City of Stoughton, 381 E Main Street, Stoughton WI 53589

RESOLUTION OF THE COMMON COUNCIL

Approve Setting Park Shelter Fees to $40 for Residents and $60 for Non-Residents in 2018, and $50 for residents and $70 for Non-Residents in 2019

Committee Action: Parks & Recreation Committee approved 4-0 with Mayor voting on January 16, 2018
Finance Committee approved 5-0 on January 23, 2018

Fiscal Impact: Estimated surplus of $1,000 revenue generated in 2018

File Number: R-16-2018	**Date Introduced:** January 23, 2018

WHEREAS, park shelter fees were last raised in 2014 to $30 for residents and $50 for non-residents; and

WHEREAS, the Parks & Recreation Director revisited the park shelter fees for 2018 due to the Nordic Ridge Park shelter opening this summer and the amount of time that had passed since the fees were last reviewed; and

WHEREAS, comparable park shelters in other Dane County communities have fees that are currently much higher than Stoughton's (see attachment for fee and shelter comparisons); and

WHEREAS, the Parks & Recreation Director recommended to phase in a $20 increase over a two-year period to bring our fees closer to the rest of the market. The fees in 2018 would be $40 for residents and $60 for non-residents, and the fees in 2019 would be $50 for residents and $70 for non-residents; and

WHEREAS, the City of Stoughton Parks & Recreation Committee met on January 16, 2018 and approved phasing in a $20 increase over a two-year period. Motion carried 4-0 with Mayor voting; and

WHEREAS, the City of Stoughton Finance Committee met on January 23, 2018 and approved phasing in a $20 increase over a two-year period. Motion carried 5-0. Now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton to approve setting the park shelter fees for 2018 at $40 for residents and $60 for non-residents, and for 2019 at $50 for residents and $70 for Non-Residents.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Donna Olson, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____

CITY OF STOUGHTON
PARKS & RECREATION DEPARTMENT

Dan Glynn, Director
Vacant, Recreation Supervisor
Pat Groom Parks Maintenance Supervisor
381 East Main Street Stoughton, WI 53589
(608) 873-6746 www.stoughtonrec.com

Date: January 18, 2018

From: Dan Glynn, Parks & Recreation Director

Subject: Park Shelter Fee Increase

Finance Committee,

Park Shelter fees were last raised in 2014 to $30 for residents and $50 for non-residents. I decided to revisit the park shelter fees for 2018 due to the Nordic Ridge Park shelter opening this summer and the duration of time that has passed since the fees were last re-visited. Comparable park shelters in other Dane County communities have fees that are currently much higher than Stoughton's. Please see the attachments for fee and shelter comparisons.

It was my recommendation to phase in a $20 increase over a two year period to get our fees closer to the rest of the market. The fees in 2018 would be $40 for residents and $60 for non-residents, and the fees in 2019 would be $50 for residents and $70 for non-residents. This fee increase is for all park shelters including Nordic Ridge Park. Park shelters that are rented are typically for family gatherings such as graduation parties. Larger events are required to use our Special Event Form.

The Parks & Recreation Committee met on 1/16/18 and made a motion to phase in a $20 increase over a two year period to get our fees closer to the rest of the market. The fees in 2018 would be $40 for residents and $60 for non-residents, and the fees in 2019 would be $50 for residents and $70 for non-residents. The motion carried 4-0 with the Mayor voting.

CITY OF STOUGHTON
PARK RESERVATION POLICY/PROCEDURE MANUAL
Adopted by Council: April 8, 2014

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 Mandt Park.

FEES AND RESIDENCY

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. A $25 deposit, to be paid with a separate check, will be required for each rental. The deposit will be returned to the renter within one week after the rental if it has been determined by the staff that the premises have been cleaned and restored to its original condition.

