



DEFOREST PARK PERMIT APPLICATION
Village of DeForest, Parks/Recreation/Natural Resources
120 S Stevenson Street, DeForest, WI 53532 (608) 846-6751
 Hours: 7:30-4:30 Monday-Thursday, 7:30-2:00 Friday

PARK	FACILITY	AMENITIES	RESERVATION & USE FEES (per day except as indicated)			SECURITY DEPOSIT*
			Resident	Non-Resident	Non-Profit	
<input type="checkbox"/> Fireman's	<input type="checkbox"/> Band Shell	Restrooms, Electric	\$75	\$150	\$37.50	\$75
	<input type="checkbox"/> Shelter <input type="checkbox"/> Fireplace	Restrooms, Electric, Fireplace	\$75	\$150	\$37.50	\$75
	<input type="checkbox"/> Concession Serving area	Refrigerator, Counter tops, Electric, Water	\$50	\$100	\$25	\$75
	<input type="checkbox"/> Community Room	Restrooms, Electric, Water, AC/Heat	\$100	\$200	\$50	\$75
	<input type="checkbox"/> Small Shelter	Restrooms, Electric	\$35	\$70	\$17.50	\$75
<input type="checkbox"/> Veterans Memorial	Gazebo	Electric	\$35	\$70	\$17.50	\$75
<input type="checkbox"/> Sunnybrook	Shelter	None	\$35	\$70	\$17.50	\$75
<input type="checkbox"/> Liberty Land	Shelter	None	\$35	\$70	\$17.50	\$75
<input type="checkbox"/> Yahara	Shelter & concession	Restrooms, Electric	\$50	\$100	\$25	\$75
<input type="checkbox"/> Conservancy Commons	Shelter	Restrooms, Electric	\$75	\$150	\$37.50	\$75
<input type="checkbox"/> Western Green	Shelter	Restrooms, Electric	\$50	\$100	\$25	\$75
<input type="checkbox"/> Rivers Turn	Shelter	Electric	\$35	\$70	\$17.50	\$75
<input type="checkbox"/> Tierney	Shelter & concession	Restrooms, Electric, Water	\$75	\$150	\$37.50	\$75
<input type="checkbox"/> Star Gazer	Shelter	None	\$35	\$70	\$17.50	\$75
<input type="checkbox"/> Diamonds at <input type="checkbox"/> Fireman's <input type="checkbox"/> Yahara	<input type="checkbox"/> No Service	None	\$30	\$30	\$0	\$75
	<input type="checkbox"/> Diamond Service	Grooming and lining fields, scoreboard, lights if available	\$75	\$75	\$30	\$75
<input type="checkbox"/> Any		2 additional picnic tables	\$25	\$25	\$25	N/A

**The Park Permit Fee and Security Deposit are required at the time of application. Checks should be made payable to Village of DeForest. Total rental fee included applicable sales tax. Keys are able to be picked up one to two days prior to rental and returned no later than 48 hours from the date of rental.*

Applicant's Name _____ Phone # _____

Address _____ Email _____

Are you a non-profit organization? (Circle One) Yes No Event _____
If yes, please submit proof of your status with application

Date(s) Requested _____ No. Of People _____ Hours of Event _____

Amplified Music (Circle One) Yes No Amplified Music Hours _____ Speakers/Amps _____

Other Special Requests (Inflatables, tents, beer sales, etc.) *Additional paperwork, Village Staff or Village Board approval required*

I, do hereby respectfully make application to the Village of DeForest, Dane County, Wisconsin for a park permit. I have read and understand the conditions of this application and regulations governing the use of the DeForest Park Facilities. Further, I understand and agree to the cancellation policy as listed on the second page of this document. I also understand any violations of these regulations may result in the loss of deposit and may prohibit future use of the park facilities by me and/or the organization I represent.

