THE CITY OF WATERTOWN

PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, OCTOBER 20, 2025 AT 4:30 PM

514 S. FIRST STREET, WATERTOWN, WI 53094 - FIRST FLOOR, CONLEY HALL

Virtual Meeting Info: https://us06web.zoom.us/join Meeting ID: 563 709 0828 Passcode: 53094 One tap mobile +16469313860

All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Parks, Recreation, and Forestry minutes from September 15, 2025

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. August financial reports

4. CITIZENS TO BE HEARD

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

5. BUSINESS

A. Review and take action: Meridian barrier rental fees
B. Review and take action: 2026 fees and charges
C. Review and take action: 2026 facility reservation policies
D. Review and take action: 2026 room and park rental applications
E. Review and take action: 2026 pool admission fees
F. Review and take action: 2026 seasonal wages
G. Review and take action: 2026 general registration form
H. Review and discuss: Tiles at Chamberland
I. Review and discuss: Removal of park sandboxes
J. Review and discuss: Safety Issue Park View and Hall Street
K. Review and discuss: Budget Clarification

6. DIRECTOR'S REPORT

A. Project updates
B. Programming updates

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, September 15, 2025

1. **Call to Order**
   The Watertown Parks, Recreation & Forestry Commission met in person and virtually on September 15, 2025. The meeting was called to order by Kerry Kneser at 4:31 p.m.
   Members present: Kerry Kneser, Julie Chapman, Brad Clark, Emily Lessner, Kyle Krueger, Jennifer Clayton (arrived at 4:34 p.m.)
   Not present: Jonathan Lampe
   Also present: Kristine Butteris, Andrea Draeger, Stephanie Juhl, Jeff Doyle, Jarrod Folkman.

2. **Review and Approval of Minutes**

   Brad Clark motioned to approve the July 16, 2025, Bentzin Family Town Square minutes. Julie Chapman seconded. Motion carried.

   Julie Chapman motioned to approve the August 18, 2025, Parks, Recreation & Forestry minutes. Kyle Krueger seconded. Motion carried.

   Emily Lessner motioned to approve the August 19, 2025, Senior Center Advisory Board minutes. Brad Clark seconded. Motion carried.

3. **Review and Approval of Financial Reports**
   Kyle Krueger motioned to approve the July 2025 financial reports. Julie Chapman seconded. Motion carried.

4. **Citizens to Be Heard**
   There were none.

5. **Business**
   There was none.

6. **Director's Report**

   A. **Project Updates**

   Staff has worked extensively on the 2026 budget with the goal of maintaining a 0% increase. However, requests were made for additional capital expenses.

   At Union Park, proactive changes are being made in anticipation of the Lafayette Street design and reconstruction project in 2027. The ball diamond has been removed and a gaga ball pit will be installed, with a full redesign planned. A redesign and construction project is scheduled for Labaree Street in 2028, including the Riverside Park parking lot. Clark Park's fence will be removed due to safety concerns. Seasonal restroom closures will begin on October 15. There has been increased bee activity and tree issues have been noted this fall. There are no updates yet on the Oak Hill Cemetery tree removals. Riverwalk work continues, including issues with orange barricades. Bike and kayak rentals continue to be operated through an external vendor. The City only receives revenue from kayak rentals at Riverside Park.

Meridian barriers were used for the first time at the most recent BFTS event to enhance safety. The water feature at BFTS is still operational but will run on limited hours. Staff is working to resolve a timer issue caused by power outages. The feature will be shut down at the end of September.

New lighting at the Senior & Community Center has been added to the pool table area and LED lights will be installed in the hallway for brightness and energy efficiency. The fence and kayak rental station at the back shelter area have been removed.

B. **Programming Updates**

Fall recreation programming is underway. Soccer began two weekends ago. Adult softball, fall fitness classes, youth dance, gymnastics, and football are ongoing. Late fall programs such as youth wrestling, Little Dunkers, adult volleyball, and men's basketball will begin in November. Winter and early spring registration will open in late October.

Upcoming events at BFTS include: Tailgate on 9/21, Markets on 9/25 and 10/4, Boo Bash on 10/25. The last concert was held on 9/6 and was well attended. A volunteer coach appreciation element was added with food truck discounts and a band shout-out.

A new Gold Star Self Defense class on 9/9 reached capacity in the afternoon session. Staff hopes to offer additional sessions. Senior Center fundraising continues through gift card sales and 50/50 raffles, as well as a new brat fry. Senior Citizen Day was celebrated at the end of August as well as the second quarterly birthday party for seniors. A Patio Grand Opening Party will be on 9/24 to celebrate the new space – all are invited.

7. **Adjournment**
Julie Chapman motioned to adjourn the meeting at 5:01 p.m. Emily Lessner seconded. Motion carried.
Next meeting date: October 20, 2025

Watertown Parks and Recreation Department				
Financial Report				
End of Month August 2025				
Revenue Account #	**Description**	**Year to Date Revenue**	**Budgeted Amount**	**Balance**
01-446210	Rec Dept Non Taxable Revenue	$ 81,659.70	$ 82,000.00	$ 340.30
01-446211	Rec Dept Taxable Revenue	23,509.62	$ 40,000.00	$ 16,490.38
01-446212	Rec Concession Revenue	513.00	500.00	**$ (13.00)**
01-446220	Net Ticket Sales	-	100.00	$ 100.00
01-446230	Aquatic Center Revenue	125,737.71	130,000.00	$ 4,262.29
01-446232	Indoor Pool Non Taxable Revenue	17,894.00	23,000.00	$ 5,106.00
01-446233	Indoor Pool Taxable Revenue	6,640.38	10,000.00	$ 3,359.62
01-446234	Senior Center Revenue	278.32	300.00	$ 21.68
01-446235	Senior Center Memberships	1,782.43	3,000.00	$ 1,217.57
01-446236	Senior Center Rental Fees	10,874.17	18,000.00	$ 7,125.83
01-446264	Park Rental	17,132.14	30,000.00	$ 12,867.86
01-446266	Misc Park Revenue	8,005.75	10,000.00	$ 1,994.25
Grand Total Revenue		**$ 294,027.22**	**$ 346,900.00**	**$ 52,872.78**
Expense Account #	**Description**	**Year to Date Expenses**	**Budgeted Amount**	**Balance**
Administration				
01-552010	Salaries	$ 244,671.07	$ 402,906.00	$ 158,234.93
01-552014	Overtime	65.58	520.00	454.42
01-552016	Part-time Salaries	6,397.50	13,418.00	7,020.50
01-552017	Contract Services	10,344.67	15,550.00	5,205.33
01-552018	Supplies & Expenses	2,563.77	7,045.00	4,481.23
01-552019	Advertisement	347.89	1,000.00	652.11
01-552020	Repairs	8,189.34	4,000.00	**(4,189.34)**
01-552021	Contribution to Town Square	58,950.00	78,600.00	19,650.00
01-552022	Dues, fees, subs	1,668.00	3,100.00	1,432.00
01-552023	Training	1,235.00	1,175.00	**(60.00)**
01-552024	Travel	1,646.97	1,885.00	238.03
01-552026	Maintenance Supplies	1,599.82	4,000.00	2,400.18
01-552028	Fuel	3,288.66	5,000.00	1,711.34
01-552030	Electric	10,358.08	16,000.00	5,641.92
01-552031	Water	1,069.81	1,825.00	755.19
01-552032	Telephone	2,252.97	4,250.00	1,997.03
01-552033	Wisconsin Retirement	16,387.17	26,803.00	10,415.83
01-552034	Social Security	14,645.15	25,844.00	11,198.85
01-552035	Medicare	3,425.16	6,044.00	2,618.84
01-552036	Health Insurance	39,540.00	60,580.00	21,040.00
01-552037	Life Insurance	392.34	567.00	174.66
01-552038	Dental Insurance	2,398.28	3,715.00	1,316.72
01-552042	Mileage	14.00	800.00	786.00
01-552060	Capital Outlay	-	-	-
Total Administration		**$ 431,451.23**	**$ 684,627.00**	**$ 253,175.77**
Recreation				
01-552114	Rec Overtime	$ -	$ 508.00	$ 508.00
01-552116	Part-time Salaries	38,821.87	40,524.00	1,702.13
01-552117	Contract Sports Services	8,532.00	21,564.00	13,032.00
01-552118	Supplies & Expenses	15,015.71	25,000.00	9,984.29
01-552134	Social Security	2,786.70	2,544.00	**(242.70)**
01-552135	Medicare	651.88	595.00	**(56.88)**
01-552160	Capital Outlay	-	2,000.00	2,000.00
Total Recreation		**$ 65,808.16**	**$ 92,735.00**	**$ 26,926.84**
Aquatic Center				
01-552214	Aq Ctr Overtime	$ 3,660.98	$ 2,030.00	**$ (1,630.98)**
01-552216	Part-time Salaries	99,032.38	101,833.00	2,800.62
01-552217	Svc Contracts/Licenses	3,953.00	2,500.00	**(1,453.00)**
01-552218	Supplies & Expenses	4,799.89	4,500.00	**(299.89)**
01-552220	Repairs	8,194.97	12,445.00	4,250.03
01-552223	Training	1,789.48	500.00	**(1,289.48)**
01-552228	Fuel	4,797.85	4,500.00	**(297.85)**

