

CITY OF DODGEVILLE PARK & RECREATION DEPARTMENT

PARK SHELTER RESERVATION POLICY

Park Shelters are available for private group use on a rental basis by residents, civic groups, commercial groups and non-resident groups, as scheduled by the Parks Department. The policies that follow are needed to insure the proper use and control of the shelters and facilities so that all people may equally enjoy them. You are responsible for reviewing all the information provided, including the City Park ordinance that is located at www.cityofdodgeville.com.

RESERVATION PROCEDURE

Requests for private use of Park Shelters should be directed to the City of Dodgeville Clerk's Office at 608-930-5228. Reservations will occur on a first come, first serve basis and can be made the first working day in January for the calendar year. An official reservation form accompanied by the full rental fee must be submitted to schedule a reservation. Reservations are \$50 and can be made over the phone to the Clerk's Office. Reservations made by phone can be paid with a credit card. If sending a check, payment must be received within five (5) days. Reservation inquiries may be made by contacting Clerk's Office or by e-mail at cityclerktreas@ci.dodgeville.wi.us. You may also get the application form and view Parks calendar at www.cityofdodgeville.com. The best time to reach someone in the Clerk's Office is Monday – Friday, 8:00 a.m. – 4:30 p.m. You may pay your rental fee via check or cash free of charge OR via credit card through www.GOVPAYNOW.com using PLC#6710 for a fee.

RENTAL/RESERVATION RECEIPT

A rental/reservation receipt will be provided to you to confirm your rental/reservation approximately one week prior to your rental/reservation date. The “contact person” listed on the official reservation form must coincide with that person's proper address, must be a minimum of 21 years of age, and is solely responsible for supervision of the rental/reservation. If discrepancies are discovered, the City of Dodgeville reserves the right to deny your request. Receipt holders will not assign, transfer, or sublet to others the use of the facilities.

GROUP SIZE

The maximum capacity allowed for a rental/reservation group is 75 people. This includes the outside/surrounding areas of any shelters. Please plan accordingly in regards to your group size and possible weather conditions. Youth groups shall be chaperoned on a ratio of one adult for each ten (10) or fewer youth under the age of 18.

RENTAL/RESERVATION HOURS OF USE

The hours available for the rental/reservation of the Shelters are:

10:00 a.m. – 11:00 p.m., seven days a week.

The rental fee includes any time frame within the available rental hours daily. Please contact the Clerk's Office to inquire about availability.

OUTDOOR TENTS & PERSONAL COOKING DEVICES

No outdoor tents are allowed. Personal cooking devices are not allowed in the parks. This includes, but is not limited to, deep fat fryers and personal grills. For permission to use personal grills, please call 608-930-5091. Roasters and/or Nesco's permitted.

GENERAL RULES

- Pets must be on a leash at all times
- No camping, No horseback riding
- Driving or parking motorized vehicles on grass is prohibited
- Moving park equipment is prohibited (applies to moving picnic tables from the shelter area to another area of the park)
- Firearms, bows & arrows are prohibited

SET UP

Decorations are allowed; however, should not cause damage to the facility or litter in the park. If it is necessary for your group to mount items, please use drafting tape only. The use of pins, tacks or nails on any structure or picnic table is strictly prohibited.

AMENITIES

Please be respectful of the shelter and park amenities. If any city property is damaged, please inform the Parks Department after your event. Resolution of any damages will be handled on a case-by-case basis.

Amenities included in rental/reservation: The shelter area, all picnic tables located within the shelter area (quantities vary), surrounding grills, and surrounding trash receptacles.

REFUND POLICY

NO refunds are given. If inclement weather prevents use of the shelter, you may reschedule your event for up to one year from the date of your event.

ALCOHOL

By law, private groups are not allowed to sell alcohol at any public facility and are not eligible to apply to the city for a permit. Any activity operating with the intent of distributing alcoholic beverages free of charge must state their intent on the reservation form. Alcohol can only be displayed and served in the interior portion of the Park Shelters. All beverages must be served in cans, plastic bottles, or plastic cups only, NO GLASS!

PARK USERS

Please be aware that any public park remains open to the public during your rental/reservation. Other activities, sporting events, and parking congestion may occur. If you have questions regarding other scheduled park activities, please inquire with the Parks Department, 608-930-5091. Exclusive use of the ball diamonds, tennis courts, and playground equipment is NOT included with shelter reservation.

EMERGENCIES

If you have an emergency, please call 608-341-7501. Any issues that occur during your rental/reservation should be directed to, if the situation warrants, the City of Dodgeville Police Department.

CONCLUSION OF THE RENTAL/RESERVATION

After your rental/reservation, your group is required to return the shelter to the original condition including:

1. Placing all waste material in the trash barrels.
2. Removing any hangings, decorations, tablecloths, etc.
3. Removing all items from and cleaning any surrounding grills.
4. General cleaning of any spills or soiled areas. DO NOT pour hot coffee on grass.
5. Put curtains up before leaving.

Our parks staff will assess the final condition of the shelter and surrounding areas after your event, noting that public use may also have occurred. Any extreme issues may result in future rental/reservation restrictions.

AVAILABLE SHELTERS FOR RENTAL

Park Shelters available for reservation rental include:

- Centennial Park - #1 Shelter (Closest to the Pool)
- Centennial Park - #2 Shelter
- Centennial Park – #3 Lions Shelter
- Harris Park Shelter
- Herb Shelter (West)
- Irene Shelter (East)
- Harris Concession Stand
- Wilson Park Shelter

CONTACT INFORMATION

City of Dodgeville, 100 E. Fountain Street, Dodgeville, WI 53533

City Hall 608-930-9485

Police Department (non-emergency) 608-935-3238

After Hours Maintenance 608-341-7501

City information is available on-line at www.cityofdodgeville.com.