

# THE VILLAGE OF JACKSON PARKS & RECREATION PARKS & SHELTERS RENTAL POLICIES AND FEES

## I. RESERVATIONS & CANCELLATIONS

- a. All reservations are to be made through the Jackson Parks & Recreation Department at the Jackson Area Community Center. *Permits and approval by the Park & Recreation Department are required for all facility and field reservations.*
- b. **Reservations for parks, can only be made on the first business day after the New Year, for that year.**
- c. Basic field reservations DO NOT include equipment (*except baseball/softball bases*), soccer nets, markings/lining, lights or grooming.
- d. The Jackson Parks Department reserves the right to cancel events due to extreme conditions. Reserving parties are responsible to verify field conditions and take all steps in the cancellation/postponement of games/practice or events.
- e. The priority of rentals is in the following order: Village of Jackson, Jackson Parks & Recreation Department, Nonprofit Community Organizations (*including, but not limited to: Little League, Jackson Soccer Assoc., Lions Club, VFW, Jackson Festivals, Inc., Boy Scouts/Girl Scouts, 4-H Clubs, American Legion, Local Churches*) and the general public. Requests are on a first come first served basis, however, The Village of Jackson and The Parks & Recreation Department events and activities have priority over other rentals.
- f. *Please be aware the parks are public areas, some with multiple rental spaces, so other events and rentals may be going on during your reservation.*
- g. **ALL FUNDRAISING RENTALS** – including Nonprofit Community Organizations must have all fundraising rentals pre-approved by the Jackson Parks & Recreation Committee and ultimately by the Jackson Village Board. (*as per park rule #17*)

### RESERVATIONS:

- All Groups are responsible for the \$75.00 Security Deposit – including Community Organizations that do not pay rental fees.
- **No reservations will be “penciled-in” in the master calendar. All fees must be paid at the time of reservation, no exceptions. Dates will not be reserved by emails or phone calls.**
- If dates or times are changed there will be a \$15.00 fee, regardless of when the change occurs.

**CANCELLATIONS:** There will be no refunds within 2 weeks of the reservation date. All other refunds will be processed after a 50% cancellation charge is deducted from rental fee. All refunds take a minimum of 2 weeks to process.

## II. RESIDENCY REQUIREMENTS

A resident is defined as anyone whose permanent residence is within the limits of the Village of Jackson or the Town of Jackson. Individuals living outside those limits, are considered non-residents and pay non-resident rates. *Proof of residency is required with photo I.D. or current utility bill.*

## III. RENTAL FEE SCHEUDLE (R: resident fee, CO: community organization fee, NR: nonresident fee- is double the resident fee)

	<b>R:</b>	<b>CO:</b>	<b>NR:</b>
a. Hickory Lane Park Shelter:			
<i>Shelter only</i>	\$45.00/day	\$0/day	\$90.00/day
<i>with small concession area:</i>	\$55.00/day	\$0/day	\$110.00/day
b. Jackson Park Shelters (there are 3, cost is per shelter):			
<i>non-enclosed, open shelters</i>	\$45.00/day	\$0/day	\$90.00/day
c. Jackson Park Kitchen:			
<i>must have proper permits</i>	\$150.00/day	\$0/day	\$300.00/day
d. Splash Park Private Rental –			
<i>7pm to 8:30pm, Mon.-Sun. (excludes Holidays)</i>	\$100.00	\$100.00	\$200.00
<i>(Day Groups must use separate Splash Park Group Reservation Form and follow the Day Group policies on the form)</i>			

- e. Jackson Park: Main Ballfield:
  - *without lights and scoreboard* \$100.00/day \$50/day \$200.00 /day
  - *with lights and scoreboard* \$150.00/day \$100/day \$300.00/day
- f. Jackson Park & Hickory Lane Park: Non-lighted Ball Fields:
  - *lights/scoreboard not available* \$75.00/day \$25/day \$150.00/day
- g. Jackson Park & Hickory Lane Park Soccer Fields:
  - *lights/scoreboard not available* \$50.00/day \$15/day \$100.00/day
- h. Jackson Park Concession Stand: *(for eligible, nonprofit groups services can be contracted out through the Jackson Joint Parks & Recreation Dept. with profit sharing – per IV Special Use)*

**IV. SPECIAL USE RESTRICTIONS & POLICIES**

BALLFIELDS: The fee includes bases at each diamond rented. ONLY park maintenance personnel are authorized to line the grass portions of the fields or use motorized equipment to drag/rake the infields, unless otherwise specified/arranged.

