



SHELTER RENTAL TERMS & CONDITIONS

All Shelters and Gazebos available for rental through the Parks, Recreation & Forestry Department are under the jurisdiction of the City of Sun Prairie. The following rules and regulations should be reviewed prior to use and must be followed by the group who is issued this permit.

Shelter and Gazebo reservations are granted with the understanding that:

- The City of Sun Prairie 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 hand soap for the restrooms.
- Trash cans with liners are provided at each park shelter, please plan ahead and bring additional trash bags to use if needed. Any additional trash bags that do not fit into the provided cans will need to be removed and cannot be left at park.
- **All Park ordinances must be followed at all times. For a full list of park rules & regulations, visit: <https://cityofsunprairie.com/1898/Park-Rules-Regulations>**
 - All parks within the City are open between 6:00 a.m. and 10:00 p.m.
 - Dogs are allowed at the park and must be on a non-retractable leash, 6 foot in length or less and in the hand of the owner at all times.
 - The owner must pick up after the dog at all times.
 - Only service dogs are permitted in playground areas, tennis courts, volleyball courts, basketball courts, athletic fields, baseball/softball diamonds, the Tom & Rita Splashpad & Playground, the Family Aquatic Center, park restroom/changing facilities, and ice rinks.
 - The dog must be properly licensed in the municipality that it resides in.
 - Glass beverage containers are prohibited.
 - Littering is not allowed.
 - 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.
 - No confetti, including pinatas.
- 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 Parks, Recreation &

Forestry Department office on the following business day). **It is highly recommended that you take time and date stamped photos of your reserved facility before and after your rental.**

- 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. **Failure to do so may result in additional charges for excessive cleaning.**
- 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 written approval from the Director of Parks, Recreation & Forestry.
- Amplified music is allowed in the parks by permit only. Written requests must be made in writing to the Sun Prairie Police Department at least 5 business days in advance.
- Tents, shade or dining canopies smaller than 200 square feet considered "pop-ups" are permitted. Tents larger than 200 square feet and/or that have center poles, corner "rope tie downs" and corner stakes longer than 12 inches in length are prohibited.
- No bouncy houses are allowed in city parks. **No exceptions.**

IF THERE IS A VIOLATION OF ANY SECTION OF THE SHELTER AND GAZEBO TERMS AND CONDITIONS, OR IF DAMAGES ARE INCURRED, USERS RISK A POSSIBLE DENIAL OF ANY FUTURE RESERVATIONS.

Failure to adhere to facility rental terms, city ordinances, or if damages occur, may result in denial of future event reservations, citation, and fees to recover excessive cleaning and/or damages. Event organizers will be charged for any excessive cleaning costs or damages, including staff time, at the discretion of the Parks, Recreation, and Forestry Director. The organizer will be invoiced and must pay within 30 days to avoid collection.

Cancellation/Refund Policy: All facility cancellation requests must be received in writing a minimum of 10 days prior to the reservation date to receive a refund. No refunds will be given with less than 10 days' notice. There will be a \$20 withdrawal fee deducted from any refunds. Reservations that cost \$20 or less are non-refundable. Full refunds are issued if Sun Prairie Parks, Recreation and Forestry cancels a reservation. Credits to account are available upon request in lieu of a refund and are still subject to a \$20 withdrawal fee. To request a cancellation, please email rec@cityofsunprairie.com.

NOTE: Cancellations due to weather are not subject to a refund.

Expiration of Credits: All account credits will expire on December 31 of the current calendar year. Any unused credits will automatically be removed from your account at the end of the year and will be donated to our scholarship fund. We encourage you to use your credits before this date to maximize their value. Please note that account credits cannot be refunded or returned to the original form of payment. Once the credits are added to your account, they can only be used for future purchases or services, prior to December 31 of the current calendar year, and cannot be converted back into cash or refunded.