

**2010 CITY OF JANESVILLE PARK FACILITY PERMIT**

LOCATION	Key Deposit	Resident Fees*	Non-Resident Fees*	Capacity (8 per 8' table)
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<b><u>BOND PARK</u></b> [ ] Entire Building	\$55.00	\$75.00	65
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<b><u>COURTHOUSE AMPHITHEATER</u></b> [ ]	\$25.00	\$35.00	390
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<b><u>LUSTIG PARK</u></b> [ ] Entire Building	\$45.00	\$60.00	65
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<b><u>PALMER PARK</u></b>			
[ ] West Pavilion – North Half	\$75.00	\$100.00	100
[ ] West Pavilion – South Half	\$75.00	\$100.00	100
[ ] WEST PAVILION – ENTIRE BLDG.	\$135.00	\$180.00	200
[ ] East Pavilion	\$90.00	\$125.00	75
[ ] Hilltop Pavilion     \$25.00 Key Dep. (pay separately) + \$40.00		\$60.00	30

<b><u>PALMER PARK PICNIC GROVES #1, #2, #3, #4, #5, #6 (Permanent grove of 4 picnic tables)</u></b>			
[ ] Grove # _____	\$20.00	\$30.00	4 Tables
Picnic Groves provide trash barrel and grill – no shelter, drinking water, rest rooms or electricity			

<b><u>PEACE PARK PAVILION</u></b> [ ] Entire Building	\$90.00	\$125.00	75
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<b><u>RIVERSIDE PARK</u></b>			
[ ] South Pavilion – North Half	\$65.00	\$87.00	100
[ ] South Pavilion – South Half	\$65.00	\$87.00	100
[ ] SOUTH PAVILION – ENTIRE BLDG.	\$110.00	\$142.00	200
[ ] North Pavilion	\$55.00	\$68.00	100

<b><u>TRAXLER PARK</u></b>			
[ ] Warming House     \$25.00 Key Dep. (pay separately) +	\$80.00	\$112.00	50
[ ] Lions Pavilion     \$25.00 Key Dep. (pay separately) +	\$70.00	\$97.00	50

**\*PAYMENT MUST ACCOMPANY PERMIT OR RESERVATION WILL NOT BE HONORED.**

APPLICANT NAME: _____	PHONE: _____
GROUP NAME _____	
TYPE OF GATHERING: _____	NO. EXPECTED _____
ADDRESS: _____	CITY _____ ZIP _____
DATE OF EVENT: _____	TIME OF EVENT: FROM: _____ TO: _____

1. RESERVATIONS WILL BE ACCEPTED BEGINNING FEBRUARY 1, 2010 FOR CITY OF JANESVILLE RESIDENTS, AND ON FEBRUARY 8, 2010 FOR NON-RESIDENTS (LIVING OUTSIDE CORPORATE CITY LIMITS OF JANESVILLE), FOR DATES BETWEEN APRIL 15 AND OCTOBER 15 (UNLESS OTHERWISE NOTED) ON A FIRST-COME, FIRST-SERVED BASIS.
2. RESERVATIONS MUST BE MADE A MINIMUM OF 3 DAYS IN ADVANCE, AND MUST BE MADE IN PERSON AT THE LEISURE SERVICES OFFICE. TELEPHONE RESERVATIONS WILL BE ACCEPTED ONLY IN CASES OF HARDSHIP AS DETERMINED BY LEISURE SERVICES. TELEPHONE RESERVATIONS MUST BE PAID BY CREDIT CARD.
3. **CANCELLATIONS MUST BE MADE AT LEAST 3 DAYS PRIOR TO THE RESERVATION DATE OR THE RESERVATION FEE WILL BE FORFEITED. A \$10 CANCELLATION FEE APPLIES TO ALL RESERVATION CANCELLATIONS.**
4. RESERVATIONS ARE POSTED IN THE PAVILION FOR THE UPCOMING WEEK. HOWEVER, **THIS PERMIT SHOULD BE IN THE POSSESSION OF THE APPLICANT DURING THE RESERVATION PERIOD.**
5. IF YOU EXPERIENCE **ANY PROBLEM** WITH YOUR RESERVED FACILITY DURING NON-OFFICE HOURS, **CALL THE POLICE DEPT. AT 755-3055** AND THEY WILL CONTACT THE APPROPRIATE PERSONNEL TO RESOLVE THE PROBLEM. LEISURE SERVICES OFFICE HOURS ARE 7:30 A.M. TO 4:30 P.M MONDAY-FRIDAY. OFFICE PHONE # IS (608) 755-3025.

**PARK REGULATIONS**

1. CITY PARK HOURS ARE FROM 5:00AM TO 11:00PM (EXCEPTIONS: PALMER PARK HILLTOP AREA AND LUSTIG PARK CLOSE AT 9:00PM).
2. DRINKING OR POSSESSION OF INTOXICATING BEVERAGES **IS PROHIBITED BY ORDINANCE** IN ALL JANESVILLE PARKS.
3. PETS ARE PROHIBITED IN PARKS FROM MAY 15 TO SEPTEMBER 15.
4. PARKS MAY NOT BE USED BY ANY PERSON OR ORGANIZATION FOR FINANCIAL GAIN (See City ordinance 12.62.010 for exceptions).
5. PARKING OR DRIVING ON GRASS IS PROHIBITED.

**KEY REQUIREMENTS**

A KEY IS REQUIRED FOR THE PALMER PARK HILLTOP PAVILION, TRAXLER PARK WARMING HOUSE, AND THE KITCHEN AT TRAXLER PARK LIONS PAVILION. **KEYS MUST BE PICKED UP AT THE LEISURE SERVICES OFFICE BEFORE 4:30PM ON FRIDAY FOR WEEKEND RESERVATIONS**, AND RETURNED THE FOLLOWING MONDAY. THE SECURITY DEPOSIT FOR THE KEY IS PAID BY SEPARATE CHECK, AND WILL BE RETURNED WHEN THE KEY IS BROUGHT BACK TO THE OFFICE. **IF YOU DO NOT PICK UP YOUR KEY DURING REGULAR OFFICE HOURS, AND CITY STAFF IS CALLED TO PROVIDE YOU WITH A KEY, YOU WILL BE INVOICED FOR OVERTIME CHARGES OF UP TO \$100.**

**CLEAN-UP REQUIREMENTS**

1. THE APPLICANT AGREES TO MAINTAIN AND RESTORE ALL AREAS AND FACILITIES TO THE PROPER CONDITION, AND FURTHER AGREES TO PAY ADDITIONAL FEES FOR DAMAGES OR EXTRA TIME REQUIRED TO CLEAN AND RESTORE FACILITY, AS DETERMINED BY THE JANESVILLE PARKS DEPARTMENT.
2. **MASKING TAPE IS THE ONLY ACCEPTABLE FASTENER** TO BE USED ON ANY SURFACE. SCOTCH TAPE, THUMB TACKS, NAILS OR SIMILAR FASTENERS SHALL NOT BE USED. **ALL TAPE AND DECORATIONS ARE TO BE REMOVED PRIOR TO DEPARTURE.**

**I, the Applicant, agree to comply with all park regulations and special conditions imposed in conjunction with the issuance of this permit and certify that the permit is correct and complete. I understand that I am responsible for any damages to the facility or equipment and agree to leave the facility in a clean and orderly condition. I further agree to release and save harmless the City of Janesville, its employees and agents from any and all liability as a result of this event or permit.**

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_