



## Park Facility Use Application & Permit

City of Richland Center Parks & Recreation Department

1050 N. Orange Street

Mailing Address: 450 S. Main Street

Richland Center, WI 53581

Phone: 608-647-8108 ext. 1

This form must be completed and signed by the applicant, accompanied by the correct fee for requesting the park facility reservation. Approved applications will be kept on file in our office. Reservations for the next calendar year are taken on the first business day of the year on a first come, first served basis.

**Business/Group/Applicant Name:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Contact Phone #(s):** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

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

**Date of Rental:** \_\_\_\_\_ **Approx. Start time:** \_\_\_\_\_ / \_\_\_\_\_

**Approx. # of People Expected:** \_\_\_\_\_ **Nature of Rental:** \_\_\_\_\_

**IMPORTANT:** After rental use, the party is expected to fully clean the facility completely 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. For the Meyer Building: Keys can be picked up Monday-Friday from 8AM-4:30PM.

**All tobacco and nicotine products are prohibited on all City of Richland Center park property, including buildings, parking lots, and park grounds.**  
**City Ordinance No. 2025 – 03**

### Do you need ANY of the following items?

--Extra Picnic Tables or Trash Receptacles? **YES / NO** (\$30) \_\_\_\_\_ # of Extra Tables \_\_\_\_\_ # of Extra Trash Receptacles \_\_\_\_\_

--Do you need an Alcohol Permit? **YES / NO** (Covers Beer and Wine) Permits do not allow you to sell alcohol.

Alcohol is not permitted in the Park without a permit. You must obtain a permit that requires pre-approval from the Park 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.

--Will you put up a Canopy / Tent? **YES / NO** \_\_\_\_\_ **Location of Tent:** \_\_\_\_\_

You will need to let us know the location. Digger's Hotline may need to be contacted prior to your event so underground lines can be located and marked.

--Special Event: Bringing items to the Park? (Dunk Tank, Inflatable, Climbing Wall, Animals) **YES / NO** **Location:** \_\_\_\_\_

You (if you own the item) or the Rental Company will need to provide a Certificate of Liability Insurance with a minimum general aggregate limit of \$1,000,000 naming the City of Richland Center as "Additional Insured" on the policy. The Parks and Grounds Department will determine the location of the unit.

--Special Event: Selling Beer or Wine? **YES / NO** **Form AT-315** You must obtain an Application for Temporary Class "B" (Beer) / "Class B" (Wine) Retailers License from the City Clerk's office. The process may take up to 30 days and will need to be approved by the proper committees. You will also need to provide a Certificate of Liability Insurance with a minimum general aggregate limit of \$1,000,000 naming the City of Richland Center as "Additional Insured" on the policy.

--Special Event: Vendors selling Food or Goods, Collecting Donations, or Charging Admission? **YES / NO** **Form S-240**

You must fill out a Wisconsin Temporary Event Operator and Seller Information Form listing all vendors attending the event and submit it to the City Clerk a minimum of 5 days before the event. You will also need to provide a Certificate of Liability Insurance with a minimum general aggregate limit of \$1,000,000 naming the City of Richland Center as "Additional Insured" on the policy. Wisconsin Department of Revenue reporting must be completed no later than 10 days from event closing. The process may take up to 30 days and will need to be approved by the proper committees. Once all paperwork is turned in and all approvals are given, the City Clerk will grant approval for the event.

--Special Event: Require a Street Closure? **YES / NO** You must fill out a Street Closing Application for Events Form and take it to the City Clerk's office. The process may take up to 30 days and will need to be approved by the proper committees. You may be asked to attend the Public Safety meeting on your own behalf. Once all paperwork is turned in and all approvals are given, the City Clerk will grant approval for the event. The Parks & Grounds Department will be in contact with the Street Department for any barricades and/or signage. The Parks & Grounds Department will be in contact with the Police Department for any traffic safety control measures.

## Shelter Usage: (All fees 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 & Refrigerator, AC/Heat	\$90	65 – 75
#2 E. Keepers- Attached Bathrooms	\$70	80 – 110
#3 Earl Anderson	\$60	65 – 75
#4 Charles Lawrence	\$60	65 – 75
#5 Robert Retrum	\$60	65 – 75
#4&5 Lawrence & Retrum	\$110	150 - 200
#6 B.I. Pippin	\$60	65 – 75
#7 Glenn Ferguson	\$60	65 – 75
#8 Lions- North Park Diamonds	\$60	65 – 75
#8 Lions w/ Concession Stand	\$100	75 - 100
#9 Joan Woodman Orton McCollum Foundation- Veteran's Memorial Pavilion	\$60	50 - 100
#10 Don Klingaman @North Park Pond	\$60	65 – 75
#11 Carl Chellevoid (Hwy 80 N / Industrial Drive) @Lions Park (no water available, electric only)	\$55	65 - 75
#12 RCHS Class of '68- Hornet Hive @Old Mill Pond Park	\$70	40 - 50
#13 Rotary Shelter @South Wedgewood Park (no water available, electric only)	\$55	65 - 75

\*The Meyer building requires a key & can be picked up & dropped off in the office, Monday-Friday 8am-4:30pm. It will cost \$50 if you need to get the key not picked up during office hours.

