FORT • ATKINSON
PARKS & RECREATION

RENTAL PERMIT 2026

Park Shelter Reservation

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

Name (print): _____ Name of Group (If applicable): _____

Address: _____ Phone: _____

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

SHELTER/ LOCATION	APPROX. SEATING	KEY REQUIRED	AMENTITIES	PARK FEE	DEPOSIT FEE
☐ **THE CLUBHOUSE** 400 Sinnissippi Drive	**65-100 (Inside Shelter) 100-150 (Outside Shelter)**	**X**	**Indoor shelter, kitchen, restrooms, electrical, charcoal grill, outdoor patio, and see #7 on the back of this form.**	**$225.00**	**$100.00**
☐ **ROCK RIVER PAVILLION** 210 Sinnissippi Drive	**150 (Under Shelter) 0-500 (Outside Shelter)**	**X**	**Covered shelter, 37 picnic tables, playground, restrooms, electrical, charcoal grill, kitchenette, and serving shelf.**	**$150.00**	**$50.00**
☐ **JONES PARK SHELTER** 615 Janesville Avenue	**75 (Under Shelter) 0-150 (Outside Shelter)**	**X**	**Covered shelter, 10 picnic tables, playground, restrooms, electrical, charcoal grill, and ball diamond (if avail.)**	**$60.00**	**$50.00**
☐ **RALPH PARK LIONS** 600 Jefferson Street	**75 (Under Shelter) 0-100 (Outside Shelter)**		**Covered shelter, 8 picnic tables, playground, restrooms, electrical, charcoal grill, and ball diamond (if avail.)**	**$60.00**	**$50.00**
☐ **RALPH PARK CORNER** 600 Jefferson Street	**75 (Under Shelter) 0-100 (Outside Shelter)**	**X**	**Covered shelter, 8 picnic tables, playground, restrooms, electrical, charcoal grill, and ball diamond (if avail.)**	**$60.00**	**$50.00**
☐ **BARRIE PARK** 210 Robert Street		**X**	**Bandshell, electrical, restrooms. and playground.**	**$60.00**	**$50.00**

Checks Payable To: CITY OF FORT ATKINSON

YES	NO	
☐	☐	Will you be putting up a tent or driving any type of stakes into the ground? If yes, you are responsible for obtaining the proper permit and approval. See #15 on the back of this form.
☐	☐	Will you have music, a live band, or amplified sound at your event? If yes, see #16 on the back of this form. If you are hosting a public event, a special event application is required.

I have fully read this reservation permit (front and back) and I understand and agree to all stipulations, including the park shelter refund policy (See #2 on the back).

Park Permit 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: _____

** As of 1/2/2026 you can book your 2027 reservations. Additional charge occurs for early reservation, non-refundable**

All Shelters: $100 early reservation fee, additional to 2027 Park & Deposit Fee

Park Shelter Reservation Policies

Before Renting:

1. FEES: All fees must be paid at the time of reservation. There is a fee for rental of a shelter and a security deposit. You may change shelters or the date 30 days prior to your event at no charge depending on availability. 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 park on the day of your event. The office reserves one event a day per shelter. If someone is using the facility when you arrive, politely tell them that you have it reserved, show them this form and ask them to leave. If they refuse to leave, notify the **Police Department at 920-397-9905** immediately.

6. APPEARANCE: No changes in the physical appearance of any shelter shall occur, including placing nails, tacks, or staples in the woodwork. Damages will be assessed to the permit signer.

7. DRIVING/PARKING IN CITY PARKS: There shall be NO driving or parking on the grass in the parks. All parking should be in the parking lots. Absolutely no vehicles are allowed on the bridge at Rock River Park. All damages will be assessed to the permit signer.

8. PICNIC TABLES: There are picnic tables in and around every shelter, and shall not be removed from the park or shelter area. After your event, tables must be returned to their original location.

9. ELECTRICAL OUTLETS: All shelters are equipped with electrical boxes or strips. You will need a key to unlock these boxes or strips to access any electricity. Do not overload the electrical outlets (20-amp max. per outlet). If an outlet blows, press the reset button. If a fuse blows, notify the office the next business day.

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. GRILLING: Each shelter provides a grill. Any additional grills must be placed outside of the shelter. Grilling is not allowed underneath any shelter. When done grilling, let coals burn down themselves. Do not dispose of hot coals in the dumpsters or garbage bags. Fires may be started or maintained only in areas specifically designated and equipped for outdoor cooking.

Post Rental/Cleanup:

12. SHELTER CLEAN-UP: All park shelters should be left as you find them. Neat, clean, and damage free upon the conclusion of your event. Make sure all doors and electrical boxes are locked before leaving. Any clean-up and/or repair costs will be assessed to the permit signer. The Clubhouse floors must be mopped, swept and bathrooms cleaned at the conclusion of your event (cleaning supplies are supplied and are located in the storage room in the Clubhouse).

13. GARBAGE: All paper and rubbish should be put in trash cans. Trash cans with liners are provided and placed around the park shelter area. The trash shall be disposed of in the dumpsters within the park. Any glass bottles must be removed from the premises or placed in recycle bins that are supplied. Do not dispose of hot coals in the dumpsters 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.

Add Ons:

15. TENTS/STAKES: Because of underground electrical throughout the parks, **anything** being driven into the ground requires **prior** contact with Diggers Hotline: 800-242-8511 for line location and with the **Fire Department: 920-397-9908** for a general permit, if applicable. 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.

16. CLUBHOUSE SEATING: There are 10 picnic tables located outside of clubhouse on the patio. Inside the shelter there are 8 - 60" round banquet tables with 6 chairs at each table. There are an additional 10 8' rectangular tables and additional chairs located in the storage room at the clubhouse. If you need more chairs and tables, they can be rented through the Parks and Recreation Department depending upon availability.

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.)