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
01-552230	Electric	11,714.94	19,000.00	7,285.06
01-552231	Water	8,552.95	14,500.00	5,947.05
01-552232	Telephone	730.65	500.00	**(230.65)**
01-552234	Social Security	6,413.57	6,440.00	26.43
01-552235	Medicare	1,499.91	1,506.00	6.09
01-552240	Chemicals	25,506.12	26,000.00	493.88
01-552244	Uniforms	2,355.42	2,500.00	144.58
01-552246	Concessions Supplies	23,578.72	25,000.00	1,421.28
01-552260	Capital Outlay	-	-	-
Total Aquatic Center		**$ 206,580.83**	**$ 223,754.00**	**$ 17,173.17**
05-552270	Capital Projects	-	-	-

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
	Indoor Pool			
01-552314	Indoor Pool Overtime	$ 1,577.29	$ 500.00	**$ (1,077.29)**
01-552316	Part-time Salaries	34,446.42	39,205.00	4,758.58
01-552317	WUSD Maintenance Staff	-	-	-
01-552318	Supplies & Expenses	3,879.77	10,000.00	6,120.23
01-552320	Repairs	-	500.00	500.00
01-552328	Fuel	-	3,750.00	3,750.00
01-552330	Electric	-	7,750.00	7,750.00
01-552331	Water	-	2,750.00	2,750.00
01-552332	Telephone	-	175.00	175.00
01-552334	Social Security	2,263.34	2,462.00	198.66
01-552335	Medicare	529.36	576.00	46.64
Total Indoor Pool		**$ 42,696.18**	**$ 67,668.00**	**$ 24,971.82**
	Total Parks & Rec Budget	$ 746,536.40	$ 1,068,784.00	$ 322,247.60
	Reserve Accounts			
		YTD Expenses	**Beginning Balance**	**Balance**
24-581107	Senior Center Fundraising	$ (6,634.44)	$ 29,978.45	$ 36,612.89
01-271970	Senior Center Security Deposits	$ -	$ -	$ -
24-581121	BQ Baseball	$ 1,871.88	$ 7,000.00	$ 5,128.12
01-581137	River Walkway Repairs	$ -	$ 4,750.00	$ 4,750.00
01-581139	InterUrban Trail	$ -	$ -	$ -
01-581140	Bike Trail	$ -	$ 2,000.00	$ 2,000.00
05-552070	Quarry Study	$ 3,809.50	$ 3,809.50	$ -
05-552470	Sr Ctr Retaining Wall			$ -
05-581104	Chamberland Improvements	$ -	$ 129.57	$ 129.57
05-581106	Park Facility Improvements	$ (1,602.00)	$ 5,969.65	$ 7,571.65
05-581118	Heron View Park (micro park)	$ -	$ 6,392.05	$ 6,392.05
05-581120	Park Expansion & Improvements	$ (3,483.22)	$ 15,276.42	$ 18,759.64
07-581113	Park Dedication Fees (land purchase)	$ (17,289.00)	$ 68,961.00	$ 86,250.00
07-581115	Park Improvements	$ (120,935.22)	$ 51,500.00	$ 172,435.22

Watertown Parks and Recreation Department
Financial Report
Aug-25

Expense Account #	Description	Year to Date Expense	Budgeted Amount	Balance
		Park		
01-554110	Salaries	$ 303,167.22	$ 489,791.00	$ 186,623.78
01-554112	Longevity	-	$ 2,106.00	$ 2,106.00
01-554114	Overtime	4,852.56	11,500.00	$ 6,647.44
01-554116	Part-time Salaries	25,307.55	32,480.00	$ 7,172.45
01-554118	Supplies & Expenses	39,598.24	37,000.00	**$ (2,598.24)**
01-554120	Repairs	12,565.10	18,000.00	$ 5,434.90
01-554126	Goose Control	-	-	$ -
01-554128	Fuel	1,694.30	4,000.00	$ 2,305.70
01-554130	Electric	28,215.89	35,000.00	$ 6,784.11
01-554131	Water	32,433.74	43,000.00	$ 10,566.26
01-554132	Telephone	702.36	1,100.00	$ 397.64
01-554133	Wisconsin Retirement	21,403.99	35,054.00	$ 13,650.01
01-554134	Social Security	19,633.51	33,285.00	$ 13,651.49
01-554135	Medicare	4,591.66	7,784.00	$ 3,192.34
01-554136	Health Insurance	115,200.00	161,266.00	$ 46,066.00
01-554137	Life Insurance	1,233.43	1,901.00	$ 667.57
01-554138	Dental Insurance	5,704.00	9,008.00	$ 3,304.00
01-554140	Gasoline	19,254.16	30,000.00	$ 10,745.84
01-554141	Fertilizers & Herbicides	661.35	6,500.00	$ 5,838.65
01-554142	Equipment Repairs	17,818.74	28,000.00	$ 10,181.26
01-554144	Washington Park Lights	2,947.73	2,010.00	**$ (937.73)**
01-554148	Water Bubblers	724.69	2,000.00	$ 1,275.31
01-554150	Staff Training	3,105.10	4,300.00	$ 1,194.90
01-554159	Safety Equipment	2,487.90	3,000.00	$ 512.10
01-554160	Captial Outlay	431.00	4,000.00	$ 3,569.00
Total Park		**$ 663,734.22**	**$ 1,002,085.00**	**$ 338,350.78**
05-554170	Capital Projects	$ 1,036,209.00	$ 1,036,209.00	
		Forestry		
01-561110	Salaries	$ 93,372.03	$ 118,759.00	$ 25,386.97
01-561112	Longevity	-	-	-
01-561118	Supplies & Expense	848.56	5,500.00	$ 4,651.44
01-561119	UF Grant Exp: Tree/Ash Inje	13,244.17	14,160.00	915.83
01-561120	Repairs	990.72	3,000.00	2,009.28
01-561124	Cont. Education Forester Cert	1,573.00	1,600.00	27.00
01-561126	Annual Bucket Truck Inspection	0.00	4,000.00	4,000.00
01-561133	Wisconsin Retirement	6,489.41	8,254.00	1,764.59
01-561134	Social Security	5,344.22	7,448.00	2,103.78
01-561135	Medicare	1,230.00	1,722.00	$ 492.00
01-561136	Health Insurance	30,720.00	46,076.00	15,356.00
01-561137	Life Insurance	85.08	129.00	43.92
01-561138	Dental Insurance	1,472.00	2,252.00	780.00
01-561160	Capital Outlay	-	5,000.00	5,000.00
Total Forestry		**$ 155,369.19**	**$ 217,900.00**	**$ 62,530.81**
05-561170	Capital Projects	-	-	$ -

Watertown Parks and Recreation Department

Financial Report

End of Month August 2025

Revenue Account #	Description	Year to Date Revenue	Budgeted Amount	Balance
26-446210	TS Revenue - Nontaxable	$ 20,600.00	$ 10,000.00	**$ (10,600.00)**
26-446211	TS Revenue - Taxable	$ 6,872.50	$ 15,000.00	$ 8,127.50
26-446250	Contributions FR General Fund	$ 58,950.00	78,600.00	$ 19,650.00
26-446266	TS Future Fund Contributions			$ -
Grand Total Revenue		**$ 86,422.50**	**$ 103,600.00**	**$ 17,177.50**

