THE CITY OF WATERTOWN

PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, SEPTEMBER 21, 2026 AT 4:30 PM

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

1. **CALL TO ORDER**
2. **REVIEW AND APPROVAL OF MINUTES**
   - A. Parks, Recreation, and Foresty minutes from August 17, 2026
   - B. Senior Center Advisory Board minutes from August 18, 2026
3. **REVIEW AND APPROVAL OF FINANCIAL REPORTS**
   - A. Review and approve: 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: Riverfest location 2027
   - B. Review and take possible action: Documentary screening and partnership opportunity
   - C. Review and take action: 2027 fees & charges schedule
   - D. Review and take action: 2027 park reservation policies, reservation application
   - E. Review and take action: 2027 park permits
   - F. Review and take action: 2027 facility use contract, condition of facility use agreement
   - G. Review and take action: 2027 senior and community center policies, room rental application, membership application
   - H. Review and take action: 2027 aquatic pass application
6. **DONATIONS**
   - A. The Heritage - quarterly birthday party sponsor
   - B. Ixonia Bank - Boo Bash sponsor
   - C. Kwik Trip & Glenn's Market & individuals - Senior Center cookout supporters
7. **DEPARTMENT REPORTS**
   - A. 2026 Watertown Aquatic Center Annual Report
   - B. Parks and forestry project and program updates
   - C. Recreation project and program updates
   - D. Senior & Community Center project and program updates
8. **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

Monday, August 17, 2026 at 4:30 p.m.

The Parks, Recreation & Forestry Commission met on the above date and time. The following members were present: Kerry Kneser, Julie Chapman, Dana Davis, Rick Schultz, Kyle Krueger, Brad Clark, and Jennifer Clayton (virtual), as well as Ryan Schmidt, Hunter Karnitz, Ryan Thurow, and Andrea Draeger.

1. Call to Order

The meeting was called to order at 4:30 p.m. by Kerry Kneser.

2. Review and Approval of Minutes

Julie Chapman moved to approve the Parks, Recreation & Forestry Commission minutes from July 20, 2026 as presented, seconded by Rick Schultz, and carried by unanimous voice vote.

3. Review and Approval of Financial Reports

Staff noted that utility expenses have not been updated by City Hall since May. Journal entries for administrative supplies and Watertown Aquatic Center supplies remain pending, along with refunds related to the Watertown Aquatic Center phone account.

Brad Clark moved to approve the financial reports as presented, seconded by Dana Davis, and carried by unanimous voice vote.

4. Citizens to be Heard

Dan Olejniczak, 326 N. Montgomery St., raised concerns regarding an individual in a vehicle/camper van remaining at Brandt-Quirk and Grinwald parks for extended periods of time and expressed concern that the individual may be living in the parks. Kerry Kneser thanked him for bringing the concern forward and indicated that, as an auxiliary police officer, he recognized the potential concern and would look into the matter.

Ian Pilak spoke regarding the Meridian barrier fee associated with the Fuelify/School's Out Hangout event. He recommended waiving the fee due to the Public Safety & Welfare Committee's last-minute requirement that barriers be used for the event. He expressed support for community events of this nature and a desire to see similar events succeed in the future.

5. Business

A. Review and take possible action: Fuelify/School's Out Hangout Meridian Barrier Fee Waiver

Ryan Schmidt provided background regarding the request and explained that the Public Safety & Welfare Committee met the evening prior to the event and required Meridian barriers as a condition of holding the event. The event was revenue-generating for the organizer, and the Commission had previously considered and denied a request to waive the barrier fee.

Kerry Kneser expressed the importance of maintaining consistency among events and fee requirements. Dana Davis provided additional background regarding the special event permit reviewed on May 20 and the Public Safety & Welfare Committee's subsequent decision to require the road closure based on the nature of the event. Discussion included the need to develop clearer policies to provide more objective and consistent direction for similar situations in the future.

Kerry Kneser moved to deny the request to waive/refund the Meridian barrier fee, seconded by Julie Chapman, and carried by unanimous voice vote.

B. Review and take possible action: Linda Kilps Senior Center Room Rental Letter

The Commission reviewed a request from Linda Kilps regarding Senior & Community Center room rental fees for an event sponsored by Foresters Financial.

Kyle Krueger initially moved to waive the applicable rental fees, seconded by Brad Clark. During discussion, Commission members requested additional information regarding the proposed event, including the number of rental hours, the purpose and format of the event, and how the organization has supported or would support the Senior & Community Center.

Following discussion, Kerry Kneser moved to table the request until the September meeting to allow additional information to be provided, seconded by Rick Schultz, and carried by unanimous voice vote.

6. Director's Report

A. Parks and Forestry Projects and Program Updates

Staff provided the following parks and maintenance updates:

- Bleachers at Brandt-Quirk Park were removed to allow staff to clean and regrade underneath the structures to improve drainage. Staff noted an issue with a door sticking at the Brandt-Quirk soccer facilities. Brandt-Quirk tennis court repairs remain underway.

- Fascia replacement work was completed or underway at the well building. Staff cleaned up and regraded Diamond 1 at Riverside Park.

- A discussion on vending machines in City parks occurred. Staff indicated the issue is on the Department's radar and that work will continue with the City Attorney toward establishing a fair and consistent arrangement.

- Kerry Kneser asked about inconsistent lighting in park restrooms. Staff noted some restroom lighting operates on sensors while other locations utilize timers.

- Staff continue responding to pruning requests from homeowners. Tree risk assessments will begin soon and will be used to develop the tree removal list for the upcoming year. A small number of tree plantings also remain to be completed.

B. Recreation and Aquatics Projects and Program Updates

Summer recreation programs are wrapping up following weather-related make-up dates. Staff reported that participation in programs has generally been similar to or higher than the previous year. Fall programming is beginning, with soccer practices scheduled to start this week.

