

**Park Use Agreement Application  
Form #PRK010 (rev. 01/2024)**

FOR OFFICE USE ONLY	
Amount Due:	
Receipt #:	
Permit Issued:	
Google:	Park Calendar:

Applicant's Name: \_\_\_\_\_

Organization (if any): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Reservation Purpose: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Approx. Attendance: \_\_\_\_\_

Pavilion/Building Selection:

Ck Box	Location	Deposit	Resident	Non-Resident
	Lincoln Park (Shelter & Concessions Only)	\$150	\$200 / day	\$300 / day
	Strawberry Creek Park (Shelter & Concession Only)	\$150	\$200 / day	\$300 / day
	Alford Park South	\$100	\$100 / day	\$175 / day
	Alford Park East (shade kite)	\$100	\$75 / day	\$150 / day
	Anderson Park 1 (22nd Ave)	\$100	\$100 / day	\$175 / day
	Anderson Park 2 (near soccer fields)	\$100	\$100 / day	\$175 / day
	Baker Park	\$100	\$75 / day	\$150 / day
	Columbus Park	\$100	\$100 / day	\$175 / day
	Hobbs Park	\$100	\$75 / day	\$150 / day
	Kennedy Park (Picnic Area only)	\$100	\$100 / day	\$175 / day
	Nash Park (Shelter Area Only)	\$100	\$100 / day	\$175 / day
	Poeiro Nature Center	\$100	\$100 / day	\$175 / day
	Poeiro Park	\$100	\$100 / day	\$175 / day
	Roosevelt Park (Shelter Area Only)	\$100	\$100 / day	\$175 / day
	Simmons Island Park	\$100	\$100 / day	\$175 / day
	Washington Park 1 (near Pool)	\$100	\$100 / day	\$175 / day
	Washington Park 2 (22nd Ave & 41st St)	\$100	\$100 / day	\$175 / day
	Oribiletti Center (mid-March - December 31)	\$100	\$300 / day	\$375 / day
		\$300		

**Verification/Release of Liability:**

The applicant hereby certifies that all of the information provided above is true and correct to the best of his/her knowledge & understands falsification of information may result in termination of use/permit, revocation of partial or full deposit refund and furthermore could result in denial of future use of City parks and/or facilities. Applicant also certifies he/she has read & understands the park rules & regulations. The applicant hereby agrees to hold harmless and indemnify the City of Kenosha, its department, commissioners, officers, agents, and employees in and from claims, actions, and judgements arising from personal injury or property damage caused by or resulting from the use of the park facility for which the permit is granted.

**THIS IS A LEGAL DOCUMENT CARRYING FINANCIAL OBLIGATIONS**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## Park Use & Beer/Wine Rules and Regulations (rev. 01/2024)

1. For picnic rentals, a Park Use Agreement is used for private events. If your event is over 250 people, an approval by the Director of Parks or designee is required.
  - a. Application PRK010 is to be completed and all fees must be paid in full at the time of reservation, we accept Cash, Check or Credit/Debit (a convenience fee will be charged for credit/debit use).
  - b. If the request is less than three weeks prior to the event, all fees must be paid in cash or credit/debit only.**
2. Picnic Location Notes:
  - a. Picnics will not be permitted at the Lincoln Park Concession Building, Poerio Park, and Anderson Park when other park events are taking place, such as tournaments, athletic games or special events.
  - b. Alford Park East and Hobbs Parks: There are no restroom facilities available for public use. If needed the permittee will need to rent a portable restroom unit.
3. Reservations are accepted beginning the first working day in January of each year. Picnic rentals are available from May 1 – first weekend in October only.
4. **NO rentals will be accepted less than 7 days prior to the requested date.** If the area is not reserved by another party, its use will be available on a first-come, first-served basis. However, without a rental the electricity, water and/or restrooms will not be available.
5. The hours given on the application must include set-up and take-down, including any seating, equipment or tent rentals. Your event must end, and guests must leave the park, no later than 10 p.m., unless you receive prior approval from the Board of Park Commission.
6. **Cancellation Policy:** Cancellations must be made 14 days prior to the rental date to receive a refund, less an administrative fee of \$50. There will be no refunds less than 14 days prior to the rental date.
7. A picnic rental, where no alcohol will be present, can be issued to applicants 18 years of age or older. A picnic rental for events involving alcoholic beverages will only be issued to applicants 21 years of age or older.  
**Please note: there must be one adult supervisor (at least 21 years of age) for every 15 minors.**
8. The permittee must be in attendance for the entirety of the event and will assume full responsibility for the group using the park area. In addition, the applicant must verify all conditions of the rental are met and acceptable, including cleanup after the event. The permittee signing the application is the duly authorized representative for all damage, missing items and cleanup.
9. **Right of Denial:** The Department of Parks reserves the right to deny the use of any facility to a person/group for good reason (e.g. a conflict with a planned or ongoing facility use; lack of personnel to prepare facilities; a known history of disruptive or undesirable conduct by the person and/or group).
10. Forfeiture of all fees including deposit will result if any of the following occurs:
  - a. Facility damage beyond normal use.
  - b. Excessive maintenance is required following use.
  - c. Any act by the permittee or group that requires police action.
  - d. Cancellation of an event in progress due to violation of City policies, rules or regulations governing such usage.
11. Decoration Guidelines:
  - a. All decorations must be put up and taken down without damaging the structure or equipment.
  - b. Nails, screws, tacks, staples, and tape (of any type including command strips) are prohibited.
  - c. Real-burning candles and lanterns, dance wax and glitter are prohibited.
  - d. The permittee must remove all decorations immediately following the event.
  - e. Removal of City Property from the facility is prohibited.
12. Tents and dry bounce houses are allowed in the park area (water-filled bounce houses are prohibited). If your event will have either of these, you are required to contact Digger's Hotline (1-800-242-8511) no later than five (5) business days prior to the event and adhere to placement of these items outside any noted and/or marked conflicts.

