



City of Monona

2012 Park & Shelter Reservation Policies and Procedures

Shelters:

Parks Available for Rental

Monona has four shelters available on a reservation basis: *Dream Park Shelter, Fireman's Park Shelter, and The Gazebo all located in Winnequah Park, and also the Ahuska Park Shelter.* The shelter reservation season extends from May to the mid-October. All other Monona Parks are on a first come, first serve basis.

Reservations

Reservations for a shelter may be made by calling the Monona Parks & Recreation Department, 222-4167 or in person at the Monona Community Center, 1011 Nichols Road. The fee is due at the time the reservation is made. Reservations are taken on the first day the office is open after January 1 for the calendar year. **Cancellation of a shelter reservation with a 30 day notice would be less a \$5.00 administrative fee. No refund given if a cancellation of a shelter reservation is less than a 30 day notice.**

Fee Schedule	Monona Resident Fees	Non-Resident Fees
Dream Park Shelter	\$80 (Mon. - Thur.) \$105 (Fri. - Sun.)	\$130 (Mon. - Thur.) \$155 (Fri. - Sun.)
Fireman's Park Shelter	\$80 (Mon. - Thur.) \$105 (Fri. - Sun.)	\$130 (Mon. - Thur.) \$155 (Fri. - Sun.)
The Gazebo	\$55 (Mon. - Thur.) \$75 (Fri. - Sun.)	\$95 (Mon. - Thur.) \$105 (Fri. - Sun.)
Ahuska Park	\$80 (Mon. - Thur.) \$105 (Fri. - Sun.)	\$130 (Mon. - Thur.) \$155 (Fri. - Sun.)
Oneida Park	\$55 (Mon. - Thur.) \$75 (Fri. - Sun.)	\$95 (Mon. - Thur.) \$105 (Fri. - Sun.)

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Over 150 people at shelter – Double Fee

Extra Picnic Tables - \$10/two tables – The maximum available depends upon other events throughout the parks the day of your rental.

Ahuska Concession Stand Rental (not available after Sept. 1) - \$25 plus \$25 Ref, Sec. Deposit

Additional Permits

Amplified Music Permit (\$50) must be obtained for amplified sound use. This permit must be applied for prior to the event. Please note that the use of amplified devices is only allowed between the hours of 7:00 AM to 8:00 PM.

Temporary Structure Permit (\$75) must be received two weeks prior to the event for any tents, trailers, dunk tanks, inflatable play equipment, personal & promotional equipment, and other structures.

Alcoholic beverage licenses are necessary only if alcohol is SOLD in city parks. There are no other restrictions on the consumption of alcohol in the parks.

Keys

Renters are responsible for picking up the keys (when needed) from the Monona Parks & Recreation Office (during regular hours) before the event. Keys must be returned to the Parks & Recreation Office after the event.

General Rules for Park & Shelter Use

- ◆ Restrooms at the shelters are Public and are not exclusive to the renter.
- ◆ Shelter and grounds must be left in good condition. All trash must be deposited in containers provided by the shelter.
- ◆ Exclusive use of the ball diamonds, tennis courts, and playground equipment is not included with picnic reservation
- ◆ All groups must vacate the shelter at the time specified on the permit
- ◆ All city parks are closed from 10 PM to 7 AM.
- ◆ No vehicles are allowed on park property at any time. Loading & unloading of a vehicle must be from the parking lot or street parking ONLY.
- ◆ Glass containers should not be taken into the parks or left in the trash containers.
- ◆ Shelter and grounds must be left in good condition. All trash must be deposited in containers provided by the shelter.

Facilities available at Monona Park Shelters:

	Dream Park	Firemen's	The Gazebo	Ahuska
Address	5301 Healy Lane (south of Nichols Rd. across from the pool)	Corner of Winnequah Road and Progressive Ave at the northern-most corner of Winnequah Park	In Winnequah Park across from the swimming pool	400 East Broadway
Number of People Shelter Accommodates*	50	100	25	100
Parking	Generous off-street within 50 yds. of shelter	Off-street adjacent to shelter	Minimal off-street at swimming pool	Generous off-street
Restrooms	Yes	Yes	No (Near Dream Park Shelter)	Yes
Picnic Tables	7 under shelter 20 in area	12	3	12
Electrical Outlets	Yes	Yes	Yes	Yes
Drinking Fountains	Yes	Yes	Yes	Yrs
Volleyball	Yes	No	No	Yes
Basketball	No	Yes	No	No
Tennis Courts	No	No	No	Yes
Play Equipment	Yes	Yes	No	Yes
Softball	No	Yes	No	Yes
Other Information			No staples allowed	

*The grounds will support a larger event



Monona Parks & Recreation Department

1011 Nichols Rd
 Monona, WI 53716

Phone: 608.222.4167 Fax: 608.223.2311

Email: gtheisen@ci.monona.wi.us

PARK SHELTER RESERVATION FORM

Today's Date: _____

Date of Reservation:	Time:
Shelter:	Approximate Attendance:
Group Name/Event Type:	
Person Responsible for Function:	
Address:	City/Zip:
Home Phone/Work Phone #	Cell Phone #
Email Address:	

Amplified Sound Permit? No Yes

Temporary Structure Permit No Yes

Will your group be serving Alcohol? No Yes

Municipal Code Regarding Consumption of Alcoholic Beverages in City Parks 21.12(1)

- (a) No person shall possess, serve, or consume an alcoholic beverage in a City park between the hours of 10:00 pm and 7:00 am except by permit issued by the City Administrator or his or her designee.
- (b) No person shall at any time possess, serve, or consume an alcoholic beverage in a parking lot of a City park, or in the parking lot or on the grounds of the Community Center, or other public areas adjacent to a City park.

The individual whose name appears above is responsible for the conduct of all as covered by this permit, as well as all the definitions of the permit above. Violation of Chapter 21 of the Municipal Code may result in confiscation of alcoholic beverages, revocation of this permit, and may subject the bearer to possible arrest.

I agree to the policies & procedures set forth by the City of Monona for park shelter reservations.

Signature _____ Date _____

Shelter Reservation Confirmation – Office Use Only

Amount Due \$ _____	Payment <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	Date Confirmed: _____	Approved By: _____
Police Department Notified On: _____		Crew Notified On: _____	