



## City of Waukesha

Parks, Recreation and Forestry Department

1900 Aviation Drive • Waukesha WI 53188 • Phone: (262) 524-3737 • Email: [prf@waukesha-wi.gov](mailto:prf@waukesha-wi.gov)  
[www.waukesha-wi.gov](http://www.waukesha-wi.gov)

# PARK SHELTERS

## Rental Policies & Procedures

- Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.
- Application and full payment must be submitted at least seven (7) days prior to the scheduled date. Late applications will be accepted until 4:30 pm on the Thursday prior to the weekend and will be assessed a late fee of \$25.
- Every effort is made to have facilities clean. If there are any problems please call the emergency contact phone number listed on your permit.
- Bring your permit with you on the day of your rental.
- Public events require additional applications, forms, and fees.

### Park Policies and Guidelines Regarding Usage

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>✓ Park Hours: Sunrise to 10:00 pm daily.</li> <li>✓ All trash will be placed in trash and recycling bins.</li> <li>✓ All rentals are encouraged to recycle.</li> <li>✓ Leave the park the way you found it!</li> <li>✓ If WPRF needs to repair or clean up your event, the responsible party will be billed for damages and/or labor.</li> <li>✓ Be courteous of other park patrons (keep noise/music at acceptable levels).</li> <li>✓ Any use of charcoal must be extinguished and removed from park.</li> <li>✓ No small debris permitted. (piñata, confetti / bird seed etc.)</li> <li>✓ All tents require additional permits.<br/>7 day advance notice. (See hot lining procedure.)</li> </ul> | <ul style="list-style-type: none"> <li>✓ No Inflatables, slip &amp; slides, water balloons, or sparklers permitted in any parks.</li> <li>✓ All vehicles must park in designated parking areas only.</li> <li>✓ <u>No sales</u> of any kind without permit. (May require WPRF approval.)</li> <li>✓ Dogs not allowed in City parks or as designated.</li> <li>✓ Bathrooms are public restrooms, available for public during park hours.</li> <li>✓ There is a possibility that the restrooms may be closed prior to 10:00 pm.</li> <li>✓ All shelters/restrooms are open seasonally, with the exception of Frame Park and EB Shurts.</li> </ul> |
|--|---|

### Refund Policy

Prior to 30 days of scheduled date, refunds will be made when the customer's original permit is returned to WPRF. If a refund is desired, please notify the office with a written request and the return of your original permit. You will receive a full refund credited to your WPRF account which may be used toward future registrations and/or rentals for up to two (2) years of date of issue as permitted by law. If a check or credit card refund is desired, you will receive the refund minus a \$10 service charge. *NOTE: All changes within seven (7) days will result in a \$25 charge.*

- ✓ No refunds or credit for inclement weather or for cancellations less than 30 days prior to event. No refunds or credits will be given for events scheduled as the result of a date change made to original permit less than 30 days prior to event.

### Severe Weather

It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.

