

# RESERVE A SHELTER HOUSE

## PARK SHELTERS



### CARRIAGE HILLS ESTATES

**Location:** 450 N. Musket Ridge Dr.; **Shelter Size:** 24' x 26' rectangle; **Restrooms:** Attached to shelter house; **Capacity:** 48 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 1 large cooking grill provided; **Amenities:** Playground equipment, two sand volleyball courts, basketball court, walking trail, 6-acre pond, softball/soccer field, parking lot.



### SHEEHAN CENTRAL

**Location:** 945 Linnerud Drive (across from Community Gardens); **Shelter Size:** 24' x 44' rectangular; **Restrooms:** Nearby restroom building by Sheehan West; **Capacity:** 80 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 1 large cooking grill provided; **Amenities:** Playground equipment, two sand volleyball courts, two basketball courts, soccer field, Family Aquatic Center within walking distance, trails and parking.



### SHEEHAN WEST

**Location:** 1115 Linnerud Drive (across from Sun Prairie Public Library); **Shelter Size:** 44' hexagon; **Restrooms:** Nearby restroom building; **Capacity:** 90 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 2 large cooking grills provided; **Amenities:** Playground equipment, two sand volleyball courts, two basketball courts, gazebo shelter, softball field, soccer field, trails and parking, Family Aquatic Center within walking distance.



### WETMORE WEST

**Location:** 555 North Street; **Shelter Size:** 16' x 24' rectangular; **Restrooms:** Available at the Wetmore Park East shelter house; **Capacity:** 48 under shelter; **Electricity:** 2 outlets available; **Water:** Available at the Wetmore Park East shelter house; **Grills:** 1 small cooking grill provided; **Amenities:** Playground equipment, softball field, shade trees, parking lot.



### ORFAN

**Location:** 2050 St. Albert the Great Dr.; **Shelter Size:** 30' x 84' hexagonal; **Restrooms:** Attached to shelter house; **Capacity:** 116 under shelter; **Electricity:** 6 outlets available; **Water:** Drinking fountain and restrooms; **Grills:** 2 large cooking grills provided; **Amenities:** Playground equipment, walking trails, basketball court, two tennis courts, natural areas, informal open space, patio area, recognition area, parking, detention pond.



### SHEEHAN EAST

**Location:** 925 Linnerud Drive (across from the Family Aquatic Center); **Shelter Size:** 24' x 34' rectangular; **Restrooms:** Attached to shelter; **Capacity:** 84 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 2 cooking grills provided; **Amenities:** Playground equipment, softball fields, trails, Family Aquatic Center within walking distance, and parking.



### STONERIDGE ESTATES

**Location:** 300 Stonehaven Dr.; **Shelter Size:** 40' x 30'; **Restrooms:** Attached to shelter house; **Capacity:** 48 under shelter; **Electricity:** 6 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 1 large cooking grill provided; **Amenities:** Playground equipment, softball field, basketball court, soccer field, walking trails, shade trees, natural areas, patio and parking lot.



### WYNDHAM HILLS

**Location:** 675 N. Heatherstone Ridge (off Hwy 19 towards Token Creek); **Shelter Size:** 50' octagon; **Restrooms:** Attached to shelter house; **Capacity:** 80 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 1 large covered grill provided; **Amenities:** Playground equipment, walking trail, full-sized basketball court, two pickleball courts, soccer field, softball backstop, parking nearby.



### ORFAN GAZEBO

**Location:** 2050 St. Albert the Great Dr.; **Size:** 23' diameter; **Restrooms:** Available at shelter; **Capacity:** 20; **Electricity:** 1 outlet available; **Amenities:** Playground equipment, walking trails, basketball court, two tennis courts, natural areas, informal open space, patio area, recognition area, parking, detention pond.



### SHEEHAN GAZEBO

**Location:** 1375 Linnerud Drive (near Sheehan West Shelter); **Size:** 12' diameter; **Restrooms:** Nearby restroom building; **Capacity:** Open; **Amenities:** Reservations for weddings and pictures only.



### WETMORE EAST

**Location:** 555 North Street; **Shelter Size:** 24' x 32' rectangular; **Restrooms:** attached to shelter; **Capacity:** 60 under shelter; **Electricity:** 4 outlets available; **Water:** Drinking fountain and in restrooms; **Grills:** 1 large cooking grill provided; **Amenities:** Playground equipment, softball field, shade trees, parking lot.

**For more shelter reservation information or to check shelter availability, please call 608-837-3449. Shelter reservations cannot be made over the phone.**



# RESERVE A SHELTER HOUSE

## RESERVE YOUR PARK SHELTER ONE YEAR IN ADVANCE

**The City of Sun Prairie offers various facilities in the park system that can be reserved for use by individuals and groups.** This includes park shelters and athletic fields. Park shelters and athletic fields may be reserved one year in advance for a specific date on any day of the week from mid-May to the end of September.

