

2026 FACILITY RESERVATION POLICIES

Revised 10/20/25

PARK RESERVATIONS :

WHEN:	Requests for shelter reservations begin at 8:00 am on the first working day in January of each year on a first-come, first-served basis. Shelters are available for reservations from May 1 to October 15.
EARLY RESERVATIONS:	All new early reservations, except for Gazebo weddings, must be approved by the Park, Recreation, and Forestry Commission. Approval for an early park reservations will occur every 5 years beginning in 2025. Early Park Reservation status is considered for a group who is holding an event that is open to the public on the same annual date. A letter is sent to each approved group in November. By the date designated in the letter, the group is to return the early registration form to indicate which dates/facilities are desired. Park reservation and additional fees are due at the time of submission. If additional equipment or services are needed, they will be billed at the time of the event, or after the event when there is a special event permit. Each group is to coordinate with staff to formalize arrangements 30 days before the event. Any groups who do not hold their annual event will forfeit their dates and early park reservation status.
OTHER PARK RESERVATIONS:	Parks not listed on the Park Reservation Application form may be reserved. If the park contains a shelter or gazebo the rate on the Application form applies. If the park does not contain a shelter, the lowest listed reservation rate on the Application form will apply, in accordance with the day of the week and resident status. Wedding reservations are accepted for the Riverside Park Island Gazebo and other locations. Parks are open to the public regardless of obtaining a Park Rental Application, besides the specific shelter listed on the Application, or if the entire park was reserved.
FEES:	All reservations should be paid at the time of making the reservations.
NON RESIDENT:	Any person or organization located outside the city limits are considered non-residents and charged appropriately according to the current Fee Schedule.
EXTRA EQUIP:	Extra equipment may be available for rent. See the current Fee Schedule for availability and fees.
DRIVING/PARKING:	No vehicles are allowed on restricted park or grass areas without a permit from the Department. All rentals must obtain a free driving/parking permit if vehicles will be driven or parked on park grounds. The permit authorizes a single vehicle and names a responsible person, who is responsible for the safe operation of the vehicle while on park grounds. The vehicle will be accompanied by a walking escort at all times with driving and, if necessary, will take care to park the vehicle so that it does not obstruct

activities occurring on park grounds. Only one permit is required for a public event in which multiple vehicles will be driven or parked on park grounds. The authorized person will be liable and responsible for all vehicles and associated damages for a public event. A copy of the permit will be retained by the Department. A copy will also be prominently displayed on the vehicle or with the authorized person at all times the vehicle(s) are operating or parked on park grounds other than public streets or parking areas.

TENT/INFLATABLES:

Any groups planning on using large tents must get approval from the Parks Director as to the size and location of the tent. If any stakes are needed to secure the tent, the Department will contact Digger's Hotline at least five (5) days prior to the event. Tents under 10'x10' do not fall under this category. One-time \$25 per rental/event as an administrative cost for contacting a locating service provider to mark the park property.

WATER ACCESS:

If water access is requested during a park rental, a water access form is required. The department will contact the water department for a temporary meter. Requests must be made at least one week in advance. Fees apply.

FIELD RESERVE:

Fields and diamonds may only be reserved with a park shelter if the entire park is reserved and paid for. **Reservations for the Riverside softball diamonds will not be accepted until April 1.**

SMOKING:

No person may smoke in or at any prohibited place or location. Prohibited place: within 25 feet of the following public park and recreation areas, except as specified by agreement or special event permit between the City and a private entity: Playgrounds; Enclosed, open-air and temporary structures Sports fields, courts, and complexes; Picnic areas; Disc golf courses; Piers/kayak launches; Community gardens; Dog-walk areas; Heating and air-conditioning intakes or vents; Swimming pools and water features; Stages, performance areas and permanent and temporary event seating, per 410-56 Smoking in prohibited places.

**CONCESSIONS
IN PARKS:**

Sale of merchandise without a concession permit prohibited. No person, firm, corporation or association shall sell or give away any merchandise of any kind in any park or playground without a concession permit, per section 398-20 Concession permits in parks.

Application for permit. Each person, firm or corporation desiring to apply for a permit as a concessionaire to sell or give away merchandise in any park or playground shall file an application with the Director of the Park, Recreation and Forestry Department on a form approved and provided by the Director.

Fees. Each concessionaire shall pay a fee. The concessionaire's fee for any concessionaire will be published in the Fees and Charges Policy held by the Parks, Recreation, and Forestry Department.

RESERVATION INFORMATION

Shelters:

- The person signing the park reservation form is responsible and held liable for the group's actions. This includes any injuries and all park and/or facility damage.
- **Bandshell** – ~~Must get permission~~ **Permission required from the Parks, Recreation, and Forestry Director.**
- **You are renting the shelter ONLY. Anything needed outside this shelter rental requires permission from the Parks, Recreation, and Forestry Director.** ~~will need to get permission from the Park Director.~~ **If permission is not obtained, you will be responsible for any outstanding fees.**
- The shelter is expected to be left in the same condition the renter found it. If you are aware there may be a maintenance problem such as heavy trash accumulation during your event, please contact the Park & Rec. office prior to your event.
- The Parks & Recreation Department may impose additional fees and restrict future use for any excessive cleaning beyond our normal cleaning timeframe. An additional fee for excessive cleaning - \$100/hour with 2-hour minimum charge. **Confetti is prohibited.**
- **Keys** - Can be picked up from the Police Department on the day of your reservation. Take yellow form with you to Police Dept. A \$20.00 deposit is required for any key pickup and will be refunded when the key is returned. **Keys are needed with a driving permit, Upper Pavilion Kitchen, and Lower Pavilion/Dance Floor rentals.**
- **Electrical** – To prevent an overload, please do not plug in more than one appliance per outlet box.
- **Prohibited** – Pets and glass are not permitted in the parks. **Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited. No person may smoke in or at any prohibited place or location - within 25 feet of the following public park and recreation areas, except as specified by agreement or special event permit between the City and a private entity: Playgrounds; Enclosed, open-air and temporary structures, Sports fields, courts, and complexes; Picnic areas; Disc golf courses; Piers/kayak launches; Community gardens; Dog-walk areas; Heating and air-conditioning intakes or vents; Swimming pools and water features; Stages, performance areas and permanent and temporary event seating.**
- **Indemnity** - The special event license application shall contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a license for a special event." No license may be issued unless the applicant has agreed to the terms of this statement on the written application. (428-7 Special Events Code).
- Must comply with Chap. 398 as well as any state or federal law.