13. **Fermented Malt or Wine Beverages:** A beer/wine permit, Application PRK015, must be issued for all permittees wishing to consume and/or serve beer/wine – this is only available to adults 21 years of age or older.
  - a. The permit is for beer/wine consumption only; sales are prohibited, unless you receive prior approval from the Board of Park Commission.
  - b. Beer, wine coolers, and wine are permitted (liquor is prohibited) in parks as outlined in the Code of General Ordinances 6.02 A.18. when permit is obtained.
  - c. Consumption of fermented malt beverages/wine is prohibited after 10 p.m., without prior approval from the Board of Park Commission.
  - d. Organizations/individuals that have received a fermented malt beverage/wine permit will be required to have an adult over the age of 21 present at all times and organizations/individuals are responsible for restricting the consumption of fermented malt beverages to those persons age 21 and over.
  - e. UNDERAGE CONSUMPTION OF ALCOHOLIC BEVERAGES IS NOT ALLOWED AT ANY TIME.
  - f. NO ALCOHOLIC BEVERAGES ARE ALLOWED AT ANY NATURE CENTER PER CODE OF GENERAL ORDINANCE 6.065.
14. Glass containers are prohibited within all City parks.
15. **Amplified music:** Amplified music/sound is allowed in a few areas, but it must be turned off at 9:30 p.m., unless you receive prior approval from the Board of Park Commission.
  - a. Please be considerate of neighbors and other residents
  - b. Noise must be directed away from residential homes.
  - c. It is the responsibility of the group reserving the facility, where amplified music/sound is allowed, to keep the noise level to the acceptable level described in the Noise Control City Ordinance 23.5.
  - d. NO BANDS ARE ALLOWED AT PICNIC SITES WITHOUT THE APPROVAL OF THE BOARD OF PARK COMMISSIONERS.
  - e. NO MUSIC IS ALLOWED AT ANY NATURE CENTER PER CODE OF GENERAL ORDINANCE 6.065.
16. If needed, the permittee is responsible for all fees related to security personnel and equipment rentals.
17. Possession of firearms and/or weapons on park land is strictly prohibited.
18. The City is not responsible for equipment or material owned by the person/group using the park area, including any items delivered before or left after an event (e.g. dry bounce houses, tents, etc). Additionally, the City is not responsible for items lost/stolen during the park use.
19. All clean up by the permittee is mandatory after the event and the permittee accepts all responsibility for the cost of any damage to the facilities and city-provided rental equipment.
  - a. Changes, alterations, or defacement to any facility will not be permitted.
  - b. Any person or group causing damage to property or equipment will be required to pay for any accrued cleanup or restoration costs (billed at \$50 per employee, per hour) and may include the price of replacement of damaged equipment.
  - c. Until full payment for damage is received, the City shall have the right to deny future application without any stated cause.
20. Report unsafe conditions and/or any problems with your reservation to the Department of Parks (262-653-4080, M-F 7am – 3pm) OR to one of the Park Supervisors (262-945-7945 or 262-945-4615) immediately.
21. Use area in accordance with General and Special Park Rules and Regulations as outlined in the Code of General Ordinances, Chapter 6. and all State, Federal and local laws.
22. The permit applies to only shelter and/or concession area, if applicable. Rental does not include exclusive use of any other feature exists at a park, such as but not limited to: playgrounds, splashpads, athletic fields, etc. These are not reservable and are open to Public use at all times with Park Regulations.
22. The form will be signed by the Director of Parks or an authorized representative of the Department. A copy of the signed agreement will be given to the permittee and must be brought to the park site on the date of use for proof of reservation.

**I agree to abide by and to enforce the rules, regulations and policies of the City of Kenosha Department of Parks affecting the use of recreation facilities.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_