THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

FACILITY RESERVATION POLICIES

Revised 9/21/26

PARK RESERVATIONS :

WHEN:

Requests for park shelter reservations for city residents begin at 8:00 am on the first working day in January of each year on a first-come, first-served basis. Reservation requests will be accepted online and at the Parks, Recreation, and Forestry Office.

Non-city resident shelter reservations open on the first business day of the week following the first working day of January each year.

Shelters are available for reservations from May 1-October 15 annually. Shelter rental times are between the hours of 8:00 am – 10:30 pm. Shelters must be cleaned and vacated by 11:00 pm.

Parks are open to the public from 5:00 am to 11:00 pm.

EARLY RESERVATIONS:

All new early reservations 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.

If Early Park Reservation forms and payment are not returned to the Parks, Recreation, and Forestry Department by the designated December deadline each year, the requested event date will be released for public reservation beginning the first working day in January.

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 Fannie P. Lewis Park ~~other locations~~ up to one year in advance.

City parks remain open to the public during standard hours. A park rental grants exclusive use of the reserved facility only, unless a permit is explicitly issued for the entire park. ~~Parks are open to the public regardless of obtaining a Park Rental Application, besides the specific shelter listed on the Application.~~

Green spaces, parking lots, trails and other common park areas are intended for shared public use and are available on a first-come, first-served basis. Individuals and groups may use these common areas without a reservation provided they do not interfere with public access. A reservation or special event permit is required for activities conducted for profit or for any event requesting exclusive use of all or a portion of a city common area.

FEES: All reservations must ~~should~~ be paid at the time of making the reservations in accordance with the current Park Reservation Application.

NON-RESIDENT FEES: Any person or organization located outside the city limits are considered non-residents and charged ~~appropriately~~ according to the ~~current~~ Fee Schedule.

SECURITY DEPOSITS: Security deposits are required for all rentals at the following shelters: Upper Pavilion, Lower Pavilion/Dance Floor, Lower Pavilion/Dance Floor/Bandshell. Resident and non-resident rates apply.

PARK USE:

ADVERTISING/BANNERS: No form of advertising may be ~~sold to be~~ hung, staked, displayed, etc. on the premises of any diamond, field, court, complex, shelter, restroom, fence, etc. without permission from the Department through a Banner Permit.

AMPLIFIED MUSIC: Any sound system utilizing speakers or amplification requires an approved permit and fee prior to the event. All music and amplified sound must cease by 10:00 PM.

BONFIRES: Bonfires are prohibited in all city parks**.** Any exception requires prior approval through the Park, Recreation, and Forestry Department and Fire Department.

CLEANING: The shelter is expected to be left in the same condition the renter found it. If the renter is aware there may be ~~a maintenance problem~~ any special considerations, such as heavy trash accumulation during their event, they must contact the Parks, Recreation, and Forestry office prior to the event.

The Parks, Recreation, and Forestry Department may impose additional fees, based on the fee schedule, and restrict future use for any excessive cleaning beyond their normal cleaning timeframe. ~~The additional fee for excessive cleaning is $100/hour with 2-hour minimum charge.~~

CONCESSIONS IN PARKS: Sale of merchandise in city parks without a concession permit is 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 ordinance 398-20 ~~Concession permits in parks~~.

~~Application for permit.~~ Each person, firm, corporation, or association 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 Fee Schedule ~~and Charges Policy held by the Parks, Recreation, and Forestry Department.~~

Food trucks are permitted in city parks. Food trucks operating within a park must obtain the required driving permit before accessing park property. A concession permit is required when food or beverages are sold to the public for profit. Food trucks serving only a private event (e.g., a reserved picnic, shelter rental, or private gathering) are exempt from the concession permit

requirement but must comply with all other applicable city regulations, including any required driving permit. All food trucks must also comply with applicable local, state, and county public health regulations, including all required health department licensing, permitting, and food safety requirements.

DRIVING/PARKING: No vehicles are allowed in parks without a permit from the Parks, Recreation, and Forestry 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, and must be posted on the dashboard of each vehicle. The vehicle must ~~will~~ be accompanied by a walking escort at all times while driving. If necessary, ~~will take care to~~ park the vehicle so that it does not obstruct activities occurring on park grounds. One permit is included with each reservation; additional permits (up to 5) are available for a fee.

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.