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 and deposit, three (3) copies of the completed application form are made. The original copy of the reservation is given to the applicant, along with a map (Attachment "C") showing the park area reserved. The applicant is advised to have the reservation slip, as well as the Temporary Class "B" license, if selling beer and/or wine coolers under 6% alcohol by volume, 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 Recreation Dept. 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. Deposits will be returned in their entirety if the grounds near the shelter are clean, the tables are wiped off, rest rooms are as they were found, doors locked, lights out, and keys returned. The parks maintenance staff will check the shelter for these items on the following day. If the City’s costs of cleanup or repair of damages exceeds the deposit amount, 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	$30	$50
Beer/Wine Cooler Endorsement	$5	$5
Deposit	$25	$25
Extra Tables (each)	$10	$10
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 St.
Stoughton WI 53589
Phone (608) 873-6746
tlynch@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: _____

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

Department Approval_____ **Date**_____

Shelter Reservation Fee Comparison

Location	Resident rate	Non-Resident
City of Verona	$40 per 50 people	$60 per 50 people
Village of Mcfarland	$50 for small shelter, $100 for large shelter	$75 for small shelter, $150 for large shelter
City of Madison	Weekday $100 with $75 damage deposit and $50 key deposit	Weekend $175 with $75 damage deposit and $50 key deposit
Village of Cottage Grove	$50, $100 security deposit	$75, $100 security deposit
Village of Oregon	Free	Free
City of Middleton	$100 for small shelter, $110-115 for large shelters	$150-165 for small shelter, $165-175 for large shelter
City of Deerfield	$90 with $100 security deposit	$125 with $100 security deposit
Dane County	Week days 1-100 people $75, increases by $35 each 100 added	Weekends 1-100 people $115, increases by $40 each 100 added
City of Cambridge	$75 for small shelter, $150 for large shelter	
City of Monona	Weekday $100, Weekend $125-$150	Weekday $150, Weekend $175-$200
City of Mt. Horeb	Level 1 shelters $50 Level 2 shelters $60	Level 1 shelters $70, Level 2 shelters $80
City of Fitchburg	Ranges from $50 to $90, goes up by $70 for every 100 people	Ranges from $60 to #130, goes up $80 for every 100 people
City of Sun Prairie	Weekday $40, Weekends $60	Weekday $80, Weekends $120
Village of DeForest	Ranges from $35 to $75, depends on size of shelter, $75 deposit fee	Ranges from $70 to $150, doubles from resident rate, $75 Deposit fee
Village of Waunakee	$85 plus tax	$125 plus tax
City of Monroe	Shelter with restrooms $75, without restrooms $65, shelter during the week $25, large group over 200 $100	
City of Edgerton	whole shelter $131.88, half shelter $79.13, $100 deposit and $10 key	Whole shelter is $211, Half shelter is $131.88, $100 deposit and $10 key

City of Stoughton	$30	$50

Park Shelters & Amenities

<u>Nordic Ridge Park Shelter</u>

Bathrooms

Electricity

14 Large Picnic Tables

Concession Stand

<u>East Park Shelter</u>

Bathrooms

Electricity

12 Large Picnic Tables

<u>Bjoin Park Shelter</u>

Bathrooms

Electricity

5 Regular Picnic Tables

Park Shelters & Amenities

<u>Norse Park Shelter</u>

Bathrooms

Electricity

8 Large Picnic Tables

<u>Virgin Lake Park Shelter</u>

Bathrooms

Electricity

4 Large Picnic Tables

<u>Mandt Park Shelter</u>

No Bathrooms

Electricity (has to be turned on by staff)

16 Regular Picnic Tables

Park Shelters & Amenities

<u>Westview Ridge Park Gazebo</u>

No Bathrooms

No Electricity

3 Fixed Tables

<u>Rotary Park Gazebo</u>

No Bathrooms

Electricity

0 Tables

<u>Veterans Park Shelter</u>

No Bathrooms

Electricity (has to be turned on by staff)

2 Picnic Tables

RESERVE A SHELTER HOUSE

PARK SHELTERS

CARRIAGE HILLS ESTATES

Location: 450 N. Musket Ridge Dr.; **Shelter Size:** 24' x 26' rectangle; **Restrooms:** Attached to shelter house; **Capacity:** 48 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 1 large cooking grill provided; **Amenities:** Playground equipment, two sand volleyball courts, basketball court, walking trail, 6-acre pond, softball/soccer field, parking lot.

