



**Monona Park & Recreation Department**

1011 Nichols Rd

Monona, WI 53716

Phone: 608.222.4167 Fax: 608.223.2311

Email: mcrdirector@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  
 Will your group be serving Alcohol?  No

Temporary Structure Permit  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	Date Confirmed: _____	Approved By:
	<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card		
Police Department Notified On:		Crew Notified On:	

## Shelter Reservation Policies

- Shelter reservations are taken after January 5 for the calendar year.
- All reservations are made through the Monona Park & Recreation Department.
- Reservations can be made by phoning the department at 222-4167 or in person at the Monona Community Center, 1011 Nichols Road.
- Rental fees are reviewed by the Park and Recreation Board and recommendations are forwarded to the City Council for approval each year.
- Reservation fee payment is due when making the reservation.
- Make reservations for one hour earlier and one hour later than requested.
- Full refunds are made (minus a \$5.00 processing fee) if cancellation is made one month prior to the scheduled date.
- Additional picnic tables are available upon request. The fee is \$10.00 for two tables (minimum of two). The maximum available depends upon other events throughout the parks that weekend. Individuals are allowed to personally move table between parks only with special permission from the Community Recreation Director.
- An alcoholic beverage license is necessary only if alcohol is SOLD in city parks. There are no other restrictions on the consumption of alcohol in the parks.
- 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.
- Amplified music, tents and any extras (i.e. pig roasts, dunk tanks) require a special permit from the Community Recreation Director.
- Renters are responsible for picking up the keys (when needed) from the Park & Rec Dept. (during regular hours) before the event. Keys must be returned to the Park & Rec Dept. after the event.
- Shelter and grounds must be left in good condition. All trash must be deposited in containers provided by the shelter.
- Reservations for softball tournaments must be requested through the Community Recreation Department and approved by the Park and Recreation Board.
- All city parks are closed from 10 PM and 7 AM. Use of any park during these hours required a special permit from the Community Recreation Director.
- No staples at Gazebo
- Restrooms at the Shelters are public – not exclusive to renter.

# SHELTER INFORMATION

## Winnequah Park—Shelter #1 (Fireman's Park)

Located at the corner of Winnequah Road and Progressive Avenue, the northern-most corner of Winnequah Park.

- open-air shelter
- 10 picnic tables
- couple of grills
- electricity (light switch higher up, may want extension cord) – 2 outlets on one 20 amp circuit
- plumbed restrooms within 20 yards from shelter
- bubbler near restrooms
- sand volleyball court
- modest amount of playground equipment -
- baseball diamond close to shelter (this may cause a problem with a Sunday rental)
- off-street parking adjacent to shelter

## Winnequah Park—Shelter #2 – (Dream Park) – 5301 Healy Lane

Located south of Nichols Road, just off Healy Lane (across from pool and next to Dream Park)

- semi-enclosed shelter
- plumbed restrooms within the shelter
- bubbler within shelter
- lights and electricity (on a sensor, "kitchen" height)
- 7 picnic tables in the shelter with 20 in the area
- sand volleyball court
- lagoon near shelter (may cause problems with younger children)
- considerable amount of open space for additional tent (follow procedures) or games
- off-street parking within 50 yards of shelter

## Oneida Park—Shelter #3

Located within the triangle of Neponset, Tecumseh and Winnequah Trail. Take Winnequah south from Nichols, veer right on Winnequah and then immediately left on Tecumseh. The park will be directly on the right. (3 ½ blocks from Dream Park.)

- 40 person limit
- open air shelter
- 5 picnic tables
- no grills
- plumbed restrooms within 30 yards of the shelter
- playground equipment (small sized)
- sand volleyball court
- minimal off-street parking (5 spaces)
- bubbler
- large open space for games and activities
- lights and electricity (higher up)

\*\* April/May grounds may be wet, refund for rainout

## Ahuska Park Shelter – 400 East Broadway

Located just east of Monona Drive on Broadway

- open air shelter
- 12 picnic tables
- counter with electric outlets behind it
- plumbed restrooms within shelter
- restroom locks and lights on timers
- playground
- bubbler
- 7 outlets
- generous parking
- used independently of sport fields
- concession stand set up on individual basis; permits needed; go through Director
- no grills
- new sand volleyball court

## GAZEBO – Winnequah Park across from the Swimming Pool

- 3 octagon tables inside (8 people at each)
- electricity – lagoon side there is an open box for power
- no restrooms – use restrooms at Shelter #2 (Dream Park)