## Ballfield Usage: (All fees go towards Parks and Shelter improvements)

Ball Diamond	Cost
<p>Krouskop Park (use of one / all diamonds or fields)</p> <ul style="list-style-type: none"> <li>Softball – East #5 or West #6 Diamonds</li> <li>Soccer Field (U10)</li> <li>Football Field</li> </ul> <p>North Park (use of one / all diamonds or fields)</p> <ul style="list-style-type: none"> <li>Softball/Baseball - Kiwanis West #1, Kiwanis East #2, Little #3, Big #4</li> <li>Soccer – (U14, U12, U10, U8's)</li> </ul>	<ul style="list-style-type: none"> <li>Seasonal Activity: Organized Youth Group \$3 per participant (max \$8 per family) Adult Leagues – \$80 per team</li> <li>Weekend Tournament Fundraiser: \$55 ½ day, \$109 Full day, \$164 Weekend. (Includes Concession Stand-Lions) Weekday \$55</li> <li>Daily Use: (Family or Picnic Group) \$30</li> <li>Special Event: (Wedding, Anniversary, Large Picnic with Tent) \$55 / \$77 including lights</li> </ul>

**2026**

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

### April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**City of Richland Center  
Waiver and Release of Liability**

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In consideration of being permitted to use the facilities, equipment or otherwise property of the City of Richland Center, the Undersigned, agrees and represents that he/she shall, upon entering the facility or property and use of equipment, shall inspect and consider the safety and suitability of such property for the purpose of their use. Further, the subsequent use of the facilities, equipment or property shall constitute an acknowledgement by the Undersigned of the inspection, safety and suitability of the facility, equipment or property for the purpose of the use.

1. By signing this Waiver and Release of Liability (Agreement), I, the Undersigned, waive and release the City of Richland Center, its agents, servants, employees, insurers, successors and assigns (collectively referred to as the "City") from any and all claims, demands, causes of action, damages or suits at law and equity of any kind, including but not limited to claims for personal injury, property damage, medical expenses or loss of services, on account of or in any way related to or growing out of my presence or involvement at the facility or property of the City. I also understand the City is not responsible for any lost, stolen, or damaged valuables or property.
2. This waiver and release are intended to and does release the City from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties or negligence of the City.
3. I, the Undersigned, further covenant and agree not to institute any claims or legal action against the City for any claim released by this Agreement. I further agree that should any claim be made against the City, in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) the City for any such claim and expenses including attorney's fees and costs incurred by the City in defending themselves or security indemnity hereunder.
4. I, the Undersigned, am responsible for being familiar with the rules and regulations governing the use of the facility which are available online or at the Parks and Recreation office at 1050 N Orange Street. I agree that I will fully comply with all rules and regulations and with any amendments.
5. I, the Undersigned, will be responsible for the repair and replacement of any damages to the facility. I understand that repairs for damages may be taken from the deposit, and any additional amounts will be invoiced to us by the City. I understand that our rental may be cancelled or re-scheduled in the event of an emergency.
6. I, the Undersigned, understand that the fee paid is refundable to me if the notice of cancellation is received by the Parks & Recreation Department no less than 14 days prior to my scheduled event. I understand that the Park 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.
7. I understand that no facility is reserved until all stipulated fees of \$\_\_\_\_\_ have been paid and a Parks & Recreation Representative signs this form. Payment must be received within 7 business days after you reserved the facility. Keys must be picked up in advance. For the Community Center and Meyer Building: Keys can be picked up Monday-Friday from 8am-4:30pm. A \$50 fee may be charged to you if we must make a special trip.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue the City for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by the City, will void, and terminate this Agreement and may result in loss of the ability to use the facility.

**I am signing this Agreement freely, voluntarily, and competently and am at least eighteen (18) years of age.**

**Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**RC Parks and Recreation Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

1050 N. ORANGE ST.  
RICHLAND CENTER, WI 53581  
608-647-8108