CITY OF STOUGHTON
PARK RESERVATION POLICY/PROCEDURE MANUAL
Adopted by Council: February 13, 2018

RESERVATIONS

Anyone desiring use of a specific park area for their particular group or anyone who wants to bring beer and/or wine coolers under 6% alcohol by volume (no hard liquor allowed) into a public park must apply for and obtain a Park Reservation Permit. Applications are accepted starting on the first work day of the year following New Year's Day. Park facilities are reserved on a first-requested, first-reserved basis. A request must become a reserve within 7 days. A reserve consists of a signed contract and paid fees. The adult signing the reservation form is the duly authorized representative for any and all damages, missing items and clean up. The user is required to clean up the shelter or picnic area after use.

Parks available for reservation are Norse Park, East Park, Bjoin Park, Virgin Lake Park, Stoughton Rotary Park, Westview Ridge Park and Nordic Ridge Park.

FEES AND RESIDENCY

In addition to the rental fee, a $25 deposit is required for each rental (to be paid with a separate check). This check will be held in the Parks and Recreation Department office and returned by mail within a week of the rental if no damage was done and the park area was cleaned up. Fees are based on residency. A resident is defined as any person residing or organization located within the corporate limits of the City of Stoughton as well as property owners within. Individuals and/or organizations within the Stoughton School District, but not within the corporate city limits, are considered non-residents and pay non-resident rates.

Exemption(s) from park rental fees are provided for the Syttende Mai Festival, Coffee Break Festival, Stoughton Schools, Stoughton Rotary Club at the Rotary Gazebo, and the Stoughton Junior Fair. No other exemptions will be allowed.

PARK HOURS

Except for authorized events, all City parks shall be closed from 10:00 p.m. to 5:00 a.m.

MOTORIZED VEHICLES

Motor vehicles are restricted to the roads, drives and parking areas. Vehicles are allowed to drop off people and picnic supplies at park shelters, when conditions are appropriate; however, all vehicles must be parked on the street or in designated parking areas. No person shall operate any off-the-road vehicle, motorcycle, snowmobile, trail bike, all-terrain vehicle, truck or other motorized vehicle in any park, playground, or public area.

ALCOHOL USE

Glass beverage bottles are prohibited in parks. This park permit will allow consumption of beer and/or wine coolers under 6% alcohol by volume (no hard liquor allowed). Usage of beer/wine coolers shall be kept to within 30 feet of a reserved shelter (within reserved shelter time), within the marked usage areas at Racetrack Park and Mandt Park (Attachment "C"), and inside the sidewalk where applicable.

If beer, or wine coolers under 6% alcohol by volume are to be sold (Mandt Park, Norse Park, and Racetrack Park only), a Temporary Class "B" Picnic license must be obtained from the City Clerk's Office, per guidelines set forth in Chapter 125 of the Wis. Statutes, and city code 14.461 (1)O, as well as fees paid for the license and to the Recreation Dept. Temporary Class "B" licenses can take from 45-60 days to be processed. These licenses will only be granted to bona fide clubs, lodges, societies and churches which have been in existence for at least six months, or be veteran's organizations or fair associations.

FIRES

No person shall start, tend or maintain a fire except in personal grills or designated fireplaces. Personal grills shall be used only in designated picnic areas. The use of personal grills is permitted provided lawns and vegetation are not endangered.

PHONE NUMBERS: **For emergency – Police, Fire and Ambulance call 911**
Non-emergency – Police call (608) 873-3373
Reservation questions -- Parks and Recreation 873-6746

PROCEDURES

1. Applicant for a park permit requests a particular date and park area. The schedule is checked to verify availability. If available, an application form (attachment "A", back page) is filled out in its entirety, particularly noting the person in charge and his/her telephone number and address, and where the deposit should be returned.

2. The applicant is advised of the appropriate fee as shown on Attachment "B". The fee must be paid at the time of application.

3. The use of loudspeakers or amplifying devices in the parks of the City of Stoughton is prohibited unless the party desiring to use such loudspeaker or amplifying device first obtains a permit from the Recreation Department.

4. Upon payment of fee, a copy of the permit is made. The copy of the permit is given to the applicant, along with a map (Attachment "C") showing the park area reserved. The applicant is advised to have the permit with them at the park on the day of picnic.

One copy of the reservation is given to the Police Department; one is kept in the Parks and Recreation Department file, and one to the Parks Maintenance Supervisor.