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
26-554310	Salaries	43,322.40	$ 68,266.00	$ 24,943.60
26-554316	Part-time Salaries	-	-	$ -
26-554318	Supplies	1,656.14	7,650.00	$ 5,993.86
26-554319	Advertising	1,988.24	3,400.00	$ 1,411.76
26-554320	Repair/Maintenance	14,082.23	17,300.00	$ 3,217.77
26-554330	Electricity	1,440.07	1,952.00	$ 511.93
26-554331	Water	3,740.71	25,000.00	$ 21,259.29
26-554333	Wisconsin Retirement	3,010.92	4,744.00	$ 1,733.08
26-554334	Social Security	2,635.81	4,232.00	$ 1,596.19
26-554335	Medicare	616.43	990.00	$ 373.57
26-554336	Health Insurance	6,240.00	9,386.00	$ 3,146.00
26-554337	Life Insurance	240.52	361.00	$ 120.48
26-554338	Dental Insurance	239.04	366.00	$ 126.96
26-554341	Event Expenses	33,453.49	40,000.00	$ 6,546.51
26-554360	Capital Outlay	-	10,000.00	$ 10,000.00
Grand Total		**$ 112,666.00**	**$ 193,647.00**	**$ 80,981.00**

WATERTOWN SENIOR & COMMUNITY CENTER
Watertown, Parks, Recreation, & Forestry Department
514 S. First St.
Watertown, WI 53094
920-262-8080

WATERTOWN PARKS & RECREATION DEPARTMENT FEES AND CHARGES POLICY

1. **Program Fees** - Are those fees charged to participants of recreational and educational programs, and are set by the department.

   A. Participants of recreational and educational programs shall be charged a fee to cover all operational costs, including maintenance and administrative costs.
      i. Operational costs are those costs necessary to effectively operate a program to include all personnel, supplies, and expenses are to be based on past program expenses and anticipated new expenses.

   B. Nonresident Program Fees - Nonresidents will pay 50% more than residents.
   Resident Status - a person has resident status when that person's principal residence is located within the city limits of Watertown.

   D. Senior Center Membership Fees – Senior Center Membership Fees will be determined by the commission on an at-needed basis. The present membership fee is $12.00 for residents and $18.00 for nonresidents. New members will receive a 25% discount. All members will receive a 20% discount (from the resident rate) on senior-related program fees.

   E. Community Service Programs - are those programs which are considered to be a community service and important to the total community recreation program, and because of their nature, it is impractical or undesirable to have a fee charged. Those programs designated as such by the commission are exempt from fees.

   F. The commission reserves the right to assess additional fees to groups or activities which require exclusive use of facilities or require excessive maintenance, supplies or expenses.

   G. Refunds of Program Fees – A full refund will be given up to two weeks prior to program start. Within two weeks of the program start refunds will be given as credits depending on department ability to fill spots.

   H. Facility Improvement Fee - A $1.00 fee will be included in all individual program registration fees and a $10.00 fee for all team registration fees. This fee will be used to update parks and facilities in our park system.

2. **Admission Fees** –
   Charges paid to enter a facility. Admission fees will be set by the commission based on demand, need, cost of maintenance and operation, public benefit, and the public's ability to pay.

   A. Daily Admission Fees - Nonresidents will pay 50% more than residents.

B. Refunds will not be granted for daily admission fees except at the Watertown Aquatic Center as follows: A free admittance coupon wi[ll be] issued to patrons who have paid the daily admittance fee in the event the Department must close the Aquatic Center.

C. Aquatic Passes - An additional nonresident fee will be charged for all seasonal and yearly passes. Nonresidents will pay 50% more than residents.

3. **Rental Fees** - are those fees which are paid to secure reservations for exclusive use of a facility. Rental fees will be set by the commission based on demand, need, cost of the operation and maintenance, public benefit, and public's ability to pay.

A. All rental rates will be based on the following categories. See each facility's applications for rental policies and specific rates:

1. Department-sponsored programs/activities and functions of Watertown municipal government
2. Programs and League Games – charged as Programs per appropriate rate. Practices – will not be charged
3. Resident Status - a person has resident status when that person's principal residence is located within the city limits of Watertown. Non-profit organizations will pay resident rate.
4. Nonresident Status - nonresidents will pay 50% more than residents. For-profit organizations will pay nonresident rate.

B. Rental Fee Payment - Payment is due upon reservation. No refunds will be granted for additional equipment and services which have been provided by department staff.

C. Rental Fee Refunds - To receive a full refund for a rental cancellation of a facility, the refund request must be made at least 14 days prior to the reservation date. No refunds will be given within 14 days of the reservation date.

D. Park Rentals – See the current reservation application.

E. Senior & Community Center Room Rentals - See the Policies Governing Use of The Senior &Community Center and current rental application.

F. Park Facility Use – See the General Facility Use Contract, Club Facility Use Contract, Condition of Facility Use Agreement, Concession in Parks Permit, etc.

G. ~~Bentzin Family Town Square – See Bentzin Family Town Square Reservation Packet.~~

H. Fee Exempt Groups - The following groups have received endorsement by the commission for exemption of all rental fees:

- Watertown Public Schools

4. **Special Events and Services**

A. BASIC SERVICES - The department provides a basic service for the general operation of all facilities. Each facility is equipped with a designated amount of equipment and has a basic maintenance schedule. Any activity requiring additional equipment or any additional service shall be considered as a special service.

B. PLANNING ASSISTANCE - The department will assist in the layout, organizat and inventory of available facilities and equipment. (All major celebrations, eve special services must be approved by the Park, Recreation and Forestry Commission).

C. PARK DEPARTMENT PERSONNEL

i. The department regularly schedules 2 full-time employees for 2 hours every Saturday Sunday morning 7:00 a.m.to 9:00 a.m. One summer employee is scheduled for 8 hours, 7:00 a.m. to 3:30 p.m. Saturdays, Sundays and holidays.

Park personnel clean restrooms, pick up garbage, and make needed repairs in the entire park system. The department's ability to assist events and special services is limited. All special services required by department crews will be charged on a for-cost basis.

ii. Noxious weeds, grasses, and brush/snow removal ordinance violations: -
The fee for mowing or removal of noxious weeds, grasses or brush by the City's Weed Commissioner or Weed Commissioner's designee shall be no less than $500 in each instance of any such expended labor. Any time spent on a property in excess of three hours shall be billed at the rate of $250 per hour.

All sidewalks shall be removed of snow and ice within 24 hours after snow has stopped falling. Failure to remove or cover the snow and ice as specified will submit the owner to the forfeitures and responsible for an itemized report of all sums for removal of snow and ice by the department.

D. PARK USE SUSPENSION APPEAL
Any person considering him or herself aggrieved by all or any part of a park use suspension may appeal such action in writing within 72 hours of issuance of written notice of park use suspension. Any such written appeal shall be filed with the City Clerk along with an administrative filing fee of $35.00.

5. Concession in Parks Fees

A. Merchant Concessionaire – $25.00/day – Any concessionaire not using a park shelter or facility which is selling pre-packaged goods and/or merchandise.

B. Non-Intoxicating Beverage Concessionaire – Any concessionaire either using or not using a park shelter or facility which is selling non-intoxicating beverage or food merchandise for consumption.
   i. Concession Stand - $75/event or $300/year
   ii. Food Truck - $35/day or $300/year

C. Intoxicating Beverage Concessionaire – $250.00/day – Any concessionaire either using or not using a park shelter or facility which is selling intoxicating beverage merchandise for consumption.

Adopted by Commission November 6, 1995
Revised by Commission December 6, 2004
Revised by Commission December 4, 2014
Revised by Commission October 2016
Revised by Commission October 2017
Approved by Commission December 2018
Approved by Commission October 2023
Approved by Commission January, September 2024
Revised by Commission April, June 2025
Approved by Commission October 2025
Approved by Commission October 2026

FEE SCHEDULE FOR ADDITIONAL EQUIPMENT/RENTALS
(Revised 10/20/25 starting 2026)

1. **Snow Fencing** - $10.00 per 50 foot roll of snow fence.
Includes delivery of fencing, wire ties and post pounder. Park staff is responsible for setup and removal.

