

**VILLAGE OF MUKWONAGO  
PARK AND FIELD USE RESERVATION FORM**

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Court, Mukwonago, WI, 53149, for approval. A signed copy authorizing the use of the Park/Field will be returned to the requesting party. Fees and the park form must be on file two months prior to the event.

1. Name of the individual(s)/organization requesting facility:  
(2 names and phone numbers required)  
\_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_
2. Date(s) requested: \_\_\_\_\_ Rain Date \_\_\_\_\_
3. Event or purpose: \_\_\_\_\_
4. Time of day requested: From \_\_\_\_\_ To \_\_\_\_\_
5. Name of park/field: \_\_\_\_\_
6. Facilities requested: \_\_\_\_\_  
\_\_\_\_\_
7. Number to be accommodated: \_\_\_\_\_
8. Name of insurance company providing coverage: \_\_\_\_\_  
\_\_\_\_\_

Responsible Party(s): \_\_\_\_\_ Phone \_\_\_\_\_  
(signature)  
\_\_\_\_\_ Phone \_\_\_\_\_  
(signature)

Address: \_\_\_\_\_

Date of application: \_\_\_\_\_ Fee: \_\_\_\_\_

Authorizing by: \_\_\_\_\_  
(Clerk's Office) (Date)

Receipt #: \_\_\_\_\_ Check #: \_\_\_\_\_

Copies to: Police ( ) DPW ( ) Applicant ( ) Committee Chair ( )

Key(s) Issued: \_\_\_\_ on \_\_\_/\_\_\_/\_\_\_ Returned: \_\_\_\_ on \_\_\_/\_\_\_/\_\_\_

DEPOSITS:

**\*\*\*\*NO PARKING ON GRASS\*\*\*\***



**VILLAGE OF MUKWONAGO HEALTH & RECREATION  
COMMITTEE  
PARK & FIELD USE POLICY**

When not in reserved use, the Village of Mukwonago parks and fields are open to the public on a first-come first-serve basis so long as the property and equipment are used with care and for appropriate uses. **ALL VILLAGE YOUTH GROUPS ARE EXCLUDED FROM PARK/FIELD/FACILITY USE FEES (EXCEPT LIGHTS).**

**FOR RESERVED USE OF VILLAGE PARKS:**

In order to insure exclusive availability and proper preparation, the individual(s) or group(s) must comply with the following procedure:

1. A representative must appear in person at the Village Clerk's Office (Monday through Friday, 8:00 a.m. – 5:00 p.m.) to fill out an application for reserved use of a park/field/facility at least **two (2) months in advance** of use. **Deposit must be paid at that time, otherwise the park may be given to another party.**

2. Payment must be rendered at the time of registration according to the following schedule:

- Lights - \$30.00 per evening
- Keys - \$10.00 deposit per key
- Beer Permit - \$10.00 per day
- Events: Maxwell Street - \$400.00 per event  
Summerfest- \$600.00 (Thur.-Sun.)
- Park & Pavilion (one day event):
  - Village Resident over 50 people, incl. Pavilion - \$225.00 + \$100.00 deposit
  - Village Resident under 50, incl. Pavilion - \$50.00 + \$50.00 deposit
  - Non-Village Resident - \$275.00 + \$100.00 deposit
- All Other Village Parks & Field Park W/O Pavillion
  - Village Resident under 50-\$25 + \$50 deposit; over 50-\$100 + \$100 deposit; Non-Village Resident-\$150 + \$100 deposit
  - School Sporting Activities for practice - \$25.00 each time used + fee for lights
  - School Sporting Activities (over 50) - \$100.00 each time used + fee for lights

**Village Resident is defined as a person, group, or company having a village address. The event must only be for the business or group within the village limits, or personal events only for applicants residing in the village.**

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**BASEBALL FIELDS**

1. **Certificate of waiver.** This certificate will be kept at the Village Clerk’s Office. Each individual (18 or over) who is participating in an activity scheduled at the field must sign the waiver. This waiver must be returned to the Village Clerk’s Office no later than 24 hours before the scheduled use. If field use is scheduled for a Sunday, the waiver must be returned by the proceeding Friday before 4:30 p.m. Proof of insurability must be submitted for baseball leagues.
2. A \$225.00 per season registration fee plus fee for lights will be charged for each women’s and men’s baseball team, regardless of residency.
3. Fee for non-resident use is \$50.00 each time of use plus cost for lights.
4. Payment must be rendered at the time of registration.

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**SOCCER FIELDS**

1. Specific for use of soccer fields must be indicated on reservation form.
2. Fields will be used on a rotating basis to be determined by the Village Clerk’s Office and league representatives.
3. Fee for non-resident use: \$75.00 each time of use.
4. Proof of insurability must be submitted for soccer leagues.

