

CITY OF JUNEAU PARKS RENTAL APPLICATION

Date of Application: _____

Contact Person: _____ Phone #: _____

Address: _____

Type of Gathering: _____ Number of Adults Expected: _____

Date of Gathering: _____ Time – Start: _____ End: _____

A two weeks notice of cancellation must be given before the event for a full refund of rental cost and deposit. **Note: The \$50 deposit will not be given back until the building has been checked and authorized by the porous personnel and the facility key has been returned (if applicable).

REFUNDS WILL BE PAID VIA CHECK AND ISSUED 7-10 DAYS FROM THE DATE OF AUTHORIZATION.

Signature of Applicant: _____ **Date:** _____

NAME OF PARK BUILDING:

Addie Joss Concession Stand ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

Key Number: _____

Juneau Softball Concession Stand ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

Key Number: _____

Open Shelter ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

Wild Goose Shelter ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

Chamber Shelter ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

ATHLETIC FIELDS:

Addie Joss Field ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

Softball Field ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

Little League Field ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

Volleyball Courts ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

Soccer Fields ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

Basketball Courts ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

Tennis Courts ☐ Resident ☐ Non-Resident ☐ Deposit \$ _____

☐ Lights for the Athletic Fields \$ _____

Total Amount Due: \$ _____

Total Paid: \$ _____

Receipt #: _____

City of Juneau - Park Rental Fees

| Facility | Residents | Non-Residents | Deposit |
|--|-----------------|---------------|---------|
| Addie Joss & Juneau Softball Concession Stand | \$40 | \$60 | \$50 |
| Open Shelter & Wild Goose Shelter | \$40 | \$60 | \$50 |
| Chamber Shelter | NO CHARGE | NO CHARGE | NONE |
| All Ball Diamonds, Soccer Fields, Tennis Courts, Basketball & Volleyball Courts (Up to 3 hours) | \$50/Field | | \$50 |
| Tournaments (Baseball, Softball, Soccer, Volleyball, & Basketball) | \$150/Field/Day | | \$150 |
| Lights for Athletic Fields | \$75/Field/Day | | |
| <i>*Field availability is subject to cancellation by City Staff due to poor weather conditions</i> | | | |

Rental Guidelines

1. Applications must be turned in with Deposit in order to hold the date of your event.
2. Any remaining balance must be paid TWO weeks prior to the event.
3. Applications are processed on a first come, first serve basis.
4. Applications with a reservation during the week should pick up a facility key (if applicable) the day before your reservation. Applicants with a reservation on the weekend should pick up the key on the Friday before your weekend event.
5. Keys must be returned within 48 hours of your reservation. Keys can be dropped off in person or at the Recreation Department Drop Box: 500 Lincoln Drive Juneau, WI 53039.
6. If field prep is needed, advise the Recreation Department at least 72 hours prior to your event, so we can accommodate.
7. If you are renting the Addie Joss Concession Stand and the restrooms are not open, please call the Police Department.
8. If you are renting the Juneau Softball Concession Stand, the key you have will allow you to unlock the restrooms from inside the stand.
9. Please leave the facility the way you found it. Applicants must remove all garbage from the facility and place it in the appropriate dumpster found at each location.
10. Concession Stands should have the counters and tables wiped down, floors swept, and mopped any stains or sticky spots that may be found on the floor.
11. Concession stands should not have any type of grease dumped down the sinks or drain areas.
12. Deposits will be returned upon inspection of the facility. Failure to clean the facility may result in the loss of your deposit.
- 13. RENTAL CANCELLATION: A TWO weeks' notice must be given prior to your event for a full refund. Any cancellation within two weeks of your reservation will result in no refund.**

Weekend Contacts:

Juneau Police Department: 920-386-4810
Dodge Co. Sheriff's Dept.: 920-386-3726

City Hall: 920-386-4800
Recreation Department: 920-386-4812

ADMIN NOTE: MAKE 6 COPIES: P.D. DPW REC A/P-\$\$ RENTAL BINDER CUSTOMER