ORFAN

Location: 2050 St. Albert the Great Dr.; **Shelter Size:** 30' x 84' hexagonal; **Restrooms:** Attached to shelter house; **Capacity:** 116 under shelter; **Electricity:** 6 outlets available; **Water:** Drinking fountain and restrooms; **Grills:** 2 large cooking grills provided; **Amenities:** Playground equipment, walking trails, basketball court, two tennis courts, natural areas, informal open space, patio area, recognition area, parking, detention pond.

ORFAN GAZEBO

Location: 2050 St. Albert the Great Dr.; **Size:** 23' diameter; **Restrooms:** Available at shelter; **Capacity:** 20; **Electricity:** 1 outlet available; **Amenities:** Playground equipment, walking trails, basketball court, two tennis courts, natural areas, informal open space, patio area, recognition area, parking, detention pond.

SHEEHAN CENTRAL

Location: 945 Linnerud Drive (across from Community Gardens); **Shelter Size:** 24' x 44' rectangular; **Restrooms:** Nearby restroom building by Sheehan West; **Capacity:** 80 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 1 large cooking grill provided; **Amenities:** Playground equipment, two sand volleyball courts, two basketball courts, soccer field, Family Aquatic Center within walking distance, trails and parking.

SHEEHAN EAST

Location: 925 Linnerud Drive (across from the Family Aquatic Center); **Shelter Size:** 24' x 34' rectangular; **Restrooms:** Attached to shelter; **Capacity:** 84 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 2 cooking grills provided; **Amenities:** Playground equipment, softball fields, trails, Family Aquatic Center within walking distance, and parking

SHEEHAN GAZEBO

Location: 1375 Linnerud Drive (near Sheehan West Shelter); **Size:** 12' diameter; **Restrooms:** Nearby restroom building; **Capacity:** Open; **Amenities:** Reservations for weddings and pictures only.

SHEEHAN WEST

Location: 1115 Linnerud Drive (across from Sun Prairie Public Library); **Shelter Size:** 44' hexagon; **Restrooms:** Nearby restroom building; **Capacity:** 90 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 2 large cooking grills provided; **Amenities:** Playground equipment, two sand volleyball courts, two basketball courts, gazebo shelter, softball field, soccer field, trails and parking. Family Aquatic Center within walking distance.

STONERIDGE ESTATES

Location: 300 Stonehaven Dr.; **Shelter Size:** 40' x 30'; **Restrooms:** Attached to shelter house; **Capacity:** 48 under shelter; **Electricity:** 6 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 1 large cooking grill provided; **Amenities:** Playground equipment, softball field, basketball court, soccer field, walking trails, shade trees, natural areas, patio and parking lot.

WETMORE EAST

Location: 555 North Street; **Shelter Size:** 24' x 32' rectangular; **Restrooms:** attached to shelter; **Capacity:** 60 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 1 large cooking grill provided; **Amenities:** Playground equipment, softball field, shade trees, parking lot.

WETMORE WEST

Location: 555 North Street; **Shelter Size:** 16' x 24' rectangular; **Restrooms:** Available at the Wetmore Park East shelter house; **Capacity:** 48 under shelter; **Electricity:** 2 outlets available; **Water:** Available at the Wetmore Park East shelter house; **Grills:** 1 small cooking grill provided; **Amenities:** Playground equipment, softball field, shade trees, parking lot.

WYNDHAM HILLS

Location: 675 N. Heatherstone Ridge (off Hwy 19 towards Token Creek); **Shelter Size:** 50' octagon; **Restrooms:** Attached to shelter house; **Capacity:** 80 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 1 large covered grill provided; **Amenities:** Playground equipment, walking trail, full-sized basketball court, two pickleball courts, soccer field, softball backstop, parking nearby.

For more shelter reservation information or to check shelter availability, please call 608-837-3449. Shelter reservations cannot be made over the phone.

RESERVE A SHELTER HOUSE

RESERVE YOUR PARK SHELTER ONE YEAR IN ADVANCE

The City of Sun Prairie offers various facilities in the park system that can be reserved for use by individuals and groups. This includes park shelters and athletic fields. Park shelters and athletic fields may be reserved one year in advance for a specific date on any day of the week from mid-May to the end of September.

Reservations are taken on a first-come, first-served basis and must be made in person at the Westside Community Services Building, 2598 West Main Street. Payment must be made at the time the reservation is made. See below for shelter fees.

