



## Department of Public Works- Clintonville Park & Recreation Division

### Park Shelter Reservation & Usage Guidelines

2024 Season (Saturday, April 6th – Sunday, October 13<sup>th</sup>)

11. Open shelters have ground fault electrical outlets in them. These outlets protect the user from getting hurt from electrical shorts, faulty appliances, etc. Please be sure you know how to reset them if they are tripped or if they trip when you use them. If you are using heating appliances, the best advice is to only plug one appliance into any outlet. If you must plug two heating appliances into any outlet, turn the heat up only as far as absolutely necessary to avoid tripping its circuit breaker in the shelter electrical panel, or in case of the GFCI's, the outlet itself. Check out the shelter you are planning on using to ensure there are enough electrical outlets for your activity. **As a shelter user you have no right to go into any electrical panel and add to or change the wiring, electrical breakers, etc.**
12. A cold-water spigot is available at the W.A. Olen Park Enclosed Shelter, the W.A. Olen Park open shelters and the Bucholtz Park North Open Shelter. A water spigot is available under the sinks in the bathrooms adjacent to the Bucholtz Park Softball and South Open Shelters. The Enclosed Shelter also has hot and cold water available in the building, ADA unisex restroom, maintenance room and kitchen. There are about 80-90 plastic folding chairs and over a dozen folding plastic 6' tables available in the Enclosed Shelter.
13. Shelter users are required to separate recyclables and keep them out of the garbage. This includes newspapers, grocery sacks, corrugated cardboard, brown/grey cardboard, aluminum cans, glass jars and #1 and #2 plastic bottles/containers. Recyclables should be taken home or left in the shelter neatly stored in a box and/or plastic bag. Please break down the cardboard and rinse all other containers. Your cooperation in this matter is expected. Access to the W.A. Olen Park Enclosed Shelter will be by key available from the DPW Office during business hours. Please contact the DPW Office for their seasonal business hours. (715) 823-7668
14. Access to the restrooms adjacent to the Bucholtz Park Softball and South Open Shelters will be available from the DPW Office during normal business hours.

#### W.A. Olen Park

- Enclosed Shelter
- Lions Shelter

#### Bucholtz Park

- North Shelter
- Softball Shelter
- South Shelter

Please contact the Department of Public Works-Parks & Recreation Division to reserve, check availability or with any questions:

**Phone:** (715) 823-7668

**Address:** Clintonville Community Center •30 S. Main Street, Clintonville, WI 54929

Please contact the DPW-Parks & Recreation Division for their business hours prior to your rental key pickup (if a key is needed).

#### Information:

1. Event Applicants who desire to put up a tent adjacent to a shelter are required to notify the DPW-Parks & Recreation Division in advance and must call Digger's Hotline (phone 811) to have the underground utilities in the area marked. Event Applicants are financially liable for any damages/injuries that occur due to the erection of a tent. This also applies if you intend to pound/install any other item into the ground.
2. Shelters can be reserved April 6th – October 13<sup>th</sup>, 2024. Persons desiring to reserve the enclosed shelter in W.A. Olen

- Park, or any of the open shelters in W.A. Olen or Bucholtz Park, may do so by the following procedure.
3. In early January of each year, a notice shall be published in the city's official newspaper stating that reservation requests will be accepted beginning a certain date per the following. In person requests can be made starting Monday, January 8<sup>th</sup>, 2024 at the DPW-Parks & Recreation Division, 30 S. Main St. Please contact the DPW-Parks & Recreation Division for their seasonal business hours. Requests by mail will be accepted. Mail requests are honored first come; first serve, but only after the in-person reservations are handled on Monday, January 8<sup>th</sup>, 2024. Reservation requests that cannot be honored will be returned.
  4. Persons submitting a request by mail must include a self-addressed, stamp envelope for a reply. Address request to: Shelter Rental, c/o Department of Public Works, 50 10<sup>th</sup>. St., Clintonville, WI 54929.
  5. All mail requests should include a first and second choice of dates and shelters. Rental fees for the W.A. Olen Park Enclosed Shelter is \$80 city resident (tax included) and \$100 non-city resident (tax included). All open shelters are \$45 city resident and \$100 non-city resident (tax included). Tax-exempt organizations, with the proper exemption form on file with the City, will not have to pay the required sales tax. All enclosed rentals, requiring a key, will require a photocopy of the person reserving the shelter state ID/Driver's License.
  6. All events that are for profit must be approved by the DPW Director and are accessed a rate of \$200 per day for the enclosed shelter and \$100 per day for open shelters.
  7. Persons reserving a shelter will receive a receipt which is their proof that they have reserved the shelter.
  8. The reservation is only good for the date and times rented. If time is needed for set-up please inquire about the early set-up fee of \$30 residents/ \$40 non-residents. The early set-up fee is required in advance to check for schedule conflicts.
  9. The reservation applies only to the use of the shelter reserved, the equipment in the shelter and the equipment in the immediate vicinity outside the shelter. If you have any questions about this, ask for clarification. Shelter users are reminded that W.A. Olen and Bucholtz Park hours are 6am – 11pm daily.
  10. To use an open shelter, a reservation is not required. If Persons using an open shelter desire the use of electricity then a reservation must be made to guarantee electrical use during open shelter usage. If Persons using an open shelter, upon being shown a receipt indicating that the shelter in question has been legally reserved, shall immediately vacate the shelter. The Clintonville Police Department will mediate any disputes that arise. If you are using a shelter by reservation you can stay until 11pm, otherwise without a reservation shelters must be vacated by 9pm.
  11. Persons using shelters are responsible for the clean-up of the shelter and immediate surrounding area at the conclusion of their function. Refuse containers are provided at the shelters. Because of the nature of the open shelters, the DPW-Parks & Recreation Division is unable to guarantee that they will be clean at all times of use. The shelters are checked each Saturday, Sunday and holiday mornings as well as every weekday.
  12. Shelter users attaching any item/material to the buildings, tables, benches, etc. by means of staples, nails, thumbtacks, tape, etc. are required to remove them when they leave. Unfortunately each year several people are injured from contact with nails/staples/tacks that are not removed. Please show some consideration here. Parties holding pig roasts, corn roasts, or other large types of cooking events, should not leave the charcoal remains, grease, etc. at the shelter or deposit them in the refuse barrels or a W.A. Olen Park in the river. These materials should be removed by the Event Applicant. It is not permissible to deposit charcoal remains in the small grills located throughout the parks.