FORT • ATKINSON
PARKS & RECREATION

RENTAL PERMIT 2026

Haumerson's Pond Warming House

429 Zida Street Fort Atkinson, WI 53538

Date Shelter is Reserved for: _____ Type of Event: _____

Name (print): _____ Number of People Attending: _____

Address: _____ Phone: _____

City/State: _____ Zip: _____ Email Address: _____

Rental Fees:

1-30 people = $20
31-50 people = $50
51-75 people = $75
76-149 people = $150





1. **Security Deposit**: $20.00. Deposit is given back upon return of the key & based on cleanliness of the shelter.
2. **All fees must be paid at the time of reservation.**
3. Haumerson's Pond Rentals are all-day rentals from 9:00 a.m. – 10:00 p.m.
4. Cleaning of the Haumerson's Building is to be done by the party renting the facility. The upstairs floor is to be cleaned with **ONLY** water. Broom & dustpan are available at the facility. Both floors need to be swept & upstairs mopped - water only.
5. Each rental is required to clean and restock the supplies in bathroom. (Fort Atkinson Parks & Recreation Dept. members are not responsible for the cleanliness of the facility.)
6. **Seating Capacity**: Lower Level: 4 tables, 24 people. Upper Level: 4 tables, 24 people. Outdoor Balcony: 5 tables, 30 people. This is based roughly on 6-foot banquet tables being used, and the chairs that are available at the building.
7. **Warnings**: Parties that rent the shelter are **NOT** allowed to spray, cut, or update anything surrounding the outside of the building. Ex: Spraying pesticides, trimming grass.
8. **Fire Code Capacity**: 207

I have fully read this reservation permit (front and back) and I understand and agree to all stipulations.

Responsible Party Signature: _____

Parks & Recreation Representative Signature: _____

OFFICE USE ONLY

Park Rent Amount Paid: _____ Check/Cash: _____ Date Paid: _____

Deposit For Keys: _____ Check/Cash: _____ Date Paid: _____

Date Keys Were Picked Up: _____ Key Number: _____ Date Keys Returned: _____

HAUMERSON'S POND RESERVATION POLICIES

Before Renting:

1. FEES: A deposit fee must be paid in advance. Fees are due no later than 5 days after your event.A security deposit of $20 is due when you pick up the key. Rental fees can be taken care of after the event. All shelter reservations are taken on a first-come, first-serve basis.

2. PARK SHELTER REFUND POLICY:

- **A.** Full refunds are given at no charge for cancellation requests received at least 30 days prior to the event date.
- **B.** There is no charge to change the date and/or location if the request is received 30 days or more prior to the event date.
- **C.** Cancellations and changes received 29 to 14 days prior to the event date (counting notice date and event date) will be issued a 50% refund.
- **D.** No cancellations or changes will be accepted 13 days or fewer before the event date (counting notice date and event date).

3. PARK HOURS: City parks are open 7 days a week. **NO** overnight camping is allowed in the city parks. Park shelters are reserved from **9:00 a.m. - 10:00 p.m.**

4. KEYS: If keys are required for your shelter, they need to be picked up from the Parks and Recreation office 1-2 business days prior to your event during business hours and returned to the office the following business day. You will receive your security deposit after it has been processed. Please be patient as it may take 1-3 weeks depending on form of payment and timeline of City Council. Fort Parks & Recreation reserves the right to withhold the security key deposit if the shelter is not properly cleaned or if there is damage. If you forget to pick up the keys prior to your event and it is after normal business hours (Mon-Fri 8-12 & 12:30-4:30p.m.), see #18 below for directions. Additional charges may apply.

During Rental:

5. ON THE DAY OF YOUR EVENT: It is your responsibility to take this reservation permit with you to the shelter on the day of your event. If someone is using the shelter when you arrive, and refuses to leave, notify the Police Department at **920-397-9905** immediately. **The public has full access to the building during winter skating hours.**

6. APPEARANCE: **No changes in the physical appearance of the shelter shall occur, including placing nails, tacks, or staples in the woodwork.** Damages will be assessed to the permit signer. Groups are **NOT** allowed to spray pesticides or update anything to the outside of the building.

7. DRIVING/PARKING IN CITY PARKS: There shall be **NO** driving or parking on the grass. All parking should be in the parking lots. All damages will be assessed to the permit signer

8. TABLES & CHAIRS: There are 13, 6-foot, plastic tables, and 60 chairs at Haumerson's Pond. These shall **NOT** be removed from the shelter area. At the conclusion of your event, tables and chairs must be returned to their original location.

9. ELECTRICAL OUTLETS: There are outlets located both upstairs & downstairs. Do not overload the electrical outlets (20-amp max. per outlet). If a fuse blows, notify Parks & Rec the next business day. Fuse box is located on 2nd floor.

10. ALCOHOLIC BEVERAGES: Alcoholic beverages are allowed at your event, as long as you don't sell it. However, if anything is in glass bottles, you are required to remove the glass from the premises or be sure to dispose of it in the recycling bins supplied.

11. FIREPLACE: **Please plan to have your fire done burning and cooling 1 hour prior to you leaving.** Wood is supplied, but matches and lighters are not.
DO NOT DUMP WATER ON THE FIRE!

Post Rental/Cleanup:

12. SHELTER CLEAN-UP: The Warming Shelter should be left as you find it. Neat, clean, and damage free upon the conclusion of your event. Any cleanup, and/or repair costs will be assessed to the permit signer. The floors must be swept & mopped **(water only)** and bathrooms cleaned before leaving. Cleaning supplies are located under the staircase. **Shelter cleanup must be completed on the same day as the event.**

13. GARBAGE: All paper and rubbish should be put in trash cans. Trash cans with liners are provided and placed around and in the shelter area (trash shall be disposed of in the big trash cans outside the building). Any glass bottles must be removed from the premises. **DO NOT** dispose of hot coals or ashes in the dumpster or garbage bags.

14. RESTROOMS: All park restrooms should be left as you find them. Neat, clean, and damage free upon the conclusion of your event. Any cleanup and/or repair costs will be assessed to the permit signer.

15. LOCKING FACILITY: **Please make sure that all doors leading to the inside of the shelter (both lower & upper levels) are locked at the conclusion of your rental. The two doors leading to the restrooms should also be locked.**

Add Ons:

16. TENTS/STAKES: Because of underground electrical throughout the area, **anything** to be driven into the ground requires **prior** contact with Diggers Hotline: **(800) 242-8511** for line location. This must be done five days prior to your event.

16. MUSIC/BANDS: Music is allowed, however, (by City Ordinance 17.03) no person using park facilities shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed.

Questions/Assistance:

18. PARKS EMPLOYEE ASSISTANCE: If you need immediate assistance, contact the Fort Atkinson Police Department at **920-397-9905**. The Police Department will contact Parks Personnel if needed.

19. FUTURE RESERVATIONS: Shelters may be reserved beginning Jan. 2, or one year in advance for an additional $100.

20. QUESTIONS: If you have any further questions, please contact the Fort Parks & Recreation Office at **920-397-9910** during office hours.

(Office Hours: Mon-Fri 8:00 a.m. - 12:00 p.m. & 12:30 - 4:30 p.m.)