Applicant's Signature _____ Date _____

For office use only Cash _____ Check # _____ Date Paid _____ Fee Paid _____ Revised 08-02-2023



PARK RENTALS ARE GRANTED WITH THE UNDERSTANDING THAT:

- The Village of DeForest does not guarantee privacy to any group. Other park facilities will be open to the public with the exception of a reserved shelter, gazebo, or athletic fields.
- All members of the group will assist in preventing damages to trees, shrubs, park building and facilities.
- Fermented malt beverages are allowed during park hours for consumption. Liquor and glass containers are prohibited. [DeForest Village Municipal Code Section 10.03(6)(d)]
- Beer can not be SOLD without a permit by the Village Clerk. All beer sales must be conducted by a non-profit. Additional paperwork is required.
- Any damage done to the shelter or surrounding facilities will be at the party's expense (notification of previous damage or conditions should be made to the Village Hall on the following business day).
- Shelters must be cleaned up prior to departure. All garbage should be placed in the trash receptacles. All tables, chairs or other furnishings that are moved must be returned to their original location.
- Cars must be parked in parking lots or on street. Cars are not allowed on the grass or asphalt/concrete walkways.
- No profits will be allowed to be made using facilities without prior approval.
- No items that will damage the Fireman's Park Community Room walls can be used for displays or decorations. The use of tape, nails, tacks, staples, etc is prohibited. ONLY blue painters tape is allowed.
- Per state fire code: At no time during the rental shall any exits be blocked or obstructed; all exits must be kept unlocked during use. Fires are only allowed in grills or in the fireplace at the Fireman's Park Shelter. If using the fireplace, renters must bring their own wood and must extinguish the fire completely before departing.
- Amplified music is allowed in the parks by permit only.
- No person shall erect a tent, bounce house or other inflatables without permission from the Village of DeForest. Inflatables and tents that use weights (not stakes) are allowed. If using stakes, renter must call **DIGGERS HOTLINE at 1-800-242-8511** for location of utility lines at least three full working days prior to any staking. DIGGERS HOTLINE never marks private park utilities. If the park contains private underground utilities, the renter must also contract with a private utility marker and pay for that service themselves.
- Park hours are 7:00 am until 10:00 pm. Users shall complete all these tasks and remove all personal property and any rental equipment prior to closing time of 10:00 pm.
- The Village Board or Village Clerk may cancel, limit, or otherwise modify any permission for use, including previously granted, as is deemed reasonably necessary to accommodate business of the Village of any entity thereof. **It is understood that the Village's need for the meeting room(s) will have first priority in room use.** A contact person and phone number must be given in case circumstances that would cause a cancellation. In the event the Village cancels the reservation, the Village will provide a full refund. The fact that an individual or group is permitted to meet at a Village building does not in any way constitute an endorsement by the Village of the individual's or group's policies or beliefs.

APPROVAL OF SPECIAL REQUESTS:

- Village of DeForest staff will consider special requests upon inquiry. Please allow two weeks for decisions to be made.
- Some special requests may need to go to the Village Board for approval. Park permit fees (not security deposit amount) must be paid prior to consideration. The fee will be returned if the permit is denied.

CANCELLATION POLICY:

- If a park facilities reservation is cancelled more than 30 days prior to the reserved date, an administrative charge equal to 25% of the reservation fee will be retained by the Village of DeForest and the balance refunded.
- If a reservation is cancelled 30 days or less before the reserved date, the entire reservation fee will be deemed forfeited and retained by the Village.

KEY/SECURITY DEPOSIT:

- Security deposit is required at the time of reservation. Keys are able to be picked one to two days prior to your rental. Office hours are 7:30 am to 4:30 pm Monday-Thursday and Friday 7:30 am to 12:00 pm (excluding Holidays). Village Hall is located at 120 S. Stevenson Street.
- Keys are to be returned no later than 48 hours from date of rental to the drop box or the office at the DeForest Village Hall.
- Deposits shall be returned if facilities, including restrooms, are not damaged and are left in a clean and orderly condition and keys were picked up and returned on time. Any additional costs incurred will be withheld from the security deposit and the applicant will be notified by mail or phone.
- There will be a charge of \$35 per hour if additional cleaning is required by the Village.