2. **Concrete Snow Fence Standards** - Set in place by department crews.
$20.00 per standard

3. **Bleachers - portable type**
$60.00 per set

4. **Orange Boards** - Organizations renting the boards are responsible for setup of the orange boards.
$6.00 per 10 ft. section; includes standards and risers.

5. **Extra Picnic Tables** -$10.00 ea

6. **Extra Plastic Gray Folding Tables or Banquet tables** - $10.00 ea, $15.00 (with 8 chairs/table)

7. **Extra Park Benches -** $4.00 ea
Note: Requests for moving/removing chairs, tables, benches, etc. from their original location in any capacity will be subject to rental fees.

8. **Extra Trash Cans** - $4.00 ea

9. **Screens, Upper Pavilion** - $100.00
Note: Only reservable by federally-recognized holiday events and Riverfest. Overnight supervision is required and is to be provided by organizations making the reservation.

10. **Meridian Barriers - $275/day**

11. **Volleyball/Tennis Court Rentals**
$10/court/day - resident rate
$15/court/day - non-resident rate

12. **Ball Diamonds** (games only, no charge for practices)
$150/diamond/day weekday prepped ($50 rental/weekend day) - resident rate
$225/diamond/day weekday prepped ($75 rental/weekend day) - non-resident rate

13. **Diamond Dry Compound** - based on market costs.

14. **Dry Line Marking Compound** in addition to initial prep - based on market costs.

15. **Football & Soccer Fields Rental/ Disc Golf Course** (games only, no charge for practices)
$75/field/~~game~~day- resident rate
$112.50/field/~~game~~day - non-resident rate

16. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup or additional maintenance (minimum $100/hr/staff).

17. **Amplified Sound Permit** - $30.00

18. **Tent Permit/Locate** - $25.00

19. **Soccer: Goals** - $30.00/set, **Soccer Flags -** $5/set

20. ~~**Additional Recreation Equipment (balls, nets, pickleball, etc.)** - $10/piece~~

21. ~~**Kart Park Rental**~~
~~$200/2 hours, $300/3 hours, $350/4 hours – resident rate~~
~~$300/2 hours, $450/3 hours, $525/4 hours – non-resident rate~~

22. **Portable Restroom Rental** – based on market costs.

23. **Paper & Cleaning Products** – based on market costs.

WATERTOWN SENIOR & COMMUNITY CENTER
Watertown, Parks, Recreation, & Forestry Department
514 S. First St.
Watertown, WI 53094
920-262-8080

2026 FACILITY RESERVATION POLICIES

Revised 10/20/25

PARK RESERVATIONS :

WHEN:	Requests for shelter reservations begin at 8:00 am on the first working day in January of each year on a first-come, first-served basis. Shelters are available for reservations from May 1 to October 15.
EARLY RESERVATIONS:	All new early reservations, except for Gazebo weddings, must be approved by the Park, Recreation, and Forestry Commission. Approval for an early park reservations will occur every 5 years beginning in 2025. Early Park Reservation status is considered for a group who is holding an event that is open to the public on the same annual date. A letter is sent to each approved group in November. By the date designated in the letter, the group is to return the early registration form to indicate which dates/facilities are desired. Park reservation and additional fees are due at the time of submission. If additional equipment or services are needed, they will be billed at the time of the event, or after the event when there is a special event permit. Each group is to coordinate with staff to formalize arrangements 30 days before the event. Any groups who do not hold their annual event will forfeit their dates and early park reservation status.
OTHER PARK RESERVATIONS:	Parks not listed on the Park Reservation Application form may be reserved. If the park contains a shelter or gazebo the rate on the Application form applies. If the park does not contain a shelter, the lowest listed reservation rate on the Application form will apply, in accordance with the day of the week and resident status. Wedding reservations are accepted for the Riverside Park Island Gazebo and other locations. Parks are open to the public regardless of obtaining a Park Rental Application, besides the specific shelter listed on the Application~~, or if the entire park was reserved.~~
FEES:	All reservations should be paid at the time of making the reservations.
NON RESIDENT:	Any person or organization located outside the city limits are considered non-residents and charged appropriately according to the current Fee Schedule.
EXTRA EQUIP:	Extra equipment may be available for rent. See the current Fee Schedule for availability and fees.
DRIVING/PARKING:	No vehicles are allowed on restricted park or grass areas without a permit from the Department. All rentals must obtain a free driving/parking permit if vehicles will be driven or parked on park grounds. The permit authorizes a single vehicle and names a responsible person, who is responsible for the safe operation of the vehicle while on park grounds. The vehicle will be accompanied by a walking escort at all times with driving and, if necessary, will take care to park the vehicle so that it does not obstr

activities occurring on park grounds. Only one permit is required for a[...] which multiple vehicles will be driven or parked on park grounds. The[...] person will be liable and responsible for all vehicles and associated damages for a public event. A copy of the permit will be retained by the Department. A copy will also be prominently displayed on the vehicle or with the authorized person at all times the vehicle(s) are operating or parked on park grounds other than public streets or parking areas.

TENT/INFLATABLES: Any groups planning on using large tents must get approval from the Parks Director as to the size and location of the tent. If any stakes are needed to secure the tent, the Department will contact Digger's Hotline at least five (5) days prior to the event. Tents under 10'x10' do not fall under this category. One-time $25 per rental/event as an administrative cost for contacting a locating service provider to mark the park property.

WATER ACCESS: If water access is requested during a park rental, a water access form is required. The department will contact the water department for a temporary meter. Requests must be made at least one week in advance. Fees apply.

FIELD RESERVE: Fields and diamonds may only be reserved with a park shelter if the entire park is reserved and paid for. **Reservations for the Riverside softball diamonds will not be accepted until April 1.**

SMOKING: No person may smoke in or at any prohibited place or location. Prohibited place: within 25 feet of the following public park and recreation areas, except as specified by agreement or special event permit between the City and a private entity: Playgrounds; Enclosed, open-air and temporary structures Sports fields, courts, and complexes; Picnic areas; Disc golf courses; Piers/kayak launches; Community gardens; Dog-walk areas; Heating and air-conditioning intakes or vents; Swimming pools and water features; Stages, performance areas and permanent and temporary event seating, per 410-56 Smoking in prohibited places.

CONCESSIONS IN PARKS:

Sale of merchandise without a concession permit prohibited. No person, firm, corporation or association shall sell or give away any merchandise of any kind in any park or playground without a concession permit, per section 398-20 Concession permits in parks.

Application for permit. Each person, firm or corporation desiring to apply for a permit as a concessionaire to sell or give away merchandise in any park or playground shall file an application with the Director of the Park, Recreation and Forestry Department on a form approved and provided by the Director.

Fees. Each concessionaire shall pay a fee. The concessionaire's fee for any concessionaire will be published in the Fees and Charges Policy held by the Parks, Recreation, and Forestry Department.

RESERVATION INFORMATION

Shelters:

- The person signing the park reservation form is responsible and held liable for the group's actions. This includes any injuries and all park and/or facility damage.
- **Bandshell – ~~Must get permission~~ Permission required from the Parks, Recreation, and Forestry Director.**
- **You are renting the shelter ONLY. Anything needed outside this shelter rental requires permission from the Parks, Recreation, and Forestry Director. ~~will need to get permission from the Park Director~~. If permission is not obtained, you will be responsible for any outstanding fees.**
- The shelter is expected to be left in the same condition the renter found it. If you are aware there may be a maintenance problem such as heavy trash accumulation during your event, please contact the Park & Rec. office prior to your event.
- The Parks & Recreation Department may impose additional fees and restrict future use for any excessive cleaning beyond our normal cleaning timeframe. An additional fee for excessive cleaning - $100/hour with 2-hour minimum charge. **~~Confetti is prohibited.~~**
- **Keys -** Can be picked up from the Police Department on the day of your reservation. Take yellow form with you to Police Dept. A $20.00 deposit is required for any key pickup and will be refunded when the key is returned. Keys are needed with a driving permit, Upper Pavilion Kitchen, and Lower Pavilion/Dance Floor rentals.
- **Electrical** – To prevent an overload, please do not plug in more than one appliance per outlet box.
- **Prohibited** – Pets and glass are not permitted in the parks. Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited. No person may smoke in or at any prohibited place or location - within 25 feet of the following public park and recreation areas, except as specified by agreement or special event permit between the City and a private entity: Playgrounds; Enclosed, open-air and temporary structures, Sports fields, courts, and complexes; Picnic areas; Disc golf courses; Piers/kayak launches; Community gardens; Dog-walk areas; Heating and air-conditioning intakes or vents; Swimming pools and water features; Stages, performance areas and permanent and temporary event seating.
- **Indemnity** - The special event license application shall contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a license for a special event." No license may be issued unless the applicant has agreed to the terms of this statement on the written application. (428-7 Special Events Code).
- Must comply with Chap. 398 as well as any state or federal law.