Staff reported the conclusion of the 2026 Watertown Aquatic Center season. Ryan Schmidt noted that the season was safe and successful and included the implementation of credit card sales. The Aquatic Center began draining following the end of the season, and staff discussed progress on the concession stand flooring project. Jim and Joel have several additional projects planned for early fall. Ryan Schmidt plans to provide an end-of-season Aquatic Center report to the Commission.

Staff are also working on the transition to indoor pool programming and fall swim lessons.

C. Senior Center and Enrichment Project and Program Updates

Staff provided updates on the Senior & Community Center elevator modernization and front entrance door replacement projects, which are still pending start dates. New lighting has also been installed in the hallway, with staff looking into whether the lighting can be turned off when appropriate.

Planning continues for National Senior Citizen Day on August 19, as well as upcoming fall and holiday events, including Boo Bash and the annual tree lighting.

2027 Budget and Policy Updates

Ryan Schmidt reported that staff are working on the 2027 Department budget, along with updates to policies, applications, and forms. Proposed updates are expected to be brought to the Commission for review in September.

Staff will also continue reviewing park operations and related policies as part of this process.

7. Adjournment

Julie Chapman moved to adjourn, seconded by Dana Davis, and carried by unanimous voice vote.

Next meeting date: September 21, 2026.

Respectfully submitted,

Andrea Draeger
Senior Center, Enrichment, and Office Manager

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

SENIOR CENTER ADVISORY BOARD

Tuesday, August 18, 2026
9:00 a.m.

The Senior Center Advisory Board met on the above date and time. The following members were present: Betty Jimenez, Dawn Justman, Tracy Rusch, John Wanke, Lynn Fredrick, Peggy Brown, Denis Greatens, as well as Andrea Draeger. No members of the public were present.

1. Call to Order

The meeting was called to order at 9:02 a.m.

2. Review and Approve Minutes

John Wanke moved to approve the Senior Center Advisory Board minutes from June 16, 2026, seconded by Dawn Justman, and carried by unanimous voice vote.

3. Review and Approval of Monthly Financial Report

Betty Jimenez moved to approve the monthly financial report as presented, seconded by Peggy Brown, and carried by unanimous voice vote.

4. Citizens to be Heard

None.

5. Business

A. Quarterly Birthday Party Date and Room Changes

The Board discussed options to reduce the number of Wednesday events held in Conley Hall and minimize displacement of regularly scheduled groups. Discussion included moving quarterly birthday parties to the Terrace Room when available and the possibility of adding divider walls in Conley Hall. Discussion also included options to move the parties to different days of the week or times of the day.

Dawn Justman moved to hold quarterly birthday parties in the Terrace Room when available and work to schedule other large events on different days of the week when possible, seconded by Peggy Brown, and carried by unanimous voice vote.

B. 2027 Movie License Renewal

The Board discussed renewal of the Center's movie license for 2027 considering the increase in cost and relatively low usage, though movies have been offered every week this year. There may be a possibility of coordinating with other city departments regarding movie programming.

Peggy Brown moved to table the 2027 movie license renewal until the October meeting to allow staff to explore potential coordination, seconded by John Wanke, and carried by unanimous voice vote.

C. Membership Upgrade System

The Board reviewed the proposed membership system upgrade, including approximately $1,000 for barcode tags and $1,500 for a computer, scanner, and related equipment. The system would allow membership and participation information to be managed through RecDesk software and reduce manual data entry.

Betty Jimenez moved to approve the use of fundraising funds for the membership system upgrade, seconded by Dawn Justman, and carried by unanimous voice vote.

D. Membership Rollover, Renewal Discount, and Membership Rates for 2027

Staff clarified that the current annual membership rates are $12 for City residents and $18 for non-City residents, with the $9 and $13.50 rates reflecting the current 25% discount.

The Board discussed allowing new memberships purchased during the final quarter of the year to carry over through the following calendar year.

Betty Jimenez moved to allow new memberships purchased on or after October 1 to carry over through the following calendar year and establish 2027 annual membership rates at $12 for City residents and $18 for non-City residents with no discounts for new members or early renewals, seconded by Peggy Brown, and carried by unanimous voice vote.

6. Chairperson's Committee Reports

A. Fundraising Committee Report

The Board reviewed the recent cookout fundraiser, which sold out and raised approximately $1,500. The next cookout is scheduled for September 18 and will follow a similar format. Additional food will be ordered, with sales continuing while supplies last. Indoor seating will be available, and a sandwich board will be placed outside the front entrance to help promote the event.

Additional discussion included potential uses for 50/50 raffle proceeds in October, November, and December; obtaining food options and pricing from different catering sources; and planning a cookie box fundraiser, including reserving a Saturday for baking.

B. Membership Committee Report

Discussion focused on transitioning the membership database to RecDesk by the end of the year and continued efforts to grow and retain membership. Members discussed potential open houses, and options for distributing renewal letters at the Center before mailing remaining letters.

C. Community Services Committee Report

The committee discussed potential future community service projects and donation drives, including opportunities to support assisted living facilities, the Humane Society, and other community organizations.

Discussion also included the August school supply drive, potentially inviting the new school superintendent to speak following the drive, with the hope to invite potential speakers to the Center before each drive moving forward.

D. Program Committee Report

The committee reviewed current and potential programming, including ear wax removal clinics, educational presentations, pop-up webinars, day trip promotion, Badger Talks, workshops, musical performances, and wellness programming.

Members also discussed ongoing concerns with Euchre, including consistency with rules and group concerns. Peggy Brown reported that she had not observed improvement since the previous discussion. Skip-Bo continues to go well, and Yahtzee will be discontinued.