Please note: *No shelter reservations can be made over the phone.* Resident fees apply to those who live within the City of Sun Prairie and the Sun Prairie School District. Shelter reservations for 2016 will be accepted for the dates Saturday, 5/14/15, through Sunday, 9/25/16. Starting Saturday, 10/1/16, our Parks Crew will graduallly begin winterizing all shelters by closing the restrooms and turning off drinking fountains. Once restrooms and fountains are closed, they will not be reopened until approximately 5/13/16. Shelter use will be on a first-come, first-served basis from 9/26/16 through 5/12/17. 2017 shelter reservations will be accepted for the dates Saturday, 5/13/16–Sunday, 10/1/17.

Shelter House Fees

The following fees apply to Sheehan Park, Wetmore Park, Carriage Hills Estates Community Park, Wyndham Hills Community Park, Orfan Community Park, and Stoneridge Estates Community Park.

SUN PRAIRIE RESIDENT FEES

Monday–Friday (9:00 a.m.–9:00 p.m.): $40
Saturday–Sunday (9:00 a.m.–9:00 p.m.): $60

NON-RESIDENT FEES

Monday–Friday (9:00 a.m.–9:00 p.m.): $80
Saturday–Sunday (9:00 a.m.–9:00 p.m.): $120

Gazebo Fees

The following fees apply to the Sheehan Park West Gazebo and Orfan Park Gazebo.

SUN PRAIRIE RESIDENT FEES

Monday–Friday (9:00 a.m.–9:00 p.m.): $25
Saturday–Sunday (9:00 a.m.–9:00 p.m.): $40

NON-RESIDENT FEES

Monday–Friday (9:00 a.m.–9:00 p.m.): $50
Saturday–Sunday (9:00 a.m.–9:00 p.m.): $80

Shelter House Regulations

The following regulations should be reviewed prior to use and must be followed by the group who is issued the permit.

SHELTER HOUSE RESERVATIONS ARE GRANTED WITH THE UNDERSTANDING THAT:

- A shelter house reservation does not guarantee privacy to any group. Other park facilities will be open to the public with the exception of a reserved shelter or athletic fields, which must be reserved in advance.
- All members of the group will assist in preventing damages to trees, shrubs, park buildings and facilities.
- All groups must vacate the shelter at the time specified on the permit.
- Restrooms will be opened by the time specified on the permit. *It is the party's responsibility to supply handsoap for the restrooms.*
- *Beer is allowed in the parks only on a non-sale basis and cannot be in glass containers.*
- Any damage done to the shelter or surrounding facilities will be at the party's expense (notification of previous damage or conditions should be made to the Recreation Department office on the following business day).
- Shelters must be cleaned up prior to departure. All garbage should be placed in the trash receptacles while all cans should be placed in the recycling receptacles. Grills should be scraped down after use with a scraper provided by your party.
- Cars must be parked in the parking lots. Parking is not allowed on the grass or asphalt walkways. Vehicles are not allowed to park adjacent to the shelter houses.
- No profits will be allowed to be made using facilities without prior City Administrator approval.
- Amplified music is allowed in the parks by permit only. Written requests must be made in writing to the Sun Prairie Police Department in advance.
- Tents are allowed in designated areas with notice at least one week prior to the reservation and Department approval. It is the party's responsibility to contact Digger's Hotline prior to installation.

THE FOLLOWING PARK ORDINANCES MUST BE FOLLOWED AT ALL TIMES:

- All parks within the City are open between 6:00 a.m. and 10:00 p.m.; however, *restroom facilities close at 9:00 p.m.*
- Glass beverage containers are prohibited.
- Pets, horses, and littering are not allowed. (No glitter/confetti or water ballon remnants.)
- No go-karts, mini-bikes, or other motor driven vehicles except authorized maintenance or emergency vehicles shall be operated in any of the parks.
- No golfing, except with a whiffle ball is allowed in any parks.
- Firearms, arrows and fireworks are prohibited.