Park/Shelter Hours:

- Parks are open to the public from 5:00 am to 11:00 pm. Playgrounds and restrooms open April 15-October 15.
- Shelters are available for rental from May 1-October 15. Shelter rental times are between the hours of 8:00 am – 10:30 pm. Shelters must be cleaned and vacated by 11:00 pm.

Permits:

- **Special Event** – If you are having an event which includes alcohol, a road closure, or a significant amount of attendees (~~200+ public event,~~ 300+ ~~private event~~), a special event permit may be needed. Contact City Hall for more information.
- **Music** – All amplified music requires a permit for any sound system with speakers. No music after 10:00 pm. Cost - $30.00
- **Driving/Parking** – No vehicles are allowed on restricted park or grass areas without a permit from the Parks & Recreation Department.
- **Tents/Inflatables** – If you would like to put a tent up on park property in addition to a park shelter rental, approval is required for location of tent. Cost - $25.00
- **Water Access -** If water access is requested during a park rental, a water access form is required. The department will contact the water department for a temporary meter. **Requests must be made at least one week in advance.** Cost - $100 deposit, $20 non-refundable rental fee, and additional usage fees.

- **Concession in Parks** – Permits are issued for merchant concessionaire, non-intoxicating beverage concessionaire, and intoxicating beverage concessionaire. No food, drink, or other concessions within a park without a permit, unless a Special Event permit is issued. A **Malt Beverage License** must be obtained from the City Clerk's office if there are plans to sell any alcoholic beverages.
- **Insurance -** Each applicant for a special event license that includes alcohol, more than 200 people per day or involves a road closure shall furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors, and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least $1,000,000 per person/aggregate. [Amended 7-6-2021 by Ord. No. 21-26]

Additional rental items are available on a first-come, first-served basis and subject to availability. See the current fee schedule for options and fees.

Refunds:
- Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.)

Non-Emergency:
- If you have a non-emergency issue, please call the Police Department's non-emergency number at 920-261-6660. The department has maintenance personnel scheduled from 7:00 am – 3:30 pm all summer weekends and holidays.

WEDDINGS:

RESERVATIONS:	Reservations are accepted for the current year and for (1) one calendar year in advance. The reservation fees are to be paid at the time of reservation.
DECORATIONS:	Decorations are permitted. Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited. It is the responsibility of the renting party to clean up the wedding area.
DANCE FLOOR USE:	The Dance Floor must be rented in combination with the Lower Pavilion, unless otherwise approved. Such approval will only be granted if it can be determined that no conflict exists with the Upper Pavilion. Equipment, such as tables & chairs, that are moved from either facility must be returned to their original location.

BANDSHELL:

WEEKEND & HOLIDAY:	Weekend and Holiday reservations will only be accepted in combination with rental of the Lower Pavilion and Dance Floor.
WEEKDAY:	Weekday reservations may be made without reserving the Dance Floor and Lower Pavilion if neither of these facilities has been rented.
APPROVAL:	The Director must approve all bandshell rentals.
PERMITS:	An Amplified Music Permit must be completed for all outside amplified

music in the parks. No music after 10:00 pm.

FIELD RESERVATIONS:

DIAMONDS:	Reservation requests can be made beginning January 1 and throughout the year, dependent on Park & Rec programs and scheduled tournaments. Facility Use Agreements are required and fees in accordance with the current fee schedule.
SOCCER/FOOTBALL:	Reservation requests can be made beginning January 1 and throughout the year, dependent on Park & Rec programs and scheduled games. Facility Use Agreements are required and fees in accordance with the current fee schedule.

FACILITY INFORMATION:

PLAYGROUNDS:	All playground equipment will be closed during the winter months when the resilient surfacing has the potential to freeze and create a safety hazard. Playgrounds will be opened and made ready for play shortly after the resilient surfacing is no longer frozen. Open April 15-October 15 of each year.
RESTROOMS:	Open April 15-October 15 of each year from 7am-9pm daily.

AQUATIC CENTER:

RESERVATIONS:	Reservations may be made at the Park & Rec office during regular hours of operation. The facility is available for rent/parties during regular hours of operation of the Aquatic Center throughout the week during the summer season. Reservations must be made 2 weeks prior to the anticipated rental date.
FEES:	Fees are to be paid at the time of reservation.
TO CANCEL:	Cancellations are to be made at least 14 days prior to the rental date to receive a refund. Refunds will not be given due to weather if the Aquatic Center remains open. If the Aquatic Center closes due to weather, reservations may be rescheduled for an alternate date.

INDOOR POOL:

RESERVATIONS:	All reservations are to be made through the Park & Rec Office.

SENIOR & COMMUNITY CENTER:

RESERVATIONS:	All reservations are to be made through the Senior & Community Center in accordance with the Senior & Community Center policies and application.

WATERTOWN SENIOR & COMMUNITY C
Watertown, Parks, Recreation, & Forestry Department
514 S. First St.
Watertown, WI 53094
920-262-8080

2026 ROOM RENTAL APPLICATION

Choose One: ____Single Event ____Multiple Event (# of meetings, days/times:________________________)

Name of Organization:______________________________ Event Type:__________________________

Contact Person:_________________________________ Phone:________________________________

Address:____________________________ City:_________________ State:________ Zip:_______

Email:____ Number of People:___________________

Date of Reservation:_____________________________ Time:_________ to ___________

Signature:____ Today's Date:______________________

☐ **Park & Rec/Senior Center/Watertown Govt (Class 1)**		**Free**	
☐ **Community Groups Administrative Fee (Class 2)** ☐ **Facility Use Agreement (Classes 2 or 3, by approval)**		**$50 Annual Fee** **(Annual Max: 24 Meetings, 48 Hours)**	
☐ **Security Deposit (required with room rental) (Classes 2 & 3)**		**Resident**	**Non-Resident**
		$200	**$300**
Room/Occupancy	**Description**	**Private Group (Class 3) Per Hour***	**Private Group (Class 3) Per Hour***
Upper Level			
Conley Hall (192)	12-8' tables, 10 round tables, 100 chairs	$40.00	$60.00
Conley Hall & Kitchen	Stove, Refrigerator (no other items)	$50.00	$75.00
Brandenstein (24)	6 round tables, 24 chairs (no food)	$20.00	$30.00
Wisconsin (21)	12 rectangle tables, 21 chairs (no food)	$20.00	$30.00
Snack Shop (20)	5 round tables, 20 chairs	$20.00	$30.00
Lower Level			
Terrace (150)	4-8' tables, 32 chairs, refrigerator, microwave	$30.00	$45.00
Watertown (20)	4 square tables, 16 chairs (no food)	$20.00	$30.00
Meeting Rm 1 (8)	Conference table, 8 chairs	$10.00	$15.00

General Purpose of Organization:

__Civic Improvement __Recreation
__Educational __Religious
__Fundraising __Service Club
__Hobby Club __Social Club
__Private Gathering __Business Meeting

Equipment/Permits:

__Projection Screen ($5.00)
__Easel ($5.00)
__Portable Podium ($10.00)
__TV (cable not provided) ($15.00)
__Amplified Music Permit ($30.00)

OFFICE USE ONLY: ***TAX INCLUDED FOR ROOM RENTAL & EQUIPMENT FEES**

Security Deposit: $_________
Room Rental Total: $_________
Equipment/Permit: $_________
Grand Total: $_________

Paid by: ___Cash ____Check #________
___Credit Card (attach receipt)

Office Initials:_________ **Date Paid:**_______________
Date Security Deposit Returned:____________________

Activities of city recreation must take priority for use of the facility. In an effort to obtain maximum use for this facility, we schedu than city recreation. However, as the demand for city recreation activities increases, the need to cancel groups may be necessary necessary to cancel, the contact person will be notified not less than two weeks in advance, so that other arrangements can be made.