The possibility of creating volunteer shirts was also raised.

7. Director's Report

Andrea Draeger provided updates regarding the building and facility, including the elevator, front door, and upcoming community events. The elevator modernization will be scheduled for fall; we are awaiting a start date from the company. The front door will also be replaced sometime this fall. Upcoming community events include Boo Bash, Annual Tree Lighting, Holiday Train, as well as Senior Center events such as Veterans Day celebration and the Holiday Party.

8. Adjournment

John Wanke moved to adjourn the meeting, seconded by Betty Jimenez, and carried by unanimous voice vote. The meeting adjourned at 10:44 a.m.

Next meeting date: Tuesday, October 20, 2026.

Respectfully submitted,
Andrea Draeger
Senior Center, Enrichment & Office Manager

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

Watertown Parks and Recreation Department

Financial Report

End of Month August 2026

Revenue Account #	Description	Budgeted Amount	YTD Budget	YTD Actual Revenue	YTD Actual Budget	Balance
01-446210	Rec Dept Non Taxable Revenue	$ 86,000.00	$ 57,333.62	$ 64,288.23	75%	$ 21,711.77
01-446211	Rec Dept Taxable Revenue	$ 53,600.00	$ 35,733.51	32,804.44	61%	$ 20,795.56
01-446212	Rec Concession Revenue	600.00	$ 400.00	300.00	50%	$ 300.00
01-446220	Net Ticket Sales	100.00	$ 66.67	910.00	910%	**$ (810.00)**
01-446230	Aquatic Center Revenue	130,000.00	$ 86,667.10	140,244.90	108%	**$ (10,244.90)**
01-446232	Indoor Pool Non Taxable Revenue	22,000.00	$ 14,666.74	18,665.00	85%	$ 3,335.00
01-446233	Indoor Pool Taxable Revenue	9,000.00	$ 6,000.03	6,905.33	77%	$ 2,094.67
01-446234	Senior Center Revenue	300.00	$ 200.00	167.80	56%	$ 132.20
01-446235	Senior Center Memberships	3,000.00	$ 2,000.01	1,765.42	59%	$ 1,234.58
01-446236	Senior Center Rental Fees	18,000.00	$ 12,000.06	9,602.08	53%	$ 8,397.92
01-446264	Park Rental	30,000.00	$ 20,000.10	26,105.45	87%	$ 3,894.55
01-446266	Misc Park Revenue	9,000.00	$ 6,000.03	6,585.38	73%	$ 2,414.62
26-446210	TS Revenue - Nontaxable	20,000.00	$ 13,333.40	4,750.00	24%	$ 15,250.00
26-446250	TS Revenue - Taxable	15,000.00	$ 10,000.05	915.00	6%	$ 14,085.00
Grand Total Revenue		**$ 396,600.00**	**$ 264,401.32**	**$ 308,344.03**	**78%**	**$ 82,590.97**
Expense Account #	**Description**	**Budgeted Amount**	**YTD Budget**	**YTD Acutal Expenses**	**YTD Actual Budget**	**Balance**
	Administration					
01-552010	Salaries	$ 338,274.00	$ 225,517.13	$ 209,161.38	62%	$ 129,112.62
01-552014	Overtime	540.00	$ 360.00	534.60	99%	5.40
01-552016	Part-time Salaries	13,955.00	$ 9,303.38	6,919.50	50%	7,035.50
01-552017	Contract Services	15,550.00	$ 10,366.72	13,787.37	89%	1,762.63
01-552018	Supplies & Expenses	5,000.00	$ 3,333.35	6,117.81	122%	**(1,117.81)**
01-552019	Advertisement	1,000.00	$ 666.67	228.05	23%	771.95
01-552020	Repairs	6,000.00	$ 4,000.02	753.59	13%	5,246.41
01-552021	Contribution to Town Square	-	$ -	-	0%	-
01-552022	Dues, fees, subs	3,100.00	$ 2,066.68	2,300.76	74%	799.24
01-552023	Training	1,200.00	$ 800.00	774.00	65%	426.00
01-552024	Travel	2,000.00	$ 1,333.34	375.00	19%	1,625.00
01-552026	Maintenance Supplies	4,000.00	$ 2,666.68	2,184.36	55%	1,815.64
01-552028	Fuel	5,000.00	$ 3,333.35	4,082.26	82%	917.74
01-552030	Electric	15,000.00	$ 10,000.05	10,401.90	69%	4,598.10
01-552031	Water	2,080.00	$ 1,386.67	2,028.34	98%	51.66
01-552032	Telephone	4,665.00	$ 3,110.02	2,879.62	62%	1,785.38
01-552033	Wisconsin Retirement	30,508.00	$ 20,338.77	14,127.16	46%	16,380.84
01-552034	Social Security	27,136.00	$ 18,090.76	12,975.46	48%	14,160.54
01-552035	Medicare	6,346.00	$ 4,230.69	3,034.61	48%	3,311.39
01-552036	Health Insurance	65,772.00	$ 43,848.22	47,410.83	72%	18,361.17
01-552037	Life Insurance	668.00	$ 445.34	401.06	60%	266.94
01-552038	Dental Insurance	3,816.00	$ 2,544.01	2,269.60	59%	1,546.40
01-552042	Mileage	1,000.00	$ 666.67	-	0%	1,000.00
01-552060	Capital Outlay	5,858.00	$ 3,905.35	-	0%	5,858.00
Total Administration		**$ 558,468.00**	**$ 372,313.86**	**$ 342,747.26**	**61%**	**$ 215,720.74**
	Recreation					
01-552114	Rec Overtime	$ -	$ -	$ -	#DIV/0!	$ -
01-552116	Part-time Salaries	80,731.00	$ 53,820.94	33,008.74	41%	47,722.26
01-552117	Contract Sports Services	22,344.00	$ 14,896.07	9,230.40	41%	13,113.60
01-552118	Supplies & Expenses	25,000.00	$ 16,666.75	20,617.67	82%	4,382.33
01-552134	Social Security	3,565.00	$ 2,376.68	2,046.66	57%	1,518.34
01-552135	Medicare	834.00	$ 556.00	478.74	57%	355.26
01-552160	Capital Outlay	2,000.00	$ 1,333.34	-	0%	2,000.00
Total Recreation		**$ 134,474.00**	**$ 89,649.78**	**$ 65,382.21**	**49%**	**$ 69,091.79**
05-55-24-70	Senior Center Capital Projects	$ 158,474.00	$ 105,649.86	$ 49,185.30	31%	$ 109,288.70
	Aquatic Center					
01-552214	Aq Ctr Overtime	$ 3,500.00	$ 2,333.35	$ 1,094.85	31%	$ 2,405.15
01-552216	Part-time Salaries	121,568.00	$ 81,045.74	103,739.71	85%	17,828.29
01-552217	Svc Contracts/Licenses	2,950.00	$ 1,966.68	1,985.67	67%	964.33