The renter may charge for specific tournament or event parking only at Brandt-Quirk Park provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking. Renters must not use vehicles, barricades, or other obstructions that block or restrict traffic flow. All access points must remain open and passable, and any temporary setup must be easily movable to allow immediate access for emergency vehicles. All participants and spectators are to abide by the parking laws. Parking on grass is prohibited

If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required as well as permission from the Director of Parks, Recreation, and Forestry.

ELECTRICAL ACCESS: Electrical box hookups are strictly limited to approved vendors and renters. Access is available exclusively at the Bentzin Family Town Square. A one-time fee per rental/event is required.

To prevent overload, more than one appliance per outlet box in parks and shelters is prohibited.

EXTRA EQUIPMENT: Extra equipment may be available for rent. See the ~~current~~ Fee Schedule for availability and fees.

FIELD RESERVATIONS: Fields and diamonds may only be reserved with a park shelter if the entire park is reserved and paid for. Parks, Recreation, and Forestry Director approval required.

KEYS: ~~Can~~ Must be picked up from the Police Department any time on the day of the reservation, with a copy of the reservation form. ~~Take yellow form with you to Police Dept.~~ A $20.00 cash deposit is required for any key pickup and will be refunded when the key is returned. Keys are needed with a driving permit (to access chain/padlocked areas), Upper Pavilion Kitchen, and Lower Pavilion/Dance Floor rentals.

MERIDIAN BARRIERS: Unless otherwise approved by the Parks, Recreation, and Forestry

Commission and the Public Safety & Welfare Committee, Meridian barriers may be required for events and reservations at the Bentzin Family Town Square. When Meridian barriers are required, the applicable barrier fee will be charged to the reservation.

PLAYGROUNDS: Playgrounds are open annually from April 15-October 15. All playgrounds ~~equipment~~ will be closed annually during the winter months, beginning October 15, 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, or by April 15 of each year.

PROHIBITED USE: Pets and glass are not permitted in ~~the~~ city 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.

REFUNDS: Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds, including any additional costs, 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.)~~

RESTROOMS: Open April 15-October 15 of each year from 7am-9pm daily.

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 ordinance 410-56 ~~Smoking in prohibited places.~~

SPECIAL EVENTS: If an event ~~includes alcohol,~~ requires a road closure or exclusive use of all or part of City-owned facilities ~~or a significant amount of attendees (200+ public event, 300+ private event),~~ a special event permit may be required. The City Clerk's Office ~~Hall~~ should be contacted ~~for~~ for more information.

All special events are subject to extraordinary charges for city equipment, staffing, and services rendered. Event organizers are responsible for securing all applicable permits and completing all required application forms prior to the event date.

TENT/INFLATABLES: Any groups planning on using large tents must get approval from the Parks, ~~Director~~ Recreation, and Forestry Department 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.~~ A ~~one-time~~ ~~$25~~ fee per rental/event administrative cost for contacting a locating service provider to mark the park property is required.

WATER ACCESS: If water access is requested during a park rental the Parks, Recreation, and Forestry Department will contact the Water Department to install a temporary meter. Requests must be made at least 14 days in advance. A refundable deposit, non-refundable fee, and usage fees based on the current metered rate apply. Cancellations must be made at least 14 days prior to the reservation to receive a refund. ~~No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (e.g. extra table delivery, etc.)~~

Requests to have the interactive water feature turned on or off for an event or reservation at the Bentzin Family Town Square must be submitted with the reservation application. A service fee for interactive water feature on/off requests will apply. Requests are subject to staff availability and operational considerations. The Parks, Recreation, and Forestry Department reserves the right to determine whether the interactive water feature can be operated based on weather, maintenance, safety, or other facility needs.

VENDOR FAIR: If a vendor fair is to be held within a park, a vendor fair fee is required to be paid to the Parks, Recreation, and Forestry Department. Coordinators are allowed to collect fees from vendors.

REMOVED PARK RESERVATION INFORMATION AND INCLUDED POLICIES ABOVE. ALL PARK RESERVATION INFORMATION IS INCLUDED ON PARK RESERVATION APPLICATION.

~~RESERVATION INFORMATION~~ OTHER FACILITIES:

~~Shelters:~~

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 back to its original state.

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~~ the first business day

in January 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. **Reservations for the Riverside softball diamonds will not be accepted until April 1 of each year.**

SOCCER/FOOTBALL: Reservation requests can be made beginning ~~January 1~~ the first business day in January 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 annually during the winter months, beginning October 15, 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, or by April 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 Parks, Recreation, and Forestry 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 must be paid at the time of reservation.

TO CANCEL: Cancellations must 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 Parks, Recreation, and Forestry 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.