The center is owned and operated by the City of Watertown. All activities must comply with the City Policies and Ordinances to protect the rights of citizens and the City of Watertown from legal action.

ROOM USE RULES

1. **Hours of Rental** – Rentals may be requested from 8:00 am to 10:00 pm. Set up and cleanup of event must be part of the rental hours. Rental outside of normal hours needs approval from the Director of Parks and Recreation. Set-up and take-down times must be included in rental hours. Use beyond stated rental time will result in additional fees.
2. **Entrance Doors** – Front doors will automatically be unlocked 15 minutes prior to your event and ~~automatically lock 15 minutes after your scheduled event.~~ lock at the end of rental time.
3. **Attendance Form** – An attendance form is placed in the room of your event and should be filled out and placed on the front reception desk or drop box outside the building entrance doors.
4. **Cleaning/Reset Room** – A half hour rental period will automatically be added to each room rental for the purpose of cleaning, beyond the rental time period. Groups may rearrange tables and chairs as long as they are returned to their original position. All renters must clean up after their event. A cleaning sheet is attached to the attendance form. A cleaning cart is available in or near the room of rental. Trash must be deposited in the trash bins on the North side of the building.
5. **Excessive Cleaning/Damages -** Excessive trash, more than two bags, will result in loss of the security deposit. ~~Custodian is not available on the weekend.~~ Additional fees may be imposed and future use restricted for any excessive cleaning beyond the normal cleaning timeframe. An additional fee for excessive cleaning and property damage will be billed to the renter at a rate of $100/hour with a 2-hour minimum charge in addition to the security deposit.
6. **Special Services/Equipment -** Each room is equipped with a designated amount of equipment and a basic equipment setup pattern. Certain equipment may be rented as described in the Room Rental Application. The City of Watertown will not incur additional expense for any supervision, security, utilities, snow/ice removal, clean up, etc. It will be the responsibility of each group, organization, or individual to pay for any additional costs involved in the use of the facility or parts thereof.
7. **Security of Building** – The renter is responsible for the security of the building and should ask any unauthorized people to leave or contact the Police Department at 920-261-6660. The renter (person to whom the Room Rental Application is issued) must remain on the premises until the rental end time.
8. **Room Assignment** – Participants of your event must stay in the assigned room to not disturb other renters in the building.
9. **Decorations** – Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited.
10. **Kitchen** – Authorized kitchen users must clean sinks, stoves, oven, tables, counters, and floors. The dishwasher is not available for use. No utensils, plates, cups, napkins, towels, dish soap, etc. are supplied by the Center.
11. **Prohibited Items** – Alcohol, smoking (also within 25 ft of the building), drugs, and glass are prohibited in the building. Only service animals and police canines are allowed inside the building.
12. **Prohibited Use** - Renters or groups may not use the center for their mailing address, return address, or letterhead. The facilities are not to be used for personal gain. Profit-oriented use of the city recreational facilities is prohibited. Solicitation of any kind is prohibited.
13. **Storage -** Renters or groups may not store items, equipment, paperwork, etc. on the premises unless a Facility Use Agreement is signed. The Center is not responsible for lost or stolen items. Take all belongings with you.
14. **Excessive Noise** – Noise (loud talking, music, etc.) must be kept to a minimum to not disturb other renters in the building. Amplified music (band, DJ, sound system, etc.) must pay a $30.00 permit fee.
15. **Cancellations/Refunds** - Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.) No refunds are given for unused reserved time. Any group who has scheduled room use and does not arrive ("no show"), without 24 hours advance notice to the Department, will forfeit the security deposit due to lack of supervision and security in the building.
16. **Non-Emergency** – If you have a non-emergency issue, please call the Police Department's non-emergency number at 920-261-6660.
17. **Failure to comply with the above rules will result in forfeiture of the security deposit and additional fees may be imposed. Room use privileges may be revoked for future rentals. The Parks, Recreation, and Forestry Commission reserves the right to revoke any application or agreement for any reason at any time.**

LIABILITY:

To the fullest extent permitted by law, any individual or organization using the Senior & Community Center, shall defend, indemnify and hold harmless the City of Watertown, its agents, representative, officers, directors, officials and employees from and against all allegations, demands, proceeds, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising to, arising from or out of, the use of the Senior & Community Center.

THE CITY OF WATERTOWN
City of Watertown Parks, Recreation, & Forestry Department
514 South First Street, Watertown, WI 53094, 920-262-8080

Park Reservation Application

Event: ___Private ___Public (Pending Approval) ___Early

Type of Event: ___Birthday ___Graduation ___Reunion ___Wedding ____Other:________________
Description of Event:____

____

Date of Event:_________________________ **Number of people:**______________ **Time:**_________ to ________
Alcohol: ___Served/Sold ___N/A **Charging Admission:** ___Yes ___No

Name of Person in Charge:_______________________________________ **Phone:**__________________________
Address:______________________________________ **City:**___________________ **State:**_____ **Zip:**_________
Email:____

Signing this permit you will be held responsible & liable for all park use rules and facilities rented (see back for rules).

Signature:____ **Date:**__________________________

Park Facilities Rental Fees (fees include tax)
(must call to reserve entire park)

Shelter/Capacity	Resident Weekday	Non-Resident Weekday	Resident Weekend	Non-Resident Weekend
Riverside (excluding Volleyball Shelter, Courts & Diamonds)	$300.00	$450.00	$450.00	$675.00
Upper Pavilion (90) *Key needed for kitchen	$50.00	$75.00	$75.00	$112.50
Legion, Celebration (60)	$50.00	$75.00	$75.00	$112.50
Lower Pavilion, Dance Floor (150) *Key needed	$100.00	$150.00	$150.00	$225.00
Lower Pavilion, Dance Floor, Bandshell (150+) ***Director Approval Needed*** *Key needed	$150.00	$225.00	$225.00	$337.50
River Shelter (36)	$50.00	$75.00	$75.00	$112.50
Island Shelter w/ Driving Permit (90) *Key needed	$50.00	$75.00	$75.00	$112.50
Island Bandshell, Gazebo w/ Driving Permit (90) *Key needed	$60.00	$90.00	$90.00	$135.00
Volleyball Shelter (36)	$50.00	$75.00	$75.00	$112.50
Clark Park	$150.00	$225.00	$225.00	$337.50
Clark Park – Shelter (Franklin St) (75)	$50.00	$75.00	$75.00	$112.50
Clark Park – Lion's Shelter (Clark St) (50)	$50.00	$75.00	$75.00	$112.50
Lincoln Park	$100.00	$150.00	$150.00	$225.00
Lincoln Park Shelter (25)	$40.00	$60.00	$60.00	$90.00
Union Park	$100.00	$150.00	$150.00	$225.00
Union Park Shelter (25)	$40.00	$60.00	$60.00	$90.00
Timothy Johnson Park	$100.00	$150.00	$150.00	$225.00
Timothy Johnson Park Shelter (25)	$40.00	$60.00	$60.00	$90.00
Brandenstein Park	$100.00	$150.00	$150.00	$225.00
Brandenstein Park Shelter (25)	$40.00	$60.00	$60.00	$90.00
Bentzin Family Town Square	$100.00	$150.00	$150.00	$225.00
Other:___ ____________________	$40.00	$60.00	$60.00	$90.00

Additional Rentals

Item	Quantity	Total
Picnic Tables ($10.00 each)		
Benches ($4.00 each)		
Amplified Music Permit ($30)		
Tent/Digger's Hotline ($25)		
Driving Permit (Free) *Key needed		
Other (Concession Permit, orange boards, etc.)		