Park/Shelter Hours:

- Parks are open to the public from 5:00 am to 11:00 pm. **Playgrounds and restrooms open April 15-October 15.**
- Shelters are available for rental from May 1-October 15. Shelter rental times are between the hours of 8:00 am – 10:30 pm. Shelters must be cleaned and vacated by 11:00 pm.

Permits:

- **Special Event** – If you are having an event which includes alcohol, a road closure, or a significant amount of attendees (~~200+ public event, 300+ private event~~), a special event permit may be needed. Contact City Hall for more information.
- **Music** – All amplified music requires a permit for any sound system with speakers. No music after 10:00 pm. Cost - \$30.00
- **Driving/Parking** – No vehicles are allowed on restricted park or grass areas without a permit from the Parks & Recreation Department.
- **Tents/Inflatables** – If you would like to put a tent up on park property in addition to a park shelter rental, approval is required for location of tent. Cost - \$25.00
- **Water Access** - If water access is requested during a park rental, a water access form is required. The department will contact the water department for a temporary meter. **Requests must be made at least one week in advance.** Cost - \$100 deposit, \$20 non-refundable rental fee, and additional usage fees.

- **Concession in Parks** – Permits are issued for merchant concessionaire, non-intoxicating beverage concessionaire, and intoxicating beverage concessionaire. No food, drink, or other concessions may be sold within a park without a permit, unless a Special Event permit is issued. A **Malt Beverage License** must be obtained from the City Clerk's office if there are plans to sell any alcoholic beverages.
- **Insurance** - Each applicant for a special event license that includes alcohol, more than 200 people per day or involves a road closure shall furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors, and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate. [Amended 7-6-2021 by Ord. No. 21-26]

Additional rental items are available on a first-come, first-served basis and subject to availability. See the current fee schedule for options and fees.

Refunds:

- Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.)

Non-Emergency:

- If you have a non-emergency issue, please call the Police Department's non-emergency number at 920-261-6660. The department has maintenance personnel scheduled from 7:00 am – 3:30 pm all summer weekends and holidays.

WEDDINGS:

RESERVATIONS:	Reservations are accepted for the current year and for (1) one calendar year in advance. The reservation fees are to be paid at the time of reservation.
DECORATIONS:	Decorations are permitted. Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited. It is the responsibility of the renting party to clean up the wedding area.
DANCE FLOOR USE:	The Dance Floor must be rented in combination with the Lower Pavilion, unless otherwise approved. Such approval will only be granted if it can be determined that no conflict exists with the Upper Pavilion. Equipment, such as tables & chairs, that are moved from either facility must be returned to their original location.

BANDSHELL:

WEEKEND & HOLIDAY:	Weekend and Holiday reservations will only be accepted in combination with rental of the Lower Pavilion and Dance Floor.
WEEKDAY:	Weekday reservations may be made without reserving the Dance Floor and Lower Pavilion if neither of these facilities has been rented.
APPROVAL:	The Director must approve all bandshell rentals.
PERMITS:	An Amplified Music Permit must be completed for all outside amplified

music in the parks. No music after 10:00 pm.

FIELD RESERVATIONS:

- DIAMONDS: Reservation **requests** can be made beginning January 1 and throughout the year, dependent on Park & Rec programs and scheduled tournaments. Facility Use Agreements are required and fees in accordance with the current fee schedule.
- SOCCER/FOOTBALL: Reservation **requests** can be made beginning January 1 and throughout the year, dependent on Park & Rec programs and scheduled games. Facility Use Agreements are required and fees in accordance with the current fee schedule.

FACILITY INFORMATION:

- PLAYGROUNDS: All playground equipment will be closed during the winter months when the resilient surfacing has the potential to freeze and create a safety hazard. Playgrounds will be opened and made ready for play shortly after the resilient surfacing is no longer frozen. Open April 15-October 15 of each year.
- RESTROOMS: Open April 15-October 15 of each year from 7am-9pm daily.

AQUATIC CENTER:

- RESERVATIONS: Reservations may be made at the Park & Rec office during regular hours of operation. The facility is available for rent/parties during regular hours of operation of the Aquatic Center throughout the week during the summer season. Reservations must be made 2 weeks prior to the anticipated rental date.
- FEES: Fees are to be paid at the time of reservation.
- TO CANCEL: Cancellations are to be made at least 14 days prior to the rental date to receive a refund. Refunds will not be given due to weather if the Aquatic Center remains open. If the Aquatic Center closes due to weather, reservations may be rescheduled for an alternate date.

INDOOR POOL:

- RESERVATIONS: All reservations are to be made through the **Park & Rec Office**.

SENIOR & COMMUNITY CENTER:

- RESERVATIONS: All reservations are to be made through the Senior & Community Center in accordance with the Senior & Community Center policies and application.