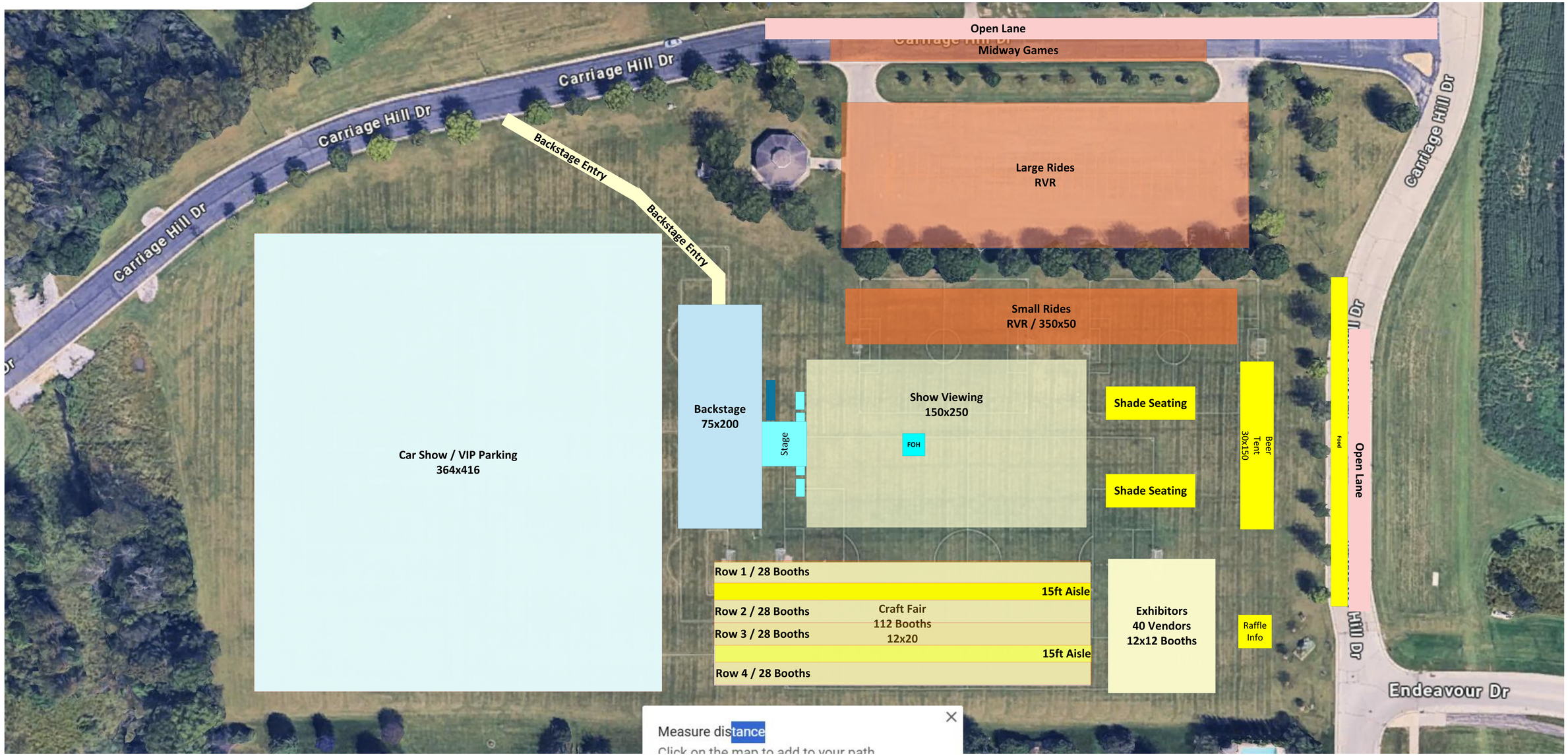
Expense Account #	Description	Budgeted Amount	YTD Budget	YTD Acutal Expenses	YTD Actual Budget	
01-552218	Supplies & Expenses	4,500.00	$ 3,000.02	6,533.86	145%	**(2,033.86)**
01-552220	Repairs	12,445.00	$ 8,296.71	3,340.97	27%	9,104.03
01-552223	Training	1,000.00	$ 666.67	678.00	68%	322.00
01-552228	Fuel	4,000.00	$ 2,666.68	5,096.86	127%	**(1,096.86)**
01-552230	Electric	18,000.00	$ 12,000.06	11,731.67	65%	6,268.33
01-552231	Water	14,500.00	$ 9,666.72	11,920.01	82%	2,579.99
01-552232	Telephone	600.00	$ 400.00	887.95	148%	**(287.95)**
01-552234	Social Security	6,448.00	$ 4,298.69	6,499.14	101%	**(51.14)**
01-552235	Medicare	1,508.00	$ 1,005.34	1,520.10	101%	**(12.10)**
01-552240	Chemicals	26,000.00	$ 17,333.42	25,674.15	99%	325.85
01-552244	Uniforms	2,500.00	$ 1,666.68	1,869.31	75%	630.69
01-552246	Concessions Supplies	25,000.00	$ 16,666.75	24,785.69	99%	214.31
01-552260	Capital Outlay	-	$ -	-	#DIV/0!	-
Total Aquatic Center		**$ 244,519.00**	**$ 163,013.48**	**$ 207,357.94**	**85%**	**$ 37,161.06**
05-552270	Capital Projects	18,500.00	$ 12,333.40	2,503.24	14%	15,996.76