5. A refund can be made to applicants requesting such a refund, when the event was cancelled due to rain-out, or if the park reservation is cancelled by the applicant giving such notice to the Parks & Recreation Department at least 2 days prior to the date reserved. The fee paid for a Temporary Class "B" license is not refundable. All refunds are subject to an administrative processing fee of five dollars.

6. A key should be picked up one or two business days before the reservation. If a key is lost, the renter is responsible for the cost of replacement and rekeying the shelter. Shelters where a key is needed: Virgin Lake Park, Norse Park, Nordic Ridge Park, Bjoin Park, and Bjoin Park.

7. At the conclusion of the reservation, the grounds near the shelter are clean, the tables are wiped off, rest rooms are as they were found, doors locked, and lights out. Trash bags can be pulled, tied, and left next to the trash receptacles. The parks maintenance staff will check the shelter for these items on the following day. If the City incurs additional costs to cleanup or repair of damages, the applicant shall be responsible for reimbursement to the City for those costs.

CITY OF STOUGHTON
POLICY/PROCEDURE MANUAL

SUBJECT: FEE POLICY

PARK SHELTER	CITY RESIDENT	NON-RESIDENT*
Park Shelter	$40	$60
Beer/Wine Cooler Endorsement	$5	$5
BALLFIELDS (per hour)		
Ball Field	$10	$15
Ball Field-lights	$15	$20
OTHER (per hour)		
Racetrack Building	$10	$15
Mandt Grandstand	$50	$75
Tennis Court	$10	$15
Basketball Court	$10	$15
Equipment-Picnic Table	$10	$10

Includes Sales Tax
*Non-resident includes anyone not living or owning property in the City of Stoughton
Non profit organizations will be charged a flat fee per the Park Rental agreement.

Approved alcohol use and sales in Mandt Park are allowed in the following areas and times:

1. Within 30 feet of the large shelter during reservations.
2. Within the defined area at the band shell
3. Within 30 feet of, as well as within the grandstand, and the area between the grandstand and the Mandt Community Center.
4. No later than 10 PM.
5. Unless additional approvals are granted by the City Council.

Approved alcohol use and sales in Racetrack Park are allowed in following areas and times:

1. Within 50 feet of fencing currently used for eligible game.
2. Within 20 feet of Racetrack Building.
3. After 15 minutes of completion of Little League.
4. Within 15 minutes of, or 15 minutes after game start and finish times.
5. No later than 10 PM
6. Unless additional approvals are granted by the City Council.

Approved alcohol use and sales in Norse Park are allowed in the following area and times:

1. Within 50 feet of the baseball diamond fencing.
2. Only during Merchant Home Talent baseball games on Thursdays and Sundays from April through October.
3. Unless additional approvals are granted by the City Council.

Attachment "A"

TOUGHTON PARKS AND RECREATION DEPARTMENT
PARKS AND FACILITY RESERVATION AGREEMENT
381 E. Main Street
Stoughton WI 53589
Phone (608) 873-6746
dglynn@ci.stoughton.wi.us

Applicant:_____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: Home: _____ **Work:** _____ **Cell:** _____**Email:**_____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Type of Event: _____ **# of participants anticipated:** _____

PARK _____ **DATE (S)** _____ **TIME (0:00-0:00)** _____

- **Beer Use?** **No_____** **Yes_____** *If yes, refer to "Attachment B".*
- **Amplification?** **No_____** **Yes_____** *Allowed at Mandt Park and the Pool*
- **Tents?** **No_____** **Yes_____** *If yes, Size _____ Number _____*
- **Special Event?** **No_____** **Yes_____** *Excess of 250 people, contact Parks and Recreation Director for additional information.*

The undersigned accepts full responsibility for the conduct of the above group while on park property and agrees to indemnify and save harmless the City of Stoughton from any and all liability which might be occasioned to said City by virtue of granting permission in this agreement. I further agree to exercise due care in the preservation of the premises. I further agree that I will ensure compliance with all rules, regulations or ordinances applicable to the use of City of Stoughton parks and facilities.

Signature_____**Date** _____
(Applicant must be 21 years of age or older)

IMPORTANT: A KEY SHOULD BE PICKED UP AT THE RECREATION DEPARTMENT A FEW DAYS PRECEEDING THE RESERVATION, TO GAIN ACCESS TO BJOIN, VIRGIN LAKE, AND NORSE PARKS.

FOR OFFICE USE ONLY

Fee: _____ **Deposit:** _____

Insurance Required: No_____ **Yes** _____ **Amount: $**_____

Department Approval_____ **Date**_____