For Office Use Only:

Park Rental Total: $_________
Additional Total: $_________
Grand Total: $_________

Paid by: ___Cash ____Check #________
___Credit Card (attach receipt)
Office Initials:_________

THE CITY OF WATERTOWN

PARKS, RECREATION, & FORESTRY DEPARTMENT
514 South First Street, Watertown, WI 53094, 920-262-8080

Park Reservation Information

Shelters:

- The person signing the park reservation form is responsible and held liable for the group's actions. This includes any injuries and all park and/or facility damage.
- **Bandshell – ~~Must get permission~~ Permission required from the Parks, Recreation, and Forestry Director.**
- **You are renting the shelter ONLY. Anything needed outside this shelter rental requires permission from the Parks, Recreation, and Forestry Director. ~~will need to get permission from the Park Director~~. If permission is not obtained, you will be responsible for any outstanding fees.**
- The shelter is expected to be left in the same condition the renter found it. If you are aware there may be a maintenance problem such as heavy trash accumulation during your event, please contact the Park & Rec. office prior to your event.
- The Parks & Recreation Department may impose additional fees and restrict future use for any excessive cleaning beyond our normal cleaning timeframe. An additional fee for excessive cleaning - $100/hour with 2-hour minimum charge.
- **Keys** - Can be picked up from the Police Department on the day of your reservation. Take yellow form with you to Police Dept. A $20.00 deposit is required for any key pickup and will be refunded when the key is returned. Keys are needed with a driving permit, Upper Pavilion Kitchen, and Lower Pavilion/Dance Floor rentals.
- **Electrical** – To prevent an overload, please do not plug in more than one appliance per outlet box.
- **Prohibited** – Pets and glass are not permitted in the parks. Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited. No person may smoke in or at any prohibited place or location - within 25 feet of the following public park and recreation areas, except as specified by agreement or special event permit between the City and a private entity: Playgrounds; Enclosed, open-air and temporary structures, Sports fields, courts, and complexes; Picnic areas; Disc golf courses; Piers/kayak launches; Community gardens; Dog-walk areas; Heating and air-conditioning intakes or vents; Swimming pools and water features; Stages, performance areas and permanent and temporary event seating.
- **Indemnity** - The special event license application shall contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a license for a special event." No license may be issued unless the applicant has agreed to the terms of this statement on the written application. (428-7 Special Events Code).
- Must comply with Chap. 398 as well as any state or federal law."

Park/Shelter Hours:

- Parks are open to the public from 5:00 am to 11:00 pm. Playgrounds and restrooms open April 15-October 15.
- Shelters are available for rental from May 1st to October 15th. Shelter rental times are between the hours of 8:00 am – 10:30 pm. Shelters must be cleaned and vacated by 11:00 pm.

Permits:

- **Special Event** – If you are having an event which includes alcohol, a road closure, or a significant amount of attendees (~~200+ public event,~~ 300+ ~~private event~~), a special event permit may be needed. Contact City Hall for more information.
- **Music** – All amplified music requires a permit for any sound system with speakers. No music after 10:00 pm. Cost - $30.00
- **Driving/Parking** – No vehicles are allowed on restricted park or grass areas without a permit from the Parks & Recreation Department.
- **Tents/Inflatables** – If you would like to put a tent up on park property in addition to a park shelter rental, approval is required for location of tent. Cost - $25.00
- **Water Access** - If water access is requested during a park rental, a water access form is required. The department will contact the water department for a temporary meter. **Requests must be made at least one week in advance.** Cost - $100 deposit, $20 non-refundable rental fee, and additional usage fees.
- **Concession in Parks** – Permits are issued for merchant concessionaire, non-intoxicating beverage concessionaire, and intoxicating beverage concessionaire. No food, drink, or other concessions may be sold within a park without a permit. A **Malt Beverage License** must be obtained from the City Clerk's office if there are plans to sell any alcoholic beverages.
- **Insurance** - Each applicant for a special event license that includes alcohol, more than 200 people per day or involves a road closure shall furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors, and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least $1,000,000 per person/aggregate. [Amended 7-6-2021 by Ord. No. 21-26]

Additional rental items are available on a first-come, first-served basis and subject to availability. See the current fee schedule for options and fees.

Refunds:

- Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.)

Non-Emergency:

- If you have a non-emergency issue, please call the Police Department's non-emergency number at 920-261-6660. The department has maintenance personnel scheduled from 7:00 am – 3:30 pm all summer weekends and holidays.

Task	NEW TASK	Pay Code	Pay Rate	NEW PAY RATE	Account		Activity	
Assistant		1-4	~~$ 10.00~~	$ 12.00	01-55-21-16		Baseball - Youth	
~~Assistant Coach~~		~~1-4~~	~~$ 10.00~~		~~01-55-21-16~~		Baseball - Little Sluggers	
~~Assistant Referee~~	Youth Referee/Umpire	1-4	$ 16.00		01-55-21-16		Basketball - Adult	
Attendant		1-4	~~$ 13.00~~	$ 14.00	01-55-21-16		Basketball - Intermurals	
Building Supervisor			$15.00		01-55-20-16		Basketball - Little Dunkers	
Camp Director		1-4	$ 20.00		01-55-21-16		Building Attendant	
~~Coach~~		~~1-4~~	~~$ 14.00~~		~~01-55-21-16~~		Concessions	
Field Supervisor		1-4	$ 16.00		01-55-21-16		Day Camp	
Intern		1-4	$ 10.00		01-55-21-16		Football - Youth	
Instructor		1-4	~~$ 20.00~~	$ 25.00	01-55-21-16		Kayak Attendant	
~~Office Aide~~		~~1-4~~	~~$ 17.09~~		~~01-55-20-10~~		Kickball - Adult	
Park Maintenance		1-4	~~$ 13.00~~	$ 16.00	01-55-41-16		Kickball - Youth	
Program Supervisor		1-4	$ 20.00		01-55-21-16		Recreation - Kart Park	
~~Referee/Official~~	Assistant Umpire	1-4	$ 21.00		01-55-21-16		Recreation - Fitness	
Umpire		1-4	$ 30.00		01-55-21-16		Recreation - Enrichment	
~~Umpire - Fastpitch~~		~~1-4~~	~~$ 25.00~~		~~01-55-21-16~~		Recreation - Programs	
Scorekeeper		1-4	~~$ 10.00~~	$ 12.00	01-55-21-16		Parks - Seasonal	
							Soccer - League	
							Soccer - Little Kickers	
							Softball - Men	
							Softball - Coed	
							Softball - Fast Pitch	
							Volleyball - Coed	
							Volleyball - Men	
							Volleyball - Women	