SOCCER FIELDS: Soccer fields will be lined by parks maintenance personnel, unless otherwise specified/arranged. ONLY park maintenance personnel are authorized to line the soccer fields or use motorized equipment to mark fields.

The Jackson Parks Maintenance Department requests that special care should be taken on the soccer fields in wet conditions. To preserve the field, when there’s mud/rain or soft/wet grass avoid puddle areas and especially the goals.

EXCESSIVE DAMAGE: If there is excessive damage after a facility or field rental the agency/department/organization will be made to pay all expenses needed to restore conditions.

CONCESSION STANDS: The Jackson Park and Hickory Lane Park Concession Stands may be contracted out through the Parks & Recreation Department (with Jackson Parks & Recreation Committee approval followed by Village Board approval), for events, with the Jackson Parks & Recreation Department operating the stand. Each rental will be evaluated separately depending on organization and usage. Otherwise, the stand is not available for rental, see rule #17 listed under Park Rules.

**V. HELPFUL FACILITY DETAILS:**

*(Diagrams of both parks are available on the website at [www.villageofjackson.com](http://www.villageofjackson.com))*

JACKSON PARK:

- Shelter #1: Holds @ 200, with electric and stage.
- Shelter #2: Holds @ 100, with electric and small stage.
- Shelter #3: Holds @60, with electric.
- Kitchen: Contains: electric, refrigerator, freezer, deep sinks, plenty of work area and counter space.

HICKORY LANE PARK:

- Shelter #1: Holds @50, with electric
- Concession: Attached to the shelter, this is a small area with a sink, counter and shelves.

## VILLAGE OF JACKSON PARK RULES

1. Parks shall be closed to the general public from 10:00pm to 6:00am, except for participants or spectators in an organized event or as part of a park facility rental. All parks are closed to said participants for spectators ½ hour after the completion of the organized event or rental.
2. The speed limit for any vehicle shall be 10 mph.
3. No person shall operate any snowmobile, all terrain vehicle, go-cart, or similar motorized vehicle anywhere within any park without permission.
4. No person shall be permitted to hunt, capture, seine, net or harm any living creature or possess any such devices designed for such purpose in any park.
5. No fires shall be built except in fireplaces or grills designed for such purpose. All embers of charcoal shall be disposed of in a proper manner.
6. All animals brought to the park shall be properly restrained. The owner or handler shall be responsible for the proper disposal of the animal's waste.
7. No person(s) shall engage in any activity that interferes with the activities of others already in progress or scheduled by obtaining prior authorization from the Village.
8. No person shall bring glass containers into the park. All refuse and waste shall be disposed of in proper containers.
9. No person shall remove or appropriate anything without Village authorization from any park.
10. Amusement devices (ie: bounce houses), tents, trailers, or any similar structures shall not be permitted without Village authorization.
11. No sparklers or any fireworks shall be permitted in any park at any time without Village authorization and proper permits.
12. No person shall swim or bathe in any area not designated for such purpose.
13. No person shall wash any object or animal in any stream, pond, water feature (splash park) or adjacent to any park.
14. No person shall engage in any form of gambling not permitted by the Wisconsin Statutes.
15. No person shall bring, possess, consume, dispense, convey, or give away any alcoholic beverages during authorized events/rentals, except as permitted by this agreement within the confines of the law. Private consumption is allowed within the confines of the law.
16. Noise generated from users of the park will be subject to regulation.
17. Only non-profit, public service organizations, with **prior approval from the Jackson Parks & Recreation Committee and Jackson Village Board**, are permitted to use the parks for sales, raffles, or other fundraising activities (this includes sport tournaments). As per Section III – h. Jackson Park & Hickory Lane Park Concession Stands are rentable only “for eligible, nonprofit groups.” Concession services for these groups are contracted out through the Jackson Parks & Recreation Dept. with profit sharing”.
18. No person shall throw or shoot any object, arrow, stone, or other missile or projectile, by hand or by any other means, in any playground, park or public place within the Village.
19. There is absolutely **NO PARKING OR DRIVING ON ANY GRASS AREAS**, without prior approval.
20. Littering prohibited; proper waste disposal required. All refuse and waste shall be disposed of in proper containers.
21. No person shall operate a motorized vehicle in a village park except upon established driveways or roadways therein and in compliance with any posted restrictions.
22. Skateboards, roller blades, scooters, roller skates and bicycles are only permitted on paved paths and in the Wheel Park.
23. Misuse of park property. No person shall climb, walk, or sit upon any fence, sign, wall or building. Persons shall use playground equipment in a manner for which it is intended and shall refrain from using playground equipment in a manner which threatens harm to the person or others, or threaten to damage park property.
24. Obedience to park personnel. No person shall resist or interfere with any park employee or volunteer in the discharge of their official duties.
25. **VIOLATION OF ANY OF THE ABOVE REGULATIONS OR ANY OTHER PROVISIONS AS SET FORTH BY THE VILLAGE ORDINANCE NOT LISTED HERE SHALL BE PENALIZED ACCORDINGLY.**