Expense Account #	Description	Budgeted Amount	YTD Budget	YTD Acutal Expenses	YTD Actual Budget	
	Indoor Pool					
01-552314	Indoor Pool Overtime	$ 1,000.00	$ 666.67	$ 444.38	44%	$ 555.62
01-552316	Part-time Salaries	40,773.00	$ 27,182.14	30,376.01	75%	10,396.99
01-552317	WUSD Maintenance Staff	23,200.00	$ 15,466.74	5,700.00	25%	17,500.00
01-552318	Supplies & Expenses	10,000.00	$ 6,666.70	1,616.57	16%	8,383.43
01-552320	Repairs	4,000.00	$ 2,666.68	-	0%	4,000.00
01-552328	Fuel	13,000.00	$ 8,666.71	-	0%	13,000.00
01-552330	Electric	17,950.00	$ 11,966.73	-	0%	17,950.00
01-552331	Water	8,670.00	$ 5,780.03	-	0%	8,670.00
01-552332	Telephone	-	$ -	-	#DIV/0!	-
01-552334	Social Security	2,590.00	$ 1,726.68	1,910.95	74%	679.05
01-552335	Medicare	606.00	$ 404.00	446.86	74%	159.14
Total Indoor Pool		**$ 121,789.00**	**$ 81,193.07**	**$ 40,494.77**	**33%**	**$ 81,294.23**
	Bentzin Family Town Square					
26-554310	Salaries	$ 70,179.00	$ 46,786.23	$ 1,949.51	3%	$ 68,229.49
26-554316	Part-time Salaries	-	$ -	-		-
26-554318	Supplies	5,000.00	$ 3,333.35	-	0%	5,000.00
26-554319	Advertising	4,000.00	$ 2,666.68	78.00	2%	3,922.00
26-554320	Repairs/Maintenance	17,300.00	$ 11,533.39	9,778.55	57%	7,521.45
26-554330	Electric	2,300.00	$ 1,533.34	1,149.85	50%	1,150.15
26-554331	Water	7,500.00	$ 5,000.03	6,277.44	84%	1,222.56
26-554333	Wisconsin Retirement	5,053.00	$ 3,368.68	60.49	1%	4,992.51
26-554334	Social Security	4,351.00	$ 2,900.68	119.22	3%	4,231.78
26-554335	Medicare	1,018.00	$ 678.67	27.88	3%	990.12
26-554336	Health Insurance	10,188.00	$ 6,792.03	849.27	8%	9,338.73
26-554337	Life Insurance	390.00	$ 260.00	31.82	8%	358.18
26-554338	Dental Insurance	372.00	$ 248.00	31.37	8%	340.63
26-554341	Event Expenses	40,000.00	$ 26,666.80	29,483.17	74%	10,516.83
26-554360	Capital Outlay	-	$ -	-		-
Total BFTS		**$ 167,651.00**	**$ 111,767.89**	**$ 49,836.57**	**30%**	**$ 117,814.43**
	Total Parks & Rec Budget	$ 1,226,901.00	$ 817,938.09	$ 705,818.75	**58%**	$ 521,082.25
	Reserve Accounts					
		Beginning Balance		**YTD Actual Expense**		**YTD Balance**
26-446215	Park Donations	$0.00		$ (1,220.00)		$1,220.00
24-561119	Urban Forestry Grant	$ 34,373.40		$ 10,946.35		$ 23,427.05
24-581107	Senior Center Fundraising	$ 37,750.40		$ (4,495.28)		$ 42,245.68
01-271970	Senior Center Security Deposits	$ -		$ -		$ -
01-581121	BQ Baseball	$ 4,128.12		$ -		$ 4,128.12
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
05-581104	Chamberland Improvements	$ 129.57		$ -		$ 129.57
05-581106	Park Facility Improvements	$ 8,353.65		$ (589.00)		$ 8,942.65
05-581110	Roeseler Will/Forestry Donation	$ 76,694.71		$ (172.00)		$ 76,866.71
05-581118	Heron View Park (micro park)	$ 6,392.05		$ -		$ 6,392.05
05-581120	Park Expansion & Improvements	$ 16,772.74		$ (3,235.00)		$ 20,007.74
07-581113	Park Dedication Fees (land purchase)	$ 86,250.00		$ (2,528.00)		$ 88,778.00
07-581115	Park Improvements	$ 162,295.22		$ (37,483.40)		$ 199,778.62