Reservations are taken on a first-come, first-served basis and must be made in person at the Westside Community Services Building, 2598 West Main Street. Payment must be made at the time the reservation is made. See below for shelter fees.

**Please note:** *No shelter reservations can be made over the phone.* Resident fees apply to those who live within the City of Sun Prairie and the Sun Prairie School District. Shelter reservations for 2016 will be accepted for the dates Saturday, 5/14/15, through Sunday, 9/25/16. Starting Saturday, 10/1/16, our Parks Crew will gradually begin winterizing all shelters by closing the restrooms and turning off drinking fountains. Once restrooms and fountains are closed, they will not be reopened until approximately 5/13/16. Shelter use will be on a first-come, first-served basis from 9/26/16 through 5/12/17. 2017 shelter reservations will be accepted for the dates Saturday, 5/13/16–Sunday, 10/1/17.

### Shelter House Fees

The following fees apply to Sheehan Park, Wetmore Park, Carriage Hills Estates Community Park, Wyndham Hills Community Park, Orfan Community Park, and Stoneridge Estates Community Park.

#### SUN PRAIRIE RESIDENT FEES

Monday–Friday (9:00 a.m.–9:00 p.m.): \$40  
Saturday–Sunday (9:00 a.m.–9:00 p.m.): \$60

#### NON-RESIDENT FEES

Monday–Friday (9:00 a.m.–9:00 p.m.): \$80  
Saturday–Sunday (9:00 a.m.–9:00 p.m.): \$120

### Gazebo Fees

The following fees apply to the Sheehan Park West Gazebo and Orfan Park Gazebo.

#### SUN PRAIRIE RESIDENT FEES

Monday–Friday (9:00 a.m.–9:00 p.m.): \$25  
Saturday–Sunday (9:00 a.m.–9:00 p.m.): \$40

#### NON-RESIDENT FEES

Monday–Friday (9:00 a.m.–9:00 p.m.): \$50  
Saturday–Sunday (9:00 a.m.–9:00 p.m.): \$80

### Shelter House Regulations

The following regulations should be reviewed prior to use and must be followed by the group who is issued the permit.

#### SHELTER HOUSE RESERVATIONS ARE GRANTED WITH THE UNDERSTANDING THAT:

- A shelter house reservation does not guarantee privacy to any group. Other park facilities will be open to the public with the exception of a reserved shelter or athletic fields, which must be reserved in advance.
- All members of the group will assist in preventing damages to trees, shrubs, park buildings and facilities.
- All groups must vacate the shelter at the time specified on the permit.
- Restrooms will be opened by the time specified on the permit. *It is the party's responsibility to supply handsoap for the restrooms.*
- *Beer is allowed in the parks only on a non-sale basis and cannot be in glass containers.*
- 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 Recreation Department office on the following business day).
- Shelters must be cleaned up prior to departure. All garbage should be placed in the trash receptacles while all cans should be placed in the recycling receptacles. Grills should be scraped down after use with a scraper provided by your party.
- Cars must be parked in the parking lots. Parking is not allowed on the grass or asphalt walkways. Vehicles are not allowed to park adjacent to the shelter houses.
- No profits will be allowed to be made using facilities without prior City Administrator approval.
- Amplified music is allowed in the parks by permit only. Written requests must be made in writing to the Sun Prairie Police Department in advance.
- Tents are allowed in designated areas with notice at least one week prior to the reservation and Department approval. It is the party's responsibility to contact Digger's Hotline prior to installation.

#### THE FOLLOWING PARK ORDINANCES MUST BE FOLLOWED AT ALL TIMES:

- All parks within the City are open between 6:00 a.m. and 10:00 p.m.; however, *restroom facilities close at 9:00 p.m.*
- Glass beverage containers are prohibited.
- Pets, horses, and littering are not allowed. (No glitter/confetti or water balloon remnants.)
- No go-karts, mini-bikes, or other motor driven vehicles except authorized maintenance or emergency vehicles shall be operated in any of the parks.
- No golfing, except with a whiffle ball is allowed in any parks.
- Firearms, arrows and fireworks are prohibited.

#### REFUND POLICY:

Requests must be made during business hours of 8:00 am–4:30 pm, Monday–Friday. The cancellation request must be received at least ten (10) business days prior to the reservation date. The participant may choose between a 50% refund issued by city check OR a 100% program credit. The program credit may be used towards future reservations or programs within the Recreation Department (except discount tickets). Reservations made within ten days of the reservation date, are not subject to a cancellation refund or credit.