**VILLAGE OF JACKSON PARKS & RECREATION DEPARTMENT  
PARK RENTAL AGREEMENT**

N165 W20330 Hickory Lane, Jackson, WI 53037 (262) 677-9665

**PARK AREAS REQUESTED:** \_\_\_\_\_  
(Example.: Jackson Park Shelter #1, Hickory Lane Park Volleyball Court #1...)

**DAY & DATE FACILITY REQUESTED:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **HOME PHONE #:** (\_\_\_\_) \_\_\_\_\_

**DATE OF BIRTH (required):** \_\_\_\_/\_\_\_\_/\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CELL PHONE #:** (\_\_\_\_) \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_ **PHONE #:** (\_\_\_\_) \_\_\_\_\_

**TYPE OF ACTIVITY:**       Family/Friend Picnic Gathering       Business/Organization Function

Event or Sport Event with no charge or sales of any kind – (define activity) \_\_\_\_\_

Fundraising Event or Sport Event with a charge – (define activity) \_\_\_\_\_  
**(\*\*REQUIRES PRE-APPROVAL**

*Note Park Rule #17: Only non-profit, public service organizations, with prior approval from the Jackson Parks & Recreation Committee and Jackson Village Board, are permitted to use the parks for sales, raffles, or other fund raising activities (this includes sport tournaments). As per Section III – d. Jackson Park & Hickory Lane Park Concession Stands are rentable only “for eligible, nonprofit groups services which are to be contracted out through the Jackson Parks & Recreation Dept. with profit sharing”.)*

**HOURS OF USE:** \_\_\_\_\_ **NUMBER OF PARTICIPANTS:** \_\_\_\_\_

**PROFIT:** \_\_\_\_\_ **\*\*NONPROFIT:** \_\_\_\_\_ **ADM. CHARGED: YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**\*\*NONPROFIT GROUPS:** must provide a copy of the letter showing not for profit status  
\$75.00 Deposit (One Check for Deposit Amount & One Check for Rental Amount) Per Facility, Field or Court  
(\$75.00 per Facility/Grounds/Court will be refunded if areas are properly cleaned and secured after event)

Check here if “Additional Insured Certificate” is required.

**FULL PAYMENT TO INCLUDE DEPOSIT & FEE MUST BE RECEIVED TO CONFIRM RESERVATION – ALONG WITH THIS FORM COMPLETELY FILLED OUT! NO reservations will be “penciled-in” in the calendar or taken over the phone.**

*The undersigned accepts full responsibility for the conduct of the above group while on Village property and agrees to indemnify and save harmless the Village of Jackson from any and all liability which might be occasioned to said Village by virtue of granting the permission in this application. If you need to contact the Village on the day of your event, 1<sup>st</sup> call Russ Krueger (414) 640-7951 -and 2<sup>nd</sup> call if no response from first is Brian Kober (414) 333-9696. If you need police assistance call (262) 677-4949. In case of emergency call 9-1-1.*

