



# Application for Rental of Park Shelters/Equipment

Wisconsin Rapids Parks & Recreation Department

220 3<sup>rd</sup> Avenue South, Suite 3, Wisconsin Rapids, WI 54495 / (715) 421-8240

Web: [wirapids.org/parks-recreation.html](http://wirapids.org/parks-recreation.html) / 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 starts approximately the second weekend of May until the second weekend of October, weather permitting. The Rapids Room at Witter Park is available year-round.

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): \_\_\_\_\_

## Park Shelter 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, volleyball court, and restrooms. **Please note:** lights automatically turn off at 11:15 p.m. Please note that restrooms have automatic locks and will 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 utilize 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 and Sand Lot ball diamonds have primary use tenants, therefore those fields may not be available.**

**Witter Park Aquatics Center Shelters (681 Chestnut Street)** Surrounding park area includes play equipment, with seasonal amenities (aquatics center or skating pond). **Pool passes are not included with rentals unless party package is purchased.**

**Aquatics Rapids Room** Resident rental: \$150 + \$100 key/security deposit; Non-Resident rental: \$250 + \$100 key/security deposit. Enclosed shelter; holds approximately 75 people. Kitchen with refrigerator, microwave, sink, serving window, counter space, eight 8' tables. (Party Packages are available!)

**Aquatics Open Shelter** (Park and enter from Apple Street) Rental: \$100 Covered shelter; holds approximately 60–70 people. Electrical outlets; eight 8' tables. (Party Packages are available!)

**Aquatics Family Area Shelter** (inside pool area) Rental: \$80 Covered shelter; holds approximately 35–40 people. Six 6' tables. (Party Packages are available!)



# Application for Rental of Park Shelters/Equipment

Wisconsin Rapids Parks & Recreation Department

220 3<sup>rd</sup> Avenue South, Suite 3, Wisconsin Rapids, WI 54495 / (715) 421-8240

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

## Additional Park Equipment to be Reserved:

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

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

## Park Rental Information and Applicable Ordinances

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. Decorating, setup, caterers, DJ and cleanup must all be completed within your rental time. 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.

### Pets/Weapons/Fires/Noise Ordinance

No pets are allowed in any City park shelters and on any of the above park grounds or in any picnic/playground areas. No weapons are allowed in any City buildings, whether concealed or not. 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.

Smoking/Tobacco Products/Vaping are prohibited in ALL Wisconsin Rapids Parks and City buildings. Wisconsin Rapids Ordinance 25.35.

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

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.
2. Recycling must be separated from trash and placed in the appropriate cart  
**Please Note:** For Robinson Park, please place carts 3 feet from dumpster. For Sand Lot Park, place bagged garbage and recycling in proper garbage/recycling cart. For Helen's House, place garbage and recyclable carts by receptacle near entrance gate.
3. Sweep out the shelter.
4. If kitchen was used, please wipe down counters. Wipe out the refrigerator and wipe down all tables.
5. Remove everything you have brought in, including all decorations. Please note that no nails or tacks may be used to hang decorations. Use of confetti or any confetti-type of material is prohibited. Smoke/fog/mist machines are not allowed.
6. Bathrooms should be unlocked and left that way. Ensure all other doors to the shelter or kitchen are locked. For Rapids Room – the lighted red bathroom switch must be turned OFF before you leave.

Unsafe Conditions/Vandalism/Damage: Report any unsafe conditions, damage, vandalism or other issues to the Parks & Recreation Department during regular business hours, Monday-Friday, 8 a.m.-4:30 p.m., (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.



# Application for Rental of Park Shelters/Equipment

Wisconsin Rapids Parks & Recreation Department

220 3<sup>rd</sup> Avenue South, Suite 3, Wisconsin Rapids, WI 54495 / (715) 421-8240

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

**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 business day. If the shelter is left in good order, your security deposit will be returned upon your 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.

**Special Events:** If your event is open to the public or you plan to sell items, you may be required to complete a special events application or obtain other licenses. You may not sell alcoholic beverages at a private event, or sell give away alcohol beverages at an event open to the public, unless you have a liquor license. Only special groups qualify for such a license, and a special events application may also be required. Please contact the City Clerk's Office at (715) 421-8200.

**Non-Profit Rentals of Park Shelters** You may qualify for a no-cost rental if you have proof of 501(c)3 status and your event is NOT a fundraiser. **Policy for Non-Profit Rentals (May 2014):** Weekday rentals only; no discounts or free rentals on weekends (Friday, Saturday, Sunday). Paid reservations will take priority. No charge if non-profit requested and shelter is available. Key deposit still is required. One event per group, per year, for non-fundraising events with 501(c)3 status. City-approved special events take precedence.

**Please retain your copy of this form and have it with you on the day of your park rental. Review information in this application carefully; updated April 2023.**

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 \_\_\_\_\_