



**Fort Atkinson Parks & Recreation Department  
2024 Park Shelter Reservation Permit**

Date Shelter is Reserved for: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Name (print): \_\_\_\_\_ Name of Group (If applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

SHELTER/LOCATION	APPROX. SEATING	KEY REQUIRED	AMENITIES	PARK FEES	DEPOSIT FEE
<input type="checkbox"/> THE CLUBHOUSE <i>400 Sinnissippi Drive</i>	65-100 (Inside Shelter) 100-150 (Outside Patio)	X	Indoor shelter, kitchen, restrooms, electrical, charcoal grill, outdoor patio, and see #7 on the back of this form.	\$225.00	\$100.00
<input type="checkbox"/> ROCK RIVER PAVILION <i>210 Sinnissippi Drive</i>	150 (Under Shelter) 0-500 (Outside Shelter)	X	Covered shelter, 37 picnic tables, playground, restrooms, electrical, charcoal grill, kitchenette, and serving shelf	\$150.00	\$50.00
<input type="checkbox"/> JONES PARK SHELTER <i>615 Janesville Avenue</i>	75 (Under Shelter) 0-150 (Outside Shelter)	X	Covered shelter, 10 picnic tables, playground, restrooms, electrical, charcoal grill, and ball diamond (if avail.)	\$60.00	\$50.00
<input type="checkbox"/> RALPH PARK LIONS <i>600 Jefferson Street</i>	75 (Under Shelter) 0-100 (Outside Shelter)		Covered shelter, 8 picnic tables, playground, restrooms, electrical, charcoal grill, and ball diamonds (if avail.)	\$60.00	\$50.00
<input type="checkbox"/> RALPH PARK CORNER <i>600 Jefferson Street</i>	75 (Under Shelter) 0-100 (Outside Shelter)	X	Covered shelter, 8 picnic tables, playground, restrooms, electrical, charcoal grill, and ball diamonds (if avail.)	\$60.00	\$50.00
<input type="checkbox"/> BARRIE PARK <i>210 Robert Street</i>		X	Bandshell, electrical, restrooms, and playground	\$60.00	\$50.00

Checks Payable To: CITY OF FORT ATKINSON

YES NO

Will you be putting up a tent or driving any type of stakes into the ground? If yes, you are responsible for obtaining the proper permit and approval. See #11 on the back of this form.

Will you be roasting a pig at your event? If yes, you are responsible for obtaining the proper instructions. See #12 on the back of this form.

Will you have music, a live band, or amplified sound at your event? If yes, see #17 on the back of this form. If you are hosting a public event, a special event application is required.

I have fully read this reservation permit (front and back) and I understand and agree to all stipulations, including the park shelter refund policy (See #21 on the back).

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Park Permit Responsible Party Park & Recreation Representative

**OFFICE USE ONLY**

Park Rent Amount Paid: \_\_\_\_\_ Check/Cash: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Deposit for Keys: \_\_\_\_\_ Check/Cash: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Date Keys Were Picked Up: \_\_\_\_\_ Key Number: \_\_\_\_\_ Date Keys Returned: \_\_\_\_\_