Task - Indoor Aquatics	Pay Code	Pay Rate	Account			Task - Outdoor Aquatics	Pay Code	Pay Rate
Trainer Instructor - Year 1	1-4	$ 20.00	01-55-23-16			Head Guard - Year 1	1-4	$ 13.50
Trainer Instructor - Year 2	1-4	$ 21.00	01-55-23-16			Head Guard - Year 2	1-4	$ 14.50
Trainer Instructor - Year 3	1-4	$ 22.00	01-55-23-16			Head Guard - Year 3	1-4	$ 15.50
Trainer Instructor - Year 4	1-4	$ 23.00	01-55-23-16			Head Guard - Year 4	1-4	$ 16.50
Head Guard - Year 1	1-4	$ 13.50	01-55-23-16			Manager - Year 1	1-4	$ 15.50
Head Guard - Year 2	1-4	$ 14.50	01-55-23-16			Manager - Year 2	1-4	$ 16.50
Head Guard - Year 3	1-4	$ 15.50	01-55-23-16			Manager - Year 3	1-4	$ 17.50
Head Guard - Year 4	1-4	$ 16.50	01-55-23-16			Manager - Year 4	1-4	$ 18.50
Manager - Year 1	1-4	$ 15.50	01-55-23-16			Lifeguard - Year 1	1-4	$ 12.50
Manager - Year 2	1-4	$ 16.50	01-55-23-16			Lifeguard - Year 2	1-4	$ 13.50
Manager - Year 3	1-4	$ 17.50	01-55-23-16			Lifeguard - Year 3	1-4	$ 14.50
Manager - Year 4	1-4	$ 18.50	01-55-23-16			Lifeguard - Year 4	1-4	$ 15.50
Lifeguard - Year 1	1-4	$ 12.50	01-55-23-16			Concessions - Year 1	1-4	$ 9.00
Lifeguard - Year 2	1-4	$ 13.50	01-55-23-16			Concessions - Year 2	1-4	$ 10.00
Lifeguard - Year 3	1-4	$ 14.50	01-55-23-16			Concessions - Year 3	1-4	$ 11.00
Lifeguard - Year 4	1-4	$ 15.50	01-55-23-16			Concessions - Year 4	1-4	$ 12.00
Swim Instructor (Non-WSI) - Year 1	1-4	$ 13.00	01-55-23-16			Concessions (Lead) - Year 1	1-4	$ 11.50
Swim Instructor (Non-WSI) - Year 2	1-4	$ 14.00	01-55-23-16			Concessions (Lead) - Year 2	1-4	$ 12.50
Swim Instructor (Non-WSI) - Year 3	1-4	$ 15.00	01-55-23-16			Concessions (Lead) - Year 3	1-4	$ 13.50
Swim Instructor (Non-WSI) - Year 4	1-4	$ 16.00	01-55-23-16			Concessions (Lead) - Year 4	1-4	$ 14.50
Swim Instructor (WSI) - Year 1	1-4	$ 14.00	01-55-23-16			Front Desk - Year 1	1-4	$ 9.00
Swim Instructor (WSI) - Year 2	1-4	$ 15.00	01-55-23-16			Front Desk - Year 2	1-4	$ 10.00
Swim Instructor (WSI) - Year 3	1-4	$ 16.00	01-55-23-16			Front Desk - Year 3	1-4	$ 11.00
Swim Instructor (WSI) - Year 4	1-4	$ 17.00	01-55-23-16			Front Desk - Year 4	1-4	$ 12.00
Private Instructor (WSI) - Year 1	1-4	$ 21.25	01-55-23-16			Pool Maintenance - Year 1	1-4	$ 13.00
Private Instructor (WSI) - Year 2	1-4	$ 22.25	01-55-23-16			Pool Maintenance - Year 2	1-4	$ 14.00
Private Instructor (WSI) - Year 3	1-4	$ 23.25	01-55-23-16			Pool Maintenance - Year 3	1-4	$ 15.00
Private Instructor (WSI) - Year 4	1-4	$ 24.25	01-55-23-16			Pool Maintenance - Year 4	1-4	$ 16.00
						Slide Attendant - Year 1	1-4	$ 9.00
						Slide Attendant - Year 2	1-4	$ 10.00
						Slide Attendant - Year 3	1-4	$ 11.00

						Slide Attendant - Year 4	1-4	$ 12.00

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Task		Activity	Pay Code	Pay Rate	Account
Baseball - Youth		Assistant	1-4	$ 10.00	01-55-21-16
Baseball - Youth League	Little Sluggers	Assistant Coach	1-4	$ 10.00	01-55-21-16
Basketball - Adult		Assistant Referee	1-4	$ 16.00	01-55-21-16
Basketball - Intermurals		Building Attendant	1-4	$ 10.00	01-55-21-16
Basketball - Youth	Little Dunkers	Camp Director	1-4	$ 20.00	01-55-21-16
Concessions		Coach	1-4	$ 14.00	01-55-21-16
Day Camp		Field Supervisor	1-4	$ 16.00	01-55-21-16
Football - Youth		Intern	1-4	$ 10.00	01-55-21-16
Kickball - Adult		Instructor	1-4	$ 20.00	01-55-21-16
Kickball - Youth		Office Aide	1-4	$ 12.00	01-55-20-16
Recreation	Kart Park	Park Maintenance	1-4	$ 13.00	01-55-41-16
	Fitness	Program Supervisor	1-4	$ 20.00	01-55-21-16
	Enrichment	Referee/Official	1-4	$ 21.00	01-55-21-16
	Programs	Umpire	1-4	$ 21.00	01-55-21-16
Parks - Seasonal		Umpire - Fastpitch	1-4	$ 25.00	01-55-21-16
Soccer - League		Scorekeeper	1-4	$ 10.00	01-55-21-16
Soccer - Youth	Little Kickers				
Softball - Men					
Softball - Coed					
Softball - Fast Pitch					
Volleyball - Coed					
Volleyball - Men					
Volleyball - Women					

Task - Aquatics	Activity	Pay Code	Pay Rate	Account
Instructor	Aquatic Trainer	1-4	$ 20.00	01-55-23-16
Head Guard		1-4	$ 12.50	01-55-23-16
Manager		1-4	$ 13.75	01-55-23-16
Lifeguard		1-4	$ 11.50	01-55-23-16
Swim Instructor - Non-WSI		1-4	$ 12.50	01-55-23-16
Swim Instructor - WSI		1-4	$ 13.50	01-55-23-16
Concessions		1-4	$ 8.50	01-55-23-16
Concessions - Lead		1-4	$ 11.00	01-55-23-16
Front Desk		1-4	$ 8.50	01-55-23-16
Pool Maintenance		1-4	$ 13.00	01-55-23-16
Slide Attendant		1-4	$ 8.50	01-55-23-16

Increase $1.00/year $14.00 for 2024

Increase by .25/.50/.75 each additional year through year 4
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Registration Form

Watertown Parks, Recreation & Forestry Department
514 South First Street, Watertown, WI 53094
920-262-8080

Please Print Clearly

Last Name: ______________________________ First Name:________________________ DOB:______________

Age:______ M or F

Address: ____ City: _________________________________ Zip:

__________________ Phone: ____ Email:

____

Parent/Guardian Name (if child is under 18):

____

Activity Number	Activity Name	Fee

Payment Must Be Included

Total Fees $_______________

T-Shirt Size (circle one):
Most Youth programs get a t-shirt. This will be indicated on the program flyer.

YS YM YL YXL AS AM AL AXL A2XL
Other:

For Office Use Only
Cash Credit Check
#________
Date:__________
Initials:_______

Do you have any access or accommodation needs? (Please circle one) *Please let the coach/instructor know, too.*	**Yes or No**	**Parent/Guardian willing to: Head Coach? Assistant Coach?**	**Yes or No** / **Yes or No**
Youth League Practice Preference (see flyer for options):		**Name:**	
		Cell Phone:	
		Email:	

How to Register:

Online: Register online via your mobile device or desktop, 24 hours a day, 7 days a week! If class is full, please sign up for the wait list. Online registration accepts Visa, Mastercard or Discover.

Walk-In/Drop Off: Drop off your complete registration form and payment to the Watertown Parks & Recreation Department or the Drop Box (located outside next to front door).

Questions on Refunds? Check out our policy by scanning this QR Code:

Give to client if new to RecDesk:

Username:______________________________________
Password:_____________________________

RecDesk Website:
watertownwi.recdesk.com

SCAN ME

Liability Waiver:

I understand the inherent risk of injury in participating in this/these sports program(s) and verify that I am or my minor child is medically fit to participate. I give my permission to the supervisors of this program to take the proper steps in case I am or my minor child needs emergency medical attention. I also release the sponsoring groups and their agents from all claims arising from this mine or my minor child's participation in this activity.

Photo Release:

I also give my permission to use any photos taken for advertising purposes of the Watertown Parks, Recreation & Forestry Department. **Circle One:** Yes No

Liability Waiver & Photo Release Signature:

Signature of Participant
or Parent/Guardian: ______________________________ Date: ____________________

Parent & Athlete Agreement – Must Sign to Participate in Sports Programs Concussion information available on our website (watertownwi.gov). Concussion Law, Wis Stat. sec 118.293	
Athlete Agreement	**Parent Agreement**
I/we have **read** the Athlete Concussion and Head Injury Information and **understand** what a concussion is and how it may be caused. I/we understand the importance of reporting a suspected concussion to my coaches and my parents/guardian. I/we understand that athlete must be removed from practice/play if a concussion is suspected. I/we understand that the athlete must provide written clearance from an appropriate health care provider to my coach before returning to practice/play. I/we understand the possible consequence of returning to practice/play too soon and that athlete's brain needs time to heal.	I/we have **read** the Parent Concussion and Head Injury Information and **understand** what a concussion is and how it may be caused. I/we also understand the common signs, symptoms, and behaviors. I/we agree that my child must be removed from practice/play if a concussion is suspected. I/we understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me. I/we understand that my child cannot return to practice/play until providing written clearance from an appropriate health care provider to his/her coach. I/we understand the possible consequences of my child returning to practice/play too soon.
Athlete Signature:	**Parent/ Guardian Signature:**