

2018 Richland Center Park Facility Use Application & Permit

RC Parks & Grounds Dept. ~ 1050 N. Orange St. ~ Richland Center, WI 53581 ~ Phone(608)647-8108 ~ Fax(608)647-8108 ~ Hours: M-F/8am-5pm

This form must be completed and signed by the applicant, accompanied by the correct fee for requesting the park facility reservation. Upon approval, your application will be kept on file in our office.

Name of Business/Organization/Group (if applicable): _____

Applicant Name & Address: _____

Contact phone #(s): _____ Contact Email: _____

Rental Facility: _____ **Key Required:** YES / NO (Meyer Bldg only)

Date of Rental: _____ **Start/End Times:** _____ / _____

Approx. # of People Expected: _____ **Nature of Rental:** _____

Facility Dates, Hours Requested & Cleanup:

IMPORTANT: Reservations for the next calendar year are taken on the first business day of the year on a first come, first serve basis. After rental use, the party is expected to fully clean the facility to the approval of the Parks & Grounds Board before leaving. Picnic tables will be provided at the shelter. If additional tables, garbage cans or other special requests are needed, it is the group's responsibility to secure them beforehand. Rental is for the (1) day in its entirety.

**Please note: If you need special requests, an additional \$30 will be added to the rental fee.*

Special Requests Needed: (Please circle) YES / NO _____ # of Extra Tables _____ # of Extra Trash Receptacles

Other Needs/Special Requests: _____

Will you be serving alcohol: (Please circle) YES / NO

You must obtain a permit that will need pre-approval from the Parks & Grounds Board President. Once the permit is approved you will receive a copy in the mail. Please keep this permit with you for the duration of your rental. There is no charge or deposit required for this permit, just your signature. Permits are available on our website, www.richlandcenter.com or from our office. Office hours are Monday - Friday, 8:00 am - 5:00 pm.

Rental Permit Terms and Conditions:

I accept full responsibility for the terms and conditions of this application, and certify that it is accurate and complete. I understand that the fee paid is refundable to me if the notice of cancellation is received by the Parks & Grounds Department no less than 7 days prior to my scheduled event. I understand that the Parks and Grounds Board reserves the right to deny any application for any event that the expected attendance will exceed the safe capacity of the facility or involves activity as such that endangers public health and safety. I understand that inaccurate information is grounds for cancellation of any reservation granted to me and may jeopardize future reservations.

I understand that no facility is reserved until all stipulated fees of \$ _____ have been paid and the Director or a Parks & Grounds Board Representative signs this form. Payment must be received within 7 business days after you reserved a shelter.

Group Representative Signature: _____

Date: _____

Richland Center Parks & Grounds Signature: _____

Date: _____

Shelter Usage: (All monies go towards Parks and Shelter improvements)

Shelter	Cost	Group Size
#1 Dr. Meyer- Enclosed shelter w/ Restrooms- needs a key (10@8ft tables/35 chairs) Includes Stove & Refridgerator, AC/Heat.	\$55	65 – 75
#2 E. Keepers- Attached Bathrooms	\$50	80 – 110
#3 Earl Anderson	\$45	65 – 75
#4 Charles Lawrence	\$45	75 - 100
#5 Robert Retrum	\$45	75 - 100
#4&5 Lawrence & Retrum OR #6&7 Pippin & Ferguson	\$80	150 - 200
#6 B.I. Pippin	\$45	65 – 75
#7 Glenn Ferguson	\$45	65 – 75
#8 Lions- North Park Diamonds	\$45	65 - 75
#8 Lions w/ Concession Stand	\$70	75 - 100
#9 Justin Williams- North Park	\$45	65 - 75
#10 Don Klingaman- North Park Pond	\$45	65 – 75
#11 Carl Chellevoid-Hwy 80 N / Industrial Drive	\$40	65 - 75
#12 RCHS Class of '68- Hornet Hive	\$45	40 - 50

*The Meyer building requires a key & can be picked up & dropped off in the office, Monday-Friday, 8:00am-5:00pm. It will cost \$25 if you need to get the key not picked up during office hours.

Ballfield Usage: (All monies go towards Parks or Shelter improvements)

Ball Diamond	Cost
<p>Krouskop Park (use of one / all diamonds or fields)</p> <ul style="list-style-type: none"> Softball – East #5 or West #6 Diamonds Soccer Field (U10) Football Field <p>North Park (use of one / all diamonds or fields)</p> <ul style="list-style-type: none"> Softball/Baseball - Kiwanis West #1, Kiwanis East #2, Little #3, Big #4 Soccer – (U14, U12, U10, U8's) 	<ul style="list-style-type: none"> Seasonal Activity: Organized Youth Group \$2 per participant (max \$5 per family) Adult Leagues – 10 (max)participants \$5 each (max \$60 per team) Weekend Tournament Fundraiser: \$50 ½ day, \$100 Full day, \$100 Weekend. (Includes Concession Stand-Lions) Weekday \$50 Daily Use: (Family or Picnic Group) \$25 Special Event: (Wedding, Anniversary, Large Picnic with Tent) \$50 \$20 Light usage.

Please circle the date or dates you will be using the facilities

2018

<u>April</u>							<u>May</u>							<u>June</u>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30		
29	30																			
<u>July</u>							<u>August</u>							<u>September</u>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	
29	30	31											30							
<u>October</u>							<u>November</u>							<u>December</u>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
													30	31						