**\*\* As of 1-2-24 you can book your 2025 reservations.**

**Additional charge occurs for early reservation, non-refundable \*\***

**All Shelters: \$100 early reservation fee, additional to 2025 Park & Deposit Fee**

## Park Shelter Reservation Policies

1. **FEES:** All fees must be paid at the time of reservation. There is a fee for rental of a shelter and a security deposit. You may change shelters or the date 30 days prior to your event at no charge depending on availability. All shelter reservations are taken on a first-come, first-serve basis.
2. **PARK HOURS:** City parks are open 7 days a week. NO overnight camping is allowed in the city parks. Park shelters are reserved from **9:00 a.m. - 10:00 p.m.**
3. **ON THE DAY OF YOUR EVENT:** It is your responsibility to take this reservation permit with you to the park on the day of your event. The office reserves one event a day per shelter. If someone is using the facility when you arrive, politely tell them that you have it reserved, show them this form and ask them to leave. If they refuse to leave, notify the **Police Department at 920-397-9905** immediately.
4. **KEYS:** If keys are required for your shelter, they need to be picked up from the Parks and Recreation office 1-2 business days prior to your event during business hours and returned to the office the following business day. You will receive your security deposit after it has been processed. Please be patient as it may take 1-3 weeks depending on form of payment and timeline of City Council. The Fort Parks & Recreation reserves the right to withhold the security key deposit if the shelter is not properly cleaned or if there is damage. If you forget to pick up the keys prior to your event and it is after normal business hours (Mon-Fri 8-12 & 12:30-4:30p.m.), see #19 below for directions. Additional charges may apply.
5. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are allowed at your event, as long as you don't sell it. However, if anything is in glass bottles, you are required to remove the glass from the premises or be sure to dispose of it in the recycle bins supplied.
6. **PICNIC TABLES:** There are picnic tables in and around every shelter, and shall not be removed from the park or shelter area.
7. **CLUBHOUSE SEATING:** There are 10 picnic tables located outside of clubhouse on the patio. Inside the shelter there are 8 - 60" round banquet tables with 6 chairs at each table. There are an additional 10 8' rectangular tables and additional chairs located in the storage room at the clubhouse. If you need more chairs and tables, they can be rented through the Parks and Recreation Department depending upon availability.
8. **GRILLING:** Each shelter provides a grill. Any additional grills must be placed outside of the shelter. Grilling is not allowed underneath any shelter. When done grilling, let coals burn down themselves. Do not dispose of hot coals in the dumpsters or garbage bags. Fires may be started or maintained only in areas specifically designated and equipped for outdoor cooking.
9. **FORT ATKINSON DISC GOLF:** There is a 9-hole Par 3 Disc Golf Course located in Rock River Park that is open to the community. If renting the Clubhouse, there are discs for your group to use for the disc golf course provided by the Parks & Rec. Department. Discs must be returned to the Clubhouse after use.
10. **DRIVING/PARKING IN CITY PARKS:** There shall be NO driving or parking on the grass in the parks. All parking should be in the parking lots. Absolutely no vehicles are allowed on the bridge at Rock River Park. All damages will be assessed to the permit signer.
11. **TENTS/STAKES:** Because of underground electric throughout the parks, anything being driven into the ground requires prior contact with Diggers Hotline: **(800) 242-8511** for line location and with the Fire Department: **920-397-9908** for a general permit, if applicable. This must be done five days prior to your event.
12. **ROASTING A PIG:** If you will be roasting a pig at the park shelter on the day of your event, you are required to contact the Parks Shop at 920-397-9912 to schedule an appointment to meet with a Parks employee. The employee will meet you at the shelter to explain where the pig roaster can be placed and let you know what needs to be done in preparation and clean-up of the roaster. This meeting must be done five days prior to your event date.
13. **ELECTRICAL OUTLETS:** All shelters are equipped with electrical boxes or strips. You will need a key to unlock these boxes or strips to access any electricity. Do not overload the electrical outlets (20-amp max. per outlet). If an outlet blows, press the reset button. If a fuse blows, notify the office the next business day.
14. **APPEARANCE:** No changes in the physical appearance of any shelter shall occur, including placing nails, tacks, or staples in the woodwork. Damages will be assessed to the permit signer.
15. **SHELTER CLEAN-UP:** All park shelters should be left as you find them. Neat, clean, and damage free upon the conclusion of your event. Any clean-up and/or repair costs will be assessed to the permit signer. The Clubhouse floors must be mopped, swept and bathrooms cleaned at the conclusion of your event (cleaning supplies are supplied and are located in the storage room in the Clubhouse).
16. **GARBAGE:** All paper and rubbish should be put in trash cans. Trash cans with liners are provided and placed around the park shelter area. The trash shall be disposed of in the dumpsters within the park. Any glass bottles must be removed from the premises or placed in recycle bins that are supplied. Do not dispose of hot coals in the dumpsters or garbage bags.
17. **MUSIC/BANDS:** Music is allowed, however, (by City Ordinance 17.03) no person using park facilities shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed.
18. **RESTROOMS:** All park restrooms should be left as you find them. Neat, clean, and damage free upon the conclusion of your event. Any cleanup and/or repair costs will be assessed to the permit signer.
19. **PARKS EMPLOYEE ASSISTANCE:** If you need immediate assistance, contact the Fort Atkinson Police Department at 920-397-9905. The Police Department will contact a Parks Personnel if needed.
20. **FUTURE RESERVATIONS:** Shelters may be reserved beginning Jan. 2, or one year in advance for an additional \$100.
21. **PARK SHELTER REFUND POLICY:**
  - A. Full refunds are given at no charge for cancellation requests received at least 30 days prior to the event date.
  - B. There is no charge to change the date and/or location if the request is received 30 days or more prior to the event date.
  - C. Cancellations and changes received 29 to 14 days prior to the event date (counting notice date and event date) will be issued a 50% refund.
  - D. No cancellations or changes will be accepted 13 days or fewer before the event date (counting notice date and event date).
22. **QUESTIONS:** If you have any further questions, please contact the Fort Parks & Recreation Office at 920-397-9910 during office hours.  
(Office Hours: Mon-Fri 8-12 & 12:30-4:30 p.m.)