Watertown Parks and Recreation Department
Financial Report
Aug-26

Expense Account #	Description	Budgeted Amount	YTD Budget	YTD Actual Expenses	YTD Actual Budget	Balance
		Park				
01-554110	Salaries	$ 422,202.00	$ 281,469.41	$ 299,083.84	71%	$ 123,118.16
01-554112	Longevity	$ 2,106.00	$ 1,404.01	-	0%	$ 2,106.00
01-554114	Overtime	11,960.00	$ 7,973.37	6,232.59	52%	$ 5,727.41
01-554116	Part-time Salaries	33,779.00	$ 22,519.45	22,474.75	67%	$ 11,304.25
01-554118	Supplies & Expenses	40,000.00	$ 26,666.80	31,441.44	79%	$ 8,558.56
01-554120	Repairs	18,000.00	$ 12,000.06	8,826.58	49%	$ 9,173.42
01-554126	Goose Control	-	$ -	-	0%	$ -
01-554128	Fuel	3,000.00	$ 2,000.01	1,658.68	55%	$ 1,341.32
01-554130	Electric	37,000.00	$ 24,666.79	22,148.58	60%	$ 14,851.42
01-554131	Water	51,000.00	$ 34,000.17	35,997.91	71%	$ 15,002.09
01-554132	Telephone	1,432.00	$ 954.67	903.33	63%	$ 528.67
01-554133	Wisconsin Retirement	38,158.00	$ 25,438.79	22,092.54	58%	$ 16,065.46
01-554134	Social Security	34,952.00	$ 23,301.45	19,251.57	55%	$ 15,700.43
01-554135	Medicare	8,174.00	$ 5,449.36	4,502.36	55%	$ 3,671.64
01-554136	Health Insurance	200,160.00	$ 133,440.67	125,098.80	62%	$ 75,061.20
01-554137	Life Insurance	2,100.00	$ 1,400.01	947.16	45%	$ 1,152.84
01-554138	Dental Insurance	9,312.00	$ 6,208.03	5,796.00	62%	$ 3,516.00
01-554140	Gasoline	30,000.00	$ 20,000.10	19,627.76	65%	$ 10,372.24
01-554141	Fertilizers & Herbicides	6,500.00	$ 4,333.36	5,236.59	81%	$ 1,263.41
01-554142	Equipment Repairs	28,000.00	$ 18,666.76	23,806.96	85%	$ 4,193.04
01-554144	Washington Park Lights	2,500.00	$ 1,666.68	3,473.68	139%	**$ (973.68)**
01-554148	Water Bubblers	2,000.00	$ 1,333.34	1,378.47	69%	$ 621.53
01-554150	Staff Training	4,500.00	$ 3,000.02	2,721.41	60%	$ 1,778.59
01-554159	Safety Equipment	3,000.00	$ 2,000.01	3,017.27	101%	**$ (17.27)**
01-554160	Captial Outlay	4,000.00	$ 2,666.68	-	0%	$ 4,000.00
Total Park		**$ 993,835.00**	**$ 662,559.98**	**$ 665,718.27**	**67%**	**$ 328,116.73**
05-554170	Capital Projects	$ 490,500.00	$ 327,001.64	$ 79,081.16	16%	$ 411,418.84
		Forestry				
01-561110	Salaries	$ 134,680.00	$ 89,787.12	$ 44,979.29	33%	$ 89,700.71
01-561112	Longevity	-	$ -	-		-
01-561118	Supplies & Expense	12,300.00	$ 8,200.04	6,091.53	50%	$ 6,208.47
01-561120	Repairs	3,000.00	$ 2,000.01	1,593.43	53%	1,406.57
01-561124	Cont. Education Forester Cert	1,600.00	$ 1,066.67	1,588.00	99%	12.00
01-561126	Annual Bucket Truck Inspection	5,000.00	$ 3,333.35	0.00	0%	5,000.00
01-561133	Wisconsin Retirement	9,697.00	$ 6,464.70	3,238.56	33%	6,458.44
01-561134	Social Security	8,350.00	$ 5,566.69	2,656.26	32%	5,693.74
01-561135	Medicare	1,953.00	$ 1,302.01	621.19	32%	$ 1,331.81
01-561136	Health Insurance	50,040.00	$ 33,360.17	22,934.78	46%	27,105.22
01-561137	Life Insurance	134.00	$ 89.33	51.92	39%	82.08
01-561138	Dental Insurance	2,327.00	$ 1,551.34	869.40	37%	1,457.60
01-561160	Capital Outlay	-	$ -	-		-
Total Forestry		**$ 229,081.00**	**$ 152,721.43**	**$ 84,624.36**	**37%**	**$ 144,456.64**
05-561170	Capital Projects	6,500.00	$ 4,333.36	5,148.00	79%	$ 1,352.00


Brandt-Quirk Park
Rock River Disc Golf Course
Large Dog Park Enclosure
Large Rides
Pyro
Carriage Hill Dr
Main Festival Grounds
JC solutions
Fox Creek Dr
Endeavour Dr
James St
Silver Creek
Stone St
Clay St
N Water St
bp
Watertown Alternative Learning
The Buffalo Bar
W Arcade Ave
Girard St
Gentle Healer Pet Clinic
Watertown Cafe
Watertown Insurance Agency We Do SR-22's
Holste St
Endeavor Charter High School
Watertown High School
Country Ln
Mary Knoll Ln
Sweetbriar Ln
Local
Silver Creek Pond
Colonial Dr
Votech Dr
Long St
Walnut St
Heritage Cr
Welsh Rd
Fellowship Baptist Church
Louisa St
AAA Roofing & Exteriors
Elba St
Doris St
Oak St
Lexington Ct
Hiawatha St
Watertown Highschool Baseball Field
Rusty Nail
Margaret
Lincoln Park
River City Truck Repair
Elm St
Union St
Park St
Google Maps