REFUND POLICY:

Requests must be made during business hours of 8:00 am–4:30 pm, Monday–Friday. The cancellation request must be received at least ten (10) business days prior to the reservation date. The participant may choose between a 50% refund issued by city check OR a 100% program credit. The program credit may be used towards future reservations or programs within the Recreation Department (except discount tickets). Reservations made within ten days of the reservation date, are not subject to a cancellation refund or credit.

To Reserve Your Shelter

To make a shelter reservation, contact the Welcome Desk staff at the Village Center by phone at (608) 850-5992, or by email: lhadfield@waunakee.com

Fees vary depending on the shelter reserved, weekend or weekday, and your residency.

Cancellations made 30 days prior to your event will incur an administrative fee of 25%. No refunds will be made for cancellations within 30 days of the event.

Village Park Shelter

The Village Park Shelter has electricity, handicap accessible restrooms, drinking fountain, off-street parking, and 14 outside picnic tables. Playground equipment, basketball court and a ball diamond are nearby.

Centennial Park New Shelter

The new shelter at Centennial Park features electricity, indoor restrooms, indoor gathering space, 12 outside picnic tables, off-street parking, and is handicap accessible.

Reservable Shelters

Centennial Park—North Shelter - 901 S. Holiday Drive

Hanover Park Shelter - 1204 Hanover Trail

Kilkenny Farms Park Shelter* - 1021 Water Wheel Drive

Peaceful Valley Park Shelter* - 2110 Peaceful Valley Pkwy.

Ripp Park Shelter—North - 213 Dorn Drive

Ripp Park Shelter—South - 213 Dorn Drive

Savannah Park Shelter - 1202 Arboretum Drive

Tierney Park Shelter* - 1413 Tierney Drive

Village Park—Gazebo - 301 S. Division Street

Village Park—Shelter - 500 E. Main Street

Westbridge Park Shelter* - 1040 Kopp Road

Fees

Resident — $85.00 plus tax

Non-Resident — $125.00 plus tax

*Concession area available for additional $50.00 plus tax

Permission is required for certain activities at shelters including:

- Temporary structures (tents, inflatable play areas)
- Amplified music

Village Center of Waunakee

Village of Waunakee

333 South Madison Street
Waunakee, WI 53597

Phone: 608-850-5992
Fax: 608-850-5994
E-mail: lhadfield@waunakee.com
www.waunakee.com/parks

Village of Waunakee

Park Shelter Reservation Information

Village Center of Waunakee

608-850-5992

Waunakee Village Center

Kilkenny Farms Park Shelter

The Kilkenny Farms Park Shelter features 14 picnic tables, electricity, off street parking, handicap accessible restrooms, and a rentable concession area for an additional cost. Playground equipment, basketball, tennis, and sand volleyball courts are nearby.

Ripp Park North Shelter

The Ripp Park North Shelter features 9 outside picnic tables, restrooms, off-street parking, and is handicap accessible. Playground equipment, baseball fields, soccer fields, and tennis courts are nearby.

Tierney Park Shelter

The Tierney Park Shelter features indoor restrooms, 8 picnic tables, off-street parking, and electricity. The concession area is available for rental at an additional cost.

Hanover Park Shelter

The Hanover Park Shelter features, electricity, handicap accessibility, drinking fountain, portable restrooms, limited off-street parking, and 11 picnic tables.

Ripp Park South Shelter

The Ripp Park South Shelter features 6 outside picnic tables, inside restrooms, off street parking, electricity and is handicap accessible. Playground equipment, soccer fields and tennis courts are nearby.

Village Park Gazebo

The Village Park Gazebo has handicap accessible restrooms nearby, 9 picnic tables, and on-street parking. The Village Park Gazebo is a short walk away from the Village Park shelter and the Village Center.

Peaceful Valley Park Shelter

The Peaceful Valley Park Shelter features 8 picnic tables, handicap accessible restrooms, on-street parking, electricity, and a rentable concession area.

Savannah Park Shelter

The Savannah Park Shelter features electricity, drinking fountain, 8 picnic tables, portable restrooms, and on-street parking. Playground equipment, basketball courts and tennis courts are nearby.

Westbridge Park Shelter

The Westbridge Park Shelter features 8 picnic tables, electricity, on street parking, handicap accessible restrooms, and a rentable concession area for an additional cost.