**APPLICANT’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR OFFICE USE ONLY**

**FEE PAID:** \_\_\_\_\_ **DATE PAID:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **DEPOSIT REC’D BY:** \_\_\_\_\_

**DATE \$75.00 DEPOSIT RETURNED:** \_\_\_\_\_ **RECEIPT #:** \_\_\_\_\_

**RETURNED DEPOSIT RECEIVED BY:** \_\_\_\_\_ **KEY #:** \_\_\_\_\_

CREDIT CARD AUTHORIZATION					
Name on Card (print) _____					
<input type="checkbox"/> Billing Same as above or please list _____					
AMEX	____	____	____	Sec. Code	____
VISA/MC or Discover	____	____	____	CVV Code	____
	Exp. Mo.	____	Exp Yr.	____	____
I authorize the Jackson Jt. Parks & Recreation Dept. to charge my credit card for the above fees. If the Jackson Jt. Parks & Recreation Dept. is unable to process my payment, I will be responsible for an alternate payment arrangement.					
Signature	_____	Date	____	/	____

When paying with a credit card, the cardholder agrees to pay the rental fee immediately on the provided card.  
  
We will hold the card information on file and it will be considered and used as a security deposit.

**VILLAGE OF JACKSON  
PARK CLEAN UP & SECURITY CHECK LIST**

DATE OF EVENT: \_\_\_\_\_ GROUP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

**WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING CONDITIONS:**

**KITCHEN (\*require pre-approval for use, so general rentals do not have to worry about cleaning them)**

- \_\_\_\_\_ FLOORS HAVE BEEN SWEEPED AND WASHED
- \_\_\_\_\_ **\*WALLS HAVE BEEN CLEANED**
- \_\_\_\_\_ REFRIGERATORS AND FREEZERS ARE CLEANED INSIDE AND OUT
- \_\_\_\_\_ **\*STOVES, FRYERS AND GRIDDLES ARE CLEAN**
- \_\_\_\_\_ **\*GRIDDLES HAVE BEEN CLEANED AND GLAZED WITH VEGETABLE OIL**
- \_\_\_\_\_ TABLES, CHAIRS AND RACKS ARE CLEAN AND NEATLY PUT AWAY
- \_\_\_\_\_ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER  
RECEPTACLES. GARBAGE CAN BE BAGGED AND TAKEN TO THE DUMPSTER. IN THE  
EVENT THERE IS NO DUMPSTER, PLEASE LEAVE CLOSED BAGS OUTSIDE THE LOCKED  
DOOR
- \_\_\_\_\_ ALL DOORS, WINDOWS, AND PARTITIONS CLOSED AND LOCKED
- \_\_\_\_\_ *PLEASE CHECK TO BE SURE EQUIPMENT THAT IS IN USE IS STILL WORKING (FREEZERS  
ETC...)*

**SHELTERS**

- \_\_\_\_\_ FLOORS HAVE BEEN SWEEPED OF ANY DEBRIS LEFT FROM YOUR RENTAL
- \_\_\_\_\_ ALL PICNIC TABLES HAVE BEEN CLEANED
- \_\_\_\_\_ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER  
RECEPTACLES. IF GARBAGE IS OVERFLOWING, PLEASE DEPOSIT IN DUMPSTER.

**NOTE: PLEASE LIST ANY EQUIPMENT THAT IS NOT FUNCTIONING PROPERLY OR ANY OTHER  
DAMAGE YOU MAY HAVE NOTICED SO REPAIRS CAN BE MADE**