Open Lane
Midway Games
Carriage Hill Dr
Carriage Hill Dr
Carriage Hill Dr
Carriage Hill Dr
Backstage Entry
Backstage Entry
Large Rides
RVR
Small Rides
RVR / 350x50
Car Show / VIP Parking
364x416
Backstage
75x200
Stage
Show Viewing
150x250
FOH
Shade Seating
Shade Seating
Beer
Tent
30x150
Food
Open Lane
Row 1 / 28 Booths
15ft Aisle
Row 2 / 28 Booths
Craft Fair
112 Booths
12x20
Row 3 / 28 Booths
15ft Aisle
Row 4 / 28 Booths
Exhibitors
40 Vendors
12x12 Booths
Raffle
Info
Hill Dr
Endeavour Dr
Measure distance
Click on the map to add to your path

THE CITY OF WATERTOWN

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger, Senior Center, Enrichment, and Office Manager

Date: 9/21/26

Subject: documentary screening and partnership opportunity

Background

Staff are exploring the opportunity to host a community screening of the documentary *Women, Wine, & Dementia* at Towne Cinema in conjunction with the Jefferson County Aging and Disability Resource Center (ADRC). The documentary focuses on dementia, caregiving, and the importance of connection and support.

Financial Impact

The $400 documentary screening fee would be covered through sponsorship from Rainbow Community Care. Senior & Community Center fundraising funds would be used to cover additional event expenses, such as wine and related costs.

Staff are also in the process of confirming a nonprofit partner that could obtain a Temporary Class B license to allow wine to be served as part of the event.

Budget Goal

5. Encourage community growth by assessing opportunities, involving all stakeholders, environmental needs, modern code and policy priorities.

Commission Action

Staff are requesting approval to move forward with planning the documentary screening, including continuing discussions with Towne Cinema and potential nonprofit partners. Final event details will be brought forward once they are determined.

Proposed Motion:

Move to approve staff moving forward with planning the *Women, Wine, & Dementia* documentary screening.

THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

FEES AND CHARGES POLICY

1. **Program Fees** - Are ~~those~~ fees charged to participants of ~~recreational and educational programs, and~~ of Parks, Recreation, and Forestry offering are set by the department and approved by the Parks, Recreation, and Forestry Commission.

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

D. Senior Center Membership Fees – Senior Center Membership ~~Fees~~ annual rates will be determined by the Commission ~~on an at-needed basis~~. The ~~present~~ 2027 annual membership rate is $12.00 for residents and $18.00 for non-residents. ~~New members will receive a 25% discount. All members will receive a 20% discount (from the resident rate) on senior-related program fees~~. New members joining after October 1 each year will have their membership automatically renewed through the following calendar year at no cost.

Non-members are allowed to participate in one program for no fee. Any subsequent visit to the Center requires a $1.00 per activity fee, or current membership.

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 Parks, Recreation, and Forestry Commission are exempt from fees.

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.

The Parks, Recreation, and Forestry 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.

2. **Admission Fees** –

Charges paid to enter a facility. Admission fees will be ~~set~~ approved by the Parks, Recreation, and Forestry Commission based on demand, need, cost of maintenan operational costs, public benefit, and the public's ability to pay.

A. Daily Admission Fees – Non-residents 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 will 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 non-resident fee will be charged for all seasonal and yearly passes. Non-residents 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~~ approved 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~~ offerings and functions of the City of Watertown ~~municipal government~~
2. Programs and ~~L~~league ~~G~~games – charged as ~~P~~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.
4. Non-resident Status – non-residents will pay 50% more than residents. For-profit organizations will pay non-resident rate.
5. Add rental classification information once approved.

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. ~~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, organization and inventory of available facilities and equipment. All major celebrations, events and special services must be approved by the Park, Recreation and Forestry Commission.

C. PARK DEPARTMENT PERSONNEL

i. The dDepartment regularly schedules ~~2~~ two full-time employees for ~~2~~two h every Saturday and Sunday morning from 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 the ~~d~~ Department crew 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~~ two hours shall be billed at the rate of $250 per hour. Ordinance 457-11.

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 in Ordinance 457-11 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
Revised by Commission January 2026
Revised by Commission March 2026
Revised by Commission September 2026

FEE SCHEDULE FOR ~~ADDITIONAL~~ EQUIPMENT/RENTALS

(Revised 9/21/26 starting 2027 ~~starting 2026~~)

If the same group utilizes the same equipment at the same location for multiple events within a three-day period, only one equipment fee will be charged.

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 ~~d~~ Department ~~crews~~ staff.
   $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~~,~~ or $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 –** $275.00 per event. Includes set up and removal~~.~~by Department.
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 Rental** (games/tournaments only, no charge for practices)
    $75/field/day- resident rate
    $112.50/field/day - non-resident rate
16. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup, maintenance, or cleaning (~~minimum~~ $100/hr~~/staff~~ for a minimum of two hours).
17. **Amplified Sound Permit** - $30.00/event
18. **Tent/Inflatables Locate** - $25.00/event
19. **Driving/Parking Permit** - One permit is included with each reservation; additional permits (up to 5) are $10 each.
20. **Vendor Fair Fee** - $50.00/event
21. **Soccer: Goals** - $30.00/~~set~~field, **Soccer Flags -** $5/~~set~~ field
22. **Portable Restroom Rental** – based on market costs.
23. **Paper & Cleaning Products** – based on market costs.
24. **Water Access** - $100 deposit, $20 fee, and usage based on current rate.
25. **Bentzin Family Town Square**
    - Electrical Box fee – $25/event
    - Interactive Water Feature (turn on/off) fee - $25/event

26. Park Shelter Security Deposit: $150/city resident, $225/non-resident

THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

FACILITY RESERVATION POLICIES

Revised 9/21/26

PARK RESERVATIONS :

WHEN:

Requests for park shelter reservations for city residents begin at 8:00 am on the first working day in January of each year on a first-come, first-served basis. Reservation requests will be accepted online and at the Parks, Recreation, and Forestry Office.

Non-city resident shelter reservations open on the first business day of the week following the first working day of January each year.

