

Town of Presque Isle  
PO Box 130, 8306 School Loop Road  
Presque Isle, WI 54557  
715-686-2473

**Facility Request:**

Park \_\_\_\_\_ Area \_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_

Open shelter \_\_\_\_\_ Closed Shelter \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Activity: \_\_\_\_\_

**Special Requests:**

Campfire ring, Wilderness Park \_\_\_\_\_ Number of additional tables moved \_\_\_\_\_

Tents \_\_\_\_\_ Size \_\_\_\_\_ Location: \_\_\_\_\_

Other \_\_\_\_\_

**Renter Agreement:**

Name \_\_\_\_\_ Phone: daytime \_\_\_\_\_ evening \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Group Name \_\_\_\_\_ email \_\_\_\_\_

*I certify that all information provided above is accurate to the best of my knowledge and that I will assume all responsibility for proper care and utilization of the stated park facility and will abide by the rules and regulations printed below. If damage results from the use of the park facilities by my group, we will be responsible for the repair of the damages. I have also received a notice regarding grill, fire ring, buried electrical wire, water and gas lines as well as Digger Hotline numbers to call.*

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

**Rules & Regulations:** Renters must review and follow all rules and regulations printed on the reverse side of this form.

**Cancellations:** Cancellations should be made as soon as possible.

**Inclement weather:** If one must schedule a new reservation date due to weather conditions, a new reservation form must be completed and signed.

**NOTICE**

All town parks have either electrical wires, water, and/or gas lines. For your safety and the safety of your group, if you are intending to drive a stake or anything into the ground, be sure to call Diggers Hot Line or town park staff at least 72 hours (3 working days) in advance to mark areas where lines are buried. The Town of Presque Isle cannot be responsible for you or your group's safety. You will be held liable if utility service is cut off by the action of anyone in your group. When you call Diggers Hotline have the following information available:

- Your name, address and phone number
- Location of work to be done
- Nature of work to be done, ex. planting a tree, setting up a tent

**Diggers Hotline 1-800-242-8511**

## **Town of Presque Isle Park Rules & Regulations**

1. **PARK FACILITY RESERVATIONS: Reserved** dates for park/facility will be accepted at the Town office from January 15<sup>th</sup> of the current year to a minimum of 2 weeks prior to desired date. Completed reservations form must be received in the Town Office to confirm the reservation.
  2. **PARK USE HOURS:** All town parks are open from sunrise to sunset. This is in accordance with ordinance 402.03(2). Restroom facilities and playground equipment are open to the public at all times when groups reserve shelters.
  3. **SPECIAL REQUESTS:** Requests for campfires, public and church assemblies, posting signs, use of mechanical equipment and pony rides must be made on the park reservation form. The town can grant these requests.
  4. **TOWN PERMIT/LICENSE:** A town permit/license must be obtained for the following: sale of intoxicating beverages, carnival/circus.
  5. **CERTIFICATE OF INSURANCE:** Proof of liability insurance is required for mechanical equipment/devices, rides and ponies, holding the Town of Presque Isle harmless in case of an accident and must be on file in the Town Office thirty days prior to the reserved date.
  6. **DAMAGE TO PARK PROPERTY:** Damage to park plant life, facilities, structures, equipment, wildlife habitat, fence or any other park artifact will be charged to the individual who assumes responsibility for park use by signing the reservation form. Damage costs will be charged along with labor charges for repairs.
  7. **CLEAN UP:** Rental party is responsible for returning the shelter to proper order/cleanliness including clean up of picnic trash on tables and grounds. Maintenance charges will be made if not completed.
  8. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are allowed in town parks as long as not being sold. Alcoholic beverages cannot be sold unless a picnic license has been obtained.
  9. **TENTS/STRUCTURES/EQUIPMENT:** Ten locations must be approved with the park department at the time of your reservation. Staking of tents requires contact with Digger's Hotline. Tents must be a minimum of 5' clear of fixed shelters, structures, park equipment, utility service boxes, and trees/shrubs.
  10. **VEHICLE PARKING:** Parking areas are available adjacent to all parks. Parking in the park is allowed only during loading/unloading unless utilizing an authorized "disabled" parking area.
  11. **FIRES:** Permission for campfires in the council ring at Wilderness Park must be requested on the park reservation form. All cooking fires must be made in park grills or self-provided charcoal burners. Participants are responsible for extinguishing burning coals prior to leaving the park.
  12. **SPEAKER VOLUME:** The volume of radios, public address systems, etc. must be at a moderate level in consideration of other park users.
  13. **PROHIBITED ACTIVITIES:** Fireworks, peddling/soliciting, gambling, littering, use of ATVs interference with town employees, ground fires, and drugs. DISORDERLY CONDUCT – No person shall use profane, indecent, obscene language or engage in abusive or obscene conduct. Note: Fireworks are permitted with Town Board approval for special occasions.
  14. **DIGGER'S HOTLINE:** If a stake or anything is to be driven into the ground, the renter must call Digger's Hotline to locate underground services. Town crews must be notified to locate water and gas lines.
  15. **RECYCLING WASTE:** Please follow recycling rules by placing recyclable materials and trash into proper containers. Help us to keep the park clean.
- SOFTBALL DIAMONDS:**
1. Leagues playing in the Town of Presque Isle will hold priority in diamond use. Schedules of league play must be filed with the Town Clerk at the beginning of the season as well as with the park maintenance person.
  2. Only proper material may be used to dry diamonds (Turface, Diamond Dry)
  3. Any safety problems must be reported in writing to the Town Supervisor in charge of parks.
  4. Park staff will cancel games if diamonds are not playable before 4 pm. After that time the umpire in charge will cancel the game.
  5. Outside group using the diamonds will be charged for materials used.
- INSURANCE REQUIREMENTS:**  
Community events/public festivals held in parks or sport events/tournaments using park facilities must show liability insurance of \$1,000,000. In activities where alcoholic beverages are served insurance must show the Host Liquor Liability endorsement. Amusement rides and fireworks may require liability insurance coverage in excess of \$1,000,000