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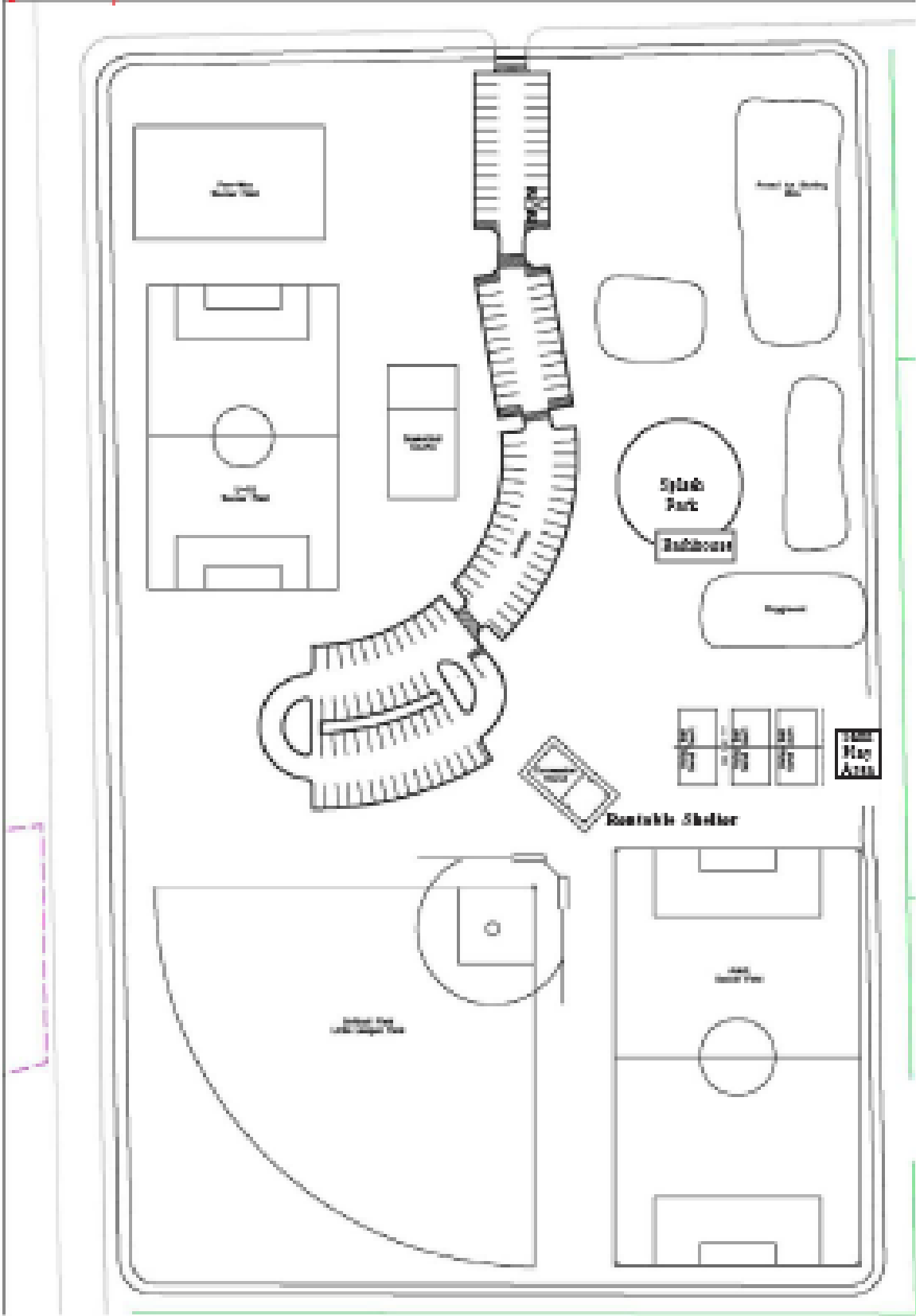
After each rental, the Village of Jackson will inspect the area rented and check the above list. If any of the above items are not taken care of by the rental group, the village will provide this service. A cost of \$50.00 per hour will be charged to the individual or group that has rented the facility. The Village will retain the deposit and bill the group/individual who signed for the facility. If the bill is not paid, the group or individual will not be allowed to rent the facility in the future. *If you need to contact the Village on the day of your event, 1<sup>st</sup> call Russ Krueger (414) 640-7951 -and 2<sup>nd</sup> call if no response from first is Brian Kober (414) 333-9696. If you need police assistance call (262) 677-4949. In case of emergency call 9-1-1.*

Please clean up and secure the area properly to save you and the Village any unnecessary work. Thank you for using Jackson Parks and we hope you have a successful event.

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**Inspected By: Village Employee**                      **Date**                                      **Representative**                                      **Date**

# HICKORY LANE PARK, N165 W20290 Hickory Lane, Jackson, WI 53037



JACKSON PARK - W204 N16901 Jackson Drive, Jackson WI 53037