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**FOOTBALL FIELDS**

1. Specific dates for use of football fields must be indicated on reservation form.
2. Fields will be used on a rotating basis to be determined by the Village Clerk’s Office and league representatives.
3. Fee for non-resident use: \$75.00 each time of use.
4. Proof of insurability must be submitted for football leagues.

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A receipt will be given at time of payment. This receipt should be taken to the park for evidence of reserve use priority if there is any dispute. If the park is not yielded by other individuals after visual inspection of receipt and polite request to vacate, the receipt holder should call the Mukwonago Police Department (363-6435).

CANCELLATIONS must be made a minimum of 24 hours in advance of reserved time. No cancellations can be made except from 8:00 a.m. to 4:30 p.m., Monday through Friday. If Clerk’s Office has received cancellation at least 24 hours prior to reserved time, a refund will be given. If less than 24 hours notice is given, no refund will be given.

## RULES FOR THE USE OF ANY VILLAGE PARK

1. Only the facilities indicated are to be used. Inspection after use is required. Said inspection shall be performed by a representative of the Village as determined by the Public Works Superintendent. The representative will have full authority to determine if the facilities have been cleaned sufficiently to warrant return of the deposit and that no damage to the facilities exist. In the event of a dispute, an appeal can be made to the Village Board.
2. Buildings, if used, must be cleaned by 9:00 a.m. of the day following their use. Picnic grounds and other areas must be clean and restored upon completion of the function unless special arrangements have been stated on the permit.

- **Cleaning includes:**

Normal kitchen cleaning, picking up after yourself and wiping down facilities used.

Garbage cans must be left clean in pavilion and in picnic areas. Park users are responsible to bring their own 55-gallon garbage bags, then they are to be placed in the dumpster in park.

The floor in the pavilion must be cleaned thoroughly with soap and water when beer and soda are served.

In all circumstances, the grounds must be restored no later than noon of the day following its use.

3. No grills are to be placed directly on the ground, otherwise parties will be responsible to replace the dead grass.
4. If generators are to be used, they must be placed on the HWY 83 side of the park.
5. A deposit in accordance with the schedule stated on page 1 is required from the individual, group or organization requesting use of any park facility. Please note:
  - A. \$100.00 over and above the required fees shall be required from any individual, group or organization who has forfeited the deposit the last time they used a park facility.
  - B. Any individual, group or organization who forfeits the deposit 2 times, or willfully abuses park facilities, shall be denied use of said facilities. Denial shall be at the discretion of the Village Board.

6. For any Village Park: Additional Port-a-pots will be needed if the attendance at the function exceeds 300 people. Any damage will be the responsibility of the sponsoring group. The following schedule should be followed:
  - 301-400 persons - 2 port-a-pots (1 for the men & 2 for the women)
  - 401-500 persons - 4 port-a-pots (2 for the men & 4 for the women)
  - 501-600 persons - 6 port-a-pots (3 for the men & 6 for the women)\*for additional 250 persons over 600, an additional port-a-pot for each sex will be required. (Note: Maxwell Street will provide seven port-a-pots and Summerfest will provide five to six.)
7. Parking is prohibited, on the grass, in all parks and at all times unless okayed by the Health & Recreation Committee prior to the event. (exceptions to this rule are Maxwell Street and Summerfest) (Ordinance #581; Section 82.180)
8. At all events, the selling of beer to the public will require a beer permit prior to receiving permission to use the park. All applications must be filed with the Village Clerk's Office at least 3 weeks prior. At all events, the giving of beer to the attendees must be supervised and monitored by the permit holder.
9. **Noise** - Groups that have bands or disc jockeys will be required to end music at 11:00 p.m. Bands or disc jockeys for Summerfest will be required to end music at 11:00 p.m. Fireworks displays will begin at 9:30 p.m. and end no later than 10:30 p.m. **All park events must end by 11:30 p.m.**
10. The deposit shall be available for pickup no earlier than the 2nd day following the park's use and upon a satisfactory inspection report as stated in rule 1.
11. For groups larger than 50 persons, an indemnity bond must accompany the application.
12. No dogs are allowed in Field Park during Maxwell Street and Summerfest. (Section 58-33 (a)(4)b)

**It is not the intent of this permit and/or deposit to restrict the use of park facilities by an individual, group or organization. Its intent is to insure that the park ground and facilities are left in substantially the same condition as found.**

**Use of all parks in the Village of Mukwonago is regulated by Chapter 58 of the Municipal Code**