Shelters are available for reservations from May 1-October 15 annually. Shelter rental times are between the hours of 8:00 am – 10:30 pm. Shelters must be cleaned and vacated by 11:00 pm.

Parks are open to the public from 5:00 am to 11:00 pm.

EARLY RESERVATIONS:

All new early reservations 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.

If Early Park Reservation forms and payment are not returned to the Parks, Recreation, and Forestry Department by the designated December deadline each year, the requested event date will be released for public reservation beginning the first working day in January.

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 Fannie P. Lewis Park ~~other locations~~ up to one year in advance.

City parks remain open to the public during standard hours. A park rental grants exclusive use of the reserved facility only, unless a permit is explicitly issued for the entire park. ~~Parks are open to the public regardless of obtaining a Park Rental Application, besides the specific shelter listed on the Application.~~

Green spaces, parking lots, trails and other common park areas for shared public use and are available on a first-come, first- Individuals and groups may use these common areas without a reservation provided they do not interfere with public access. A reservation or special event permit is required for activities conducted for profit or for any event requesting exclusive use of all or a portion of a city common area.

FEES: All reservations must ~~should~~ be paid at the time of making the reservations in accordance with the current Park Reservation Application.

NON-RESIDENT FEES: Any person or organization located outside the city limits are considered non-residents and charged ~~appropriately~~ according to the ~~current~~ Fee Schedule.

SECURITY DEPOSITS: Security deposits are required for all rentals at the following shelters: Upper Pavilion, Lower Pavilion/Dance Floor, Lower Pavilion/Dance Floor/Bandshell. Resident and non-resident rates apply.

PARK USE:

ADVERTISING/BANNERS: No form of advertising may be ~~sold to be~~ hung, staked, displayed, etc. on the premises of any diamond, field, court, complex, shelter, restroom, fence, etc. without permission from the Department through a Banner Permit.

AMPLIFIED MUSIC: Any sound system utilizing speakers or amplification requires an approved permit and fee prior to the event. All music and amplified sound must cease by 10:00 PM.

BONFIRES: Bonfires are prohibited in all city parks**.** Any exception requires prior approval through the Park, Recreation, and Forestry Department and Fire Department.

CLEANING: The shelter is expected to be left in the same condition the renter found it. If the renter is aware there may be ~~a maintenance problem~~ any special considerations, such as heavy trash accumulation during their event, they must contact the Parks, Recreation, and Forestry office prior to the event.

The Parks, Recreation, and Forestry Department may impose additional fees, based on the fee schedule, and restrict future use for any excessive cleaning beyond their normal cleaning timeframe. ~~The additional fee for excessive cleaning is $100/hour with 2-hour minimum charge.~~

CONCESSIONS IN PARKS: Sale of merchandise in city parks without a concession permit is 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 ordinance 398-20 ~~Concession permits in parks~~.

~~Application for permit.~~ Each person, firm, corporation, or association 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 Fee Schedule ~~and Charges Policy held by the Parks, Recreation, and Forestry Department.~~

Food trucks are permitted in city parks. Food trucks operating within a park must obtain the required driving permit before accessing park property. A concession permit is required when food or beverages are sold to the public for profit. Food trucks serving only a private event (e.g., a reserved picnic, shelter rental, or private gathering) are exempt from the concession permit

requirement but must comply with all other applicable city regulat... any required driving permit. All food trucks must also comply w... local, state, and county public health regulations, including all required health department licensing, permitting, and food safety requirements.

DRIVING/PARKING: No vehicles are allowed in parks without a permit from the Parks, Recreation, and Forestry 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, and must be posted on the dashboard of each vehicle. The vehicle must ~~will~~ be accompanied by a walking escort at all times while driving. If necessary, ~~will take care to~~ park the vehicle so that it does not obstruct activities occurring on park grounds. One permit is included with each reservation; additional permits (up to 5) are available for a fee.

Only one permit is required for a public event in which multiple vehicles will be driven or parked on park grounds. The authorized 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.

The renter may charge for specific tournament or event parking only at Brandt-Quirk Park provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking. Renters must not use vehicles, barricades, or other obstructions that block or restrict traffic flow. All access points must remain open and passable, and any temporary setup must be easily movable to allow immediate access for emergency vehicles. All participants and spectators are to abide by the parking laws. Parking on grass is prohibited

If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required as well as permission from the Director of Parks, Recreation, and Forestry.

ELECTRICAL ACCESS: Electrical box hookups are strictly limited to approved vendors and renters. Access is available exclusively at the Bentzin Family Town Square. A one-time fee per rental/event is required.

To prevent overload, more than one appliance per outlet box in parks and shelters is prohibited.

EXTRA EQUIPMENT: Extra equipment may be available for rent. See the ~~current~~ Fee Schedule for availability and fees.

FIELD RESERVATIONS: Fields and diamonds may only be reserved with a park shelter if the entire park is reserved and paid for. Parks, Recreation, and Forestry Director approval required.

KEYS: ~~Can~~ Must be picked up from the Police Department any time on the day of the reservation, with a copy of the reservation form. ~~Take yellow form with you to Police Dept.~~ A $20.00 cash deposit is required for any key pickup and will be refunded when the key is returned. Keys are needed with a driving permit (to access chain/padlocked areas), Upper Pavilion Kitchen, and Lower Pavilion/Dance Floor rentals.

MERIDIAN BARRIERS: Unless otherwise approved by the Parks, Recreation, and Forestry

Commission and the Public Safety & Welfare Committee, Me
may be required for events and reservations at the Bentzin
Square. When Meridian barriers are required, the applicable barrier fee will be charged to the reservation.

PLAYGROUNDS: Playgrounds are open annually from April 15-October 15. All playgrounds ~~equipment~~ will be closed annually during the winter months