



Village Hall: 120 S Stevenson St
608-846-6751
www.vi.deforest.wi.us

Park Facility Reservation Information

Park Hours: 7:00 am – 10:00 pm

The Village of DeForest offers a variety of facilities that can be reserved by individuals and groups. While the parks are open to the public, reserving a shelter guarantees you exclusive use of the shelter you desire. Please keep in mind that restrooms are cleaned every Friday, however, the Parks Department can not guarantee the condition of public facilities.

Park reservations can be made one calendar year in advance of the rental date.

Park shelter rentals begin May 1 and ends October 15. Fireman's Park Community Room and Concession are available year-round.

To secure one of our facilities, all necessary paperwork and full payment of fees must be received at Village Hall, 120 S Stevenson St, DeForest, WI 53532. Payment for rental and security deposit must be paid at the time the reservation is made.



Park rentals can also be made online: <https://secure.rec1.com/WI/village-of-deforest-wi/catalog>

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

A resident is anyone who lives in the Village limits or owns real estate property in the Village and can produce a tax bill as proof. In this case, the school district is irrelevant to residency status.

Fireman's Bandshell



Location: Corner of Jefferson Street and S Stevenson Street
Size: 20' back & 40' front x 30' deep
Tables: None
Electricity: Info to come upon construction completion
Water: Drinking fountain & restrooms
Amenities: Restrooms, grassy plaza, accessible play equipment

Fireman's Shelter



Location: 300 Jefferson Street
Size: 59' x 48'
Tables: 10
Electricity: 8 outlets
Water: Drinking fountain & restrooms
Amenities: Restrooms, accessible play equipment

Fireman's Concession



Location: 300 Jefferson Street
Size: 15' x 13'
Tables: Stainless steel counters
Electricity: 9 outlets
Water: Concession sink & restrooms
Amenities: Serving windows, refrigerator, counters, restrooms, accessible play equipment

Fireman's Community Room



Location: 300 Jefferson Street
Size: 40' x 16'
Tables: Enough seating for up to 48 people
Electricity: 14 outlets
Water: Sink & in restrooms
Amenities: Restrooms, accessible play equipment

Fireman's Small Shelter



Location: 300 Jefferson Street
Size: 27' x 27'
Tables: 3-4
Electricity: 1 outlet
Water: Sink, drinking fountain & restrooms at large shelter
Amenities: Restrooms, accessible play equipment

Sunnybrook Shelter



Location: Off of Riverside Drive
Size: 16' Diameter
Tables: 1-2
Electricity: None
Water: None
Amenities: On Upper Yahara River Trail

Liberty Land Shelter



Location: 515 Yorktown Road (Parking on Constitution Lane)
Size: 16' Diameter
Tables: 1-2
Electricity: None
Water: None
Amenities: Play equipment, parking

Yahara Shelter with Concession



Location: 443 Trailside Drive
Size: 37' x 37'
Tables: 6
Electricity: 6 outlets
Water: Concession sink, drinking fountain & restrooms
Amenities: Restrooms, play equipment, softball fields, concession area

Conservancy Commons Shelter



Location: 6822 Yellowwood Lane
Size: 43' x 43'
Tables: 7-10
Electricity: 12 outlets
Water: Drinking fountain & restrooms
Amenities: Restrooms, accessible play equipment, splash pad, rinse area

Western Green Shelter



Location: 417 Acker Parkway
Size: 40' x 30'
Tables: 7-10
Electricity: 8 outlets
Water: Drinking fountain & restrooms
Amenities: Restrooms, play equipment, trails, sand volleyball court, basketball court, parking, on the Yahara River and Upper Yahara River Trail

Rivers Turn Shelter



Location: Innovation Drive
Size: 16' x 16'
Tables: 1-2
Electricity: 2 outlets
Water: Drinking fountain
Amenities: On Upper Yahara River Trail, fitness equipment

Tierney Shelter with Concession



Location: 4134 Hanover Drive
Size: 40' x 40'
Tables: 12 (6 rectangle, 6 round)
Electricity: Yes
Water: Concession sink, drinking fountain & restrooms
Amenities: Restrooms, play equipment with zipline, basketball court, tennis court, parking

Star Gazer Shelter



Location: 936 Star Gazer Drive
Size: 16' x 16'
Tables: 1-2
Electricity: None
Water: None
Amenities: Play equipment

Veterans Memorial Gazebo



Location: 209 N Main Street
Size: 27' Diameter
Tables: 1-2
Electricity: 4 outlets
Water: Drinking fountain
Amenities: Parking area, Veterans memorial walk



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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 pick up 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.