Cost \$ \_\_\_\_\_ # Recyclable Carts \_\_\_\_\_ / Cost \$ \_\_\_\_\_ Delivery Needed?  Yes  No  
Total Cost: \$ \_\_\_\_\_ Address for delivery (if different from above): \_\_\_\_\_

\* For Picnic Tables and Benches – please contact the Heart of Wisconsin Chamber of Commerce at (715) 423-1830. \*

### Pets/Weapons/Smoking/Fires/Noise Ordinance

No pets are allowed in City park shelters and picnic/playground areas. No weapons are allowed in any City buildings, whether concealed or not. No smoking is allowed in any City buildings. No fires are allowed except in authorized fireplaces or on portable heating or cooking stoves. While using the park, keep in mind it is a violation of City Ordinance 25 to exceed 55 dB of sound at the property line. If you intend to use sound amplification (band, speakers), you may be required to obtain a variance to the noise ordinance. Please see the City Clerk.

### Checklist for Clean-Up/Garbage/Recycling

The facility must be left in a clean and orderly condition. Facility must be cleaned and emptied the day of your rental. If facility is left in an unacceptable condition, you will forfeit the \$100 deposit and be charged the balance of the actual costs needed to return facility to its original state. **Please note that no glass beverage containers are allowed in parks.**

1. Put garbage in waste receptacles outside (renter must supply additional bags; most are 56 gallon).
2. Recycling must be separated from trash and placed in the appropriate cart (renter must supply additional clear bags).  
**Please Note:** For Robinson Park and Sand Lot, please place cart 3 feet from dumpster. For Helen's House, place recyclable cart by receptacle near entrance gate.
3. Sweep out the shelter (broom may be available).
4. If kitchen was used, please wipe down counters. (Renter must provide toweling, spray cleaners, etc.) Wipe out the refrigerator and wipe down all tables.
5. Remove everything you have brought in, including all decorations.
6. Bathrooms should be unlocked and left that way. Be sure all other doors to the shelter or kitchen are locked.

**Unsafe Conditions/Vandalism/Damage:** Report any unsafe conditions, damage, vandalism or other issues to the Parks & Recreation Department during regular business hours, (715) 421-8240. On weekends or after hours, call the Police Department's non-emergency number, (715) 423-4444, and press #2.

**Parking** is only permitted in designated parking areas that have paved or gravel surfaces. Parking is not permitted on grass, in landscaped areas, or under tree canopies. Vehicular access to picnic shelters and other rented facilities is allowed only for the purpose of loading and unloading.

**Keys/Deposit:** Keys will be picked up and returned to the Parks & Recreation Department between the hours of 8 a.m.– Noon and 1–4:30 p.m. Monday–Friday. **A \$100 CASH key/cleaning security deposit is required when keys are picked up.** Keys must be returned to the Parks & Recreation Department on the next regular workday. If everything is left in good order, your security deposit will be returned upon return of the keys.

**Cancellations:** Refund of rental fee will be made ONLY if cancellation is received at least ten (10) days or more prior to your reservation date. If cancelled with less than ten days' notice, no refund will be given.

### **Please retain your copy of this form and have it with you on the day of your park rental.**

In consideration of the permission granted by the City to use its property/facilities for the specific activity or activities identified and for other valuable consideration provided or required to be provided, the applicant agrees as follows:

I have read the above rules and understand them. I am an authorized representative of the above organization (if any), and I certify that the above statements are true. I understand that I am responsible for my group complying with these rules. I understand that my group has been given permission to use the facility above, subject to the terms of this application and other City ordinances.

It is fully understood and agreed that the group guarantees to hold the City harmless against any and all suits, claims or actions of any manner which might arise as the result of any activities. The group agrees to defend the City and indemnify it against any and all expenses incurred in the defense of any suit, claim of any type arising out of the activity or any damages, judgments or decrees which might be awarded against the City in the event that suit should be brought as a result of the activities.

I, individually and on behalf of the group, agree to make payments to the City for any damages done to the park/facility used by the group. I also agree to clean the park facility following the event as to return it to the same condition as it was prior to the event. In the event the group fails to return the park/facility to the above condition, it shall forfeit any deposit herein, and shall pay for any additional expense in bringing the facility back to that condition.

**\*PLEASE NOTE: Your reserved shelter is available to you ONLY on the day of your reservation!  
Entering shelter prior to the day of your reservation may result in loss of your deposit.\***

Your Signature \_\_\_\_\_ Date \_\_\_\_\_