



## Monona Parks and Recreation Department

1011 Nichols Rd., Monona, WI 53716  
608-222-4167  
www.mymonona.com

# 2020 Park Shelter Reservation Policies and Procedures

Monona has four shelters and two gazebos available to reserve: ***Dream Park Shelter, Fireman's Park Shelter, Ahuska Park Shelter, Oneida Park Shelter, Schluter Park Gazebo, and the Winnequah Park Gazebo.*** The shelter reservation season extends from May 1<sup>st</sup> to mid-October. Park shelters are available on a first come, first serve basis if not previously reserved. Reservations include the shelter ONLY. Additional park amenities are not guaranteed.

## Reservations

Reservations for a shelter may be made in three ways:

1. Call the Monona Parks & Recreation Department at 222-4167
2. Visit the Monona Parks & Recreation office in the Monona Community Center, 1011 Nichols Road Monona, WI
3. Visit my <http://mymonona.com/321/Park-Shelter-Rentals> and submit your requested rental for approval.

\*All fees are due at the time the reservation is made (for online reservations, payment is collected at time of approval.) Reservations are taken starting on January 2nd for Monona residents and non-residents can start reserving on February 3<sup>rd</sup>.

## Refunds/Cancellations

If a cancellation is made at least 30 days before the shelter reservation, customers will receive a refund minus a \$10.00 administrative fee. **No refund is given if a shelter reservation is cancelled with less than a 30 day notice.**

Refunds will not be given for shelter conditions typical of an outdoor structure (spiders/webs, some dust/dirt/leaves etc.)

## Fees

Park Shelter	Resident Fees	Non-Resident Fees
Dream Park, Fireman's Park, Ahuska Park	\$175	\$250
Winnequah Gazebo, Oneida Park, Schluter Gazebo	\$100	\$175
School Groups	\$60/2 hours	Both Resident & Non-resident

## Additional Shelter Fees

-Over 150 people at shelter – Double Fee

-Extra Picnic Tables - \$20/two tables – The maximum available depends upon other events throughout the parks the day of your rental. **\*\*1 week notification required\***

-Kitchen Rental Fee (Ahuska & Fireman's Park) - \$25/rental.

## Additional Permits

**Amplified Sound Permit (\$50)** must be obtained for amplified sound use. This permit must be applied for prior to the event. Please note that the use of amplified devices is only allowed between the hours of 7:00 AM to 8:00 PM. **\*\*2 week notification required\*\***

**Temporary Structure Permit (\$75)** must be received two weeks prior to the event for any tents (larger than a 10'x10' pop-up), staging, trailers, dunk tanks, inflatable play equipment, personal & promotional equipment, and other structures. You will also be required to contact Digger's Hotline. **\*\*2 week notification required\*\***

**Alcoholic beverage** licenses are necessary only if alcohol is SOLD in city parks. There are no other restrictions on the consumption of alcohol in the parks.

## Keys

If the Fireman's Park Shelter kitchen or Ahuska Park Shelter kitchen is rented and paid for, the renter needs to pick up the kitchen key from the Monona Parks & Recreation Office, Mon-Fri 8:30am-4:30pm. Renter is also responsible for returning kitchen key to Parks & Rec office (In addition, there is a drop box at the Monona Police Department available 24/7.)

## General Rules for Park & Shelter Use

- ◆ Open hours for all city parks are 7:00 am-10:00 pm
- ◆ Restrooms at the shelters are public and are not exclusive to the renter.
- ◆ Shelter and grounds must be left in good condition.
- ◆ All trash must be deposited in containers provided by the shelter.
- ◆ Exclusive use of the ball diamonds, tennis courts, and playground equipment is **not** included with shelter reservation.
- ◆ All groups must vacate the shelter at the time specified on the permit
- ◆ Open hours for all city parks are 7:00am-10:00pm
- ◆ Vehicles are not allowed on park property at any time. Loading & unloading of a vehicle must be from the parking lot or street parking ONLY.
- ◆ Glass containers are not allowed..
- ◆ If the kitchen is rented, the cleaning check-list located in the kitchen must be completed before leaving.
- ◆ No glitter, confetti, or water balloons are allowed at shelters.

# City of Monona Park Shelter Rentals

## *Frequently Asked Questions:*

### **What are the addresses of shelters available for rent?**

- ◆ **Ahuska Park Shelter** – 400 East Broadway
- ◆ **Fireman's Park Shelter** – 4800 Winnequah Road (corner of Winnequah Rd. & Progressive Ave.)
- ◆ **Oneida Park Shelter** – 1305 Neponset Trail (corner of Neponset Tr. & Tecumseh Ave.)
- ◆ **Winnequah Dream Park Shelter** – 5301 Healy Lane
- ◆ **Winnequah Park Gazebo** – 1012 Nichols Road (across from the swimming pool)
- ◆ **Schluter Park Gazebo** – 4511 Winnequah Road

### **What are the park hours?**

All Monona city parks are open from 7:00 am to 10:00 pm

### **What is the earliest date I can reserve a shelter?**

Monona Parks and Recreation begins accepting shelter reservations on the first working day of January for Monona residents, and the first working day of February for non-residents.

### **What dates are the shelters available to rent?**

Shelters can be reserved for events from May 1<sup>st</sup> – mid October.

### **Is there a way to find out if an event is already scheduled at a park I'm interested in?**

Yes! This can be done a few ways:

1. Call (222-4167) or come in person to the Monona Community Center during business hours (M-F 8:30am-4:30pm)
2. Contact us by email: [jwalsh@ci.monona.wi.us](mailto:jwalsh@ci.monona.wi.us)
3. View availability online at [www.mymonona.com/321/Park-Shelter-Rentals](http://www.mymonona.com/321/Park-Shelter-Rentals)

### **Online it says there is a reservation for 10:00 am-2:00 pm at the park I am interested in. May I reserve the shelter before or after?**

No, unfortunately due to staffing constraints we can only clean a shelter once a day. Because of this we limit shelters to one reservation per day.

### **Can I put a temporary hold on a shelter without payment?**

No, all shelter reservations must be paid in full at the time of reservation.

### **Who should we call if there are problems?**

If there are issues on the day of your rental, please call Monona Police at 222-0463. Please bring your copy of the permit with you to the park to verify your reservation.

### **Do I need a key?**

No keys are needed to open doors into the shelters or the restrooms. If renter has paid for use of the kitchen at the Ahuska Park Shelter or Fireman's Park Shelter a key is needed. Renter is responsible for picking up the kitchen key from the Monona Parks & Recreation office during office hours (M-F, 8:30 – 4:30) Kitchen needs to be returned to Park & Rec office after event, during their office hours.

### **Can we use the entire park?**

Your shelter reservation gives you exclusive use of the shelter building ONLY. You and your guests are welcome to use the area around the facility, but there may be other park users on site as well. Exclusive use of the ball diamonds, tennis courts, and playground equipment is NOT included with a shelter reservation.

### **What about the picnic tables?**

Please refrain from moving the tables under the shelters any more than necessary. If you do move them, please replace them when your event is finished. If you need more tables than the number normally at the shelter, you can rent additional tables by calling the Parks & Rec. office at least one week prior to your event.

### **Can we serve alcohol to our guests?**

Alcohol consumption is allowed in the parks, but please note the following:

- ◆ Glass containers should not be taken into the parks.
- ◆ The shelter renter is responsible for all alcohol-related issues that arise from the event.
- ◆ Minors MAY NOT be served at any time.
- ◆ No money can change hands in exchange for alcoholic beverages.
- ◆ If alcohol is sold in city parks, an alcoholic beverage license is required.

### **Can we have a charcoal grill/campfire?**

You are allowed to bring portable grills into the parks, however you must make certain that they and their contents are completely removed at the conclusion of your event. Please do not dump charcoal on the ground!

**Campfires are not allowed in the park.**

### **What about amplified sound in the parks?**

The use of amplified sound devices is only allowed between the hours of 7:00am to 8:00pm when an Amplified Sound Permit has been obtained. This permit needs to be approved two weeks prior to the event. Contact the Parks & Recreation Dept. to obtain this \$50 permit.

### **What about a Temporary Structure?**

Any structure such as tents, trailers, dunk tanks, inflatable play equipment, personal & promotional equipment, and other structures must have a Temporary Structure Permit. This permit needs to be approved two weeks prior to the event. Contact the Parks & Recreation Dept. to obtain this \$75 permit.

### **What do I do with my garbage?**

Please gather all of the trash and recyclables from your event and dispose them in the trash cans provided at each location. There are extra garbage bags in the bottom of the trash/recycling cans if you need them during your event.

### **Where should we park?**

Please park only in the designated parking lot and on streets surrounding the parks. Do not park on the grassy areas. No vehicles are allowed on park property at any time. Loading & unloading of a vehicle must only be from the parking lot or street.

### **If I rent one of the kitchens what do I need to clean before leaving?**

A Kitchen Cleaning Check-list will be located in the kitchen and needs to be satisfactorily completed.

### **Are there any restrictions on decorating the shelter for my event?**

Patrons are allowed to decorate, although we do ask that you completely clean up the area before leaving.

***Please note that water balloons, glitter, and confetti are not allowed at park shelters.***

## Facilities available at Monona Park Shelters

	Dream Park	Fireman's	Winnequah Gazebo	Ahuska	Oneida	Schluter Gazebo
Address	5301 Healy Lane (South of Nichols Rd across from the pool)	4800 Winnequah Rd. (Corner of Winnequah Rd and Progressive Ave at the northern-most corner of Winnequah Park)	5301 Healy Lane (In Winnequah Park across from the swimming pool)	400 East Broadway	1305 Neponset Trail (Corner of Neponset & Tecumseh Ave)	4511 Winnequah Road
Number of People Shelter Accommodates	50 (The grounds will support larger events)	80	25	100	50	15
Parking	Generous off-street within 50 yds. of shelter	Off-street adjacent to shelter	Minimal off-street at swimming pool	Generous off-street	Off-Street	Parking lot
Restrooms	Yes	Yes	No (Near Dream Park Shelter)	Yes	Yes	Yes
Picnic Tables	7 under shelter 20 Total in area	14	3	12	6	2
Kitchen	No	Yes	No	Yes	No	No
Electrical Outlets	Yes	Yes	Yes	Yes	Yes	No
Drinking Fountains	Yes	Yes	No	Yes	Yes	Yes
Volleyball	No	No	No	No	No	No
Basketball	No	No	No	No	No	No
Tennis Courts	Yes	No	No	Yes	No	No
Pickleball Courts	Yes	No	No	No	No	No
Play Equipment	Yes	Yes	No	Yes	Yes	No
Softball	No	No	No	Yes	No	No
Soccer Field	Yes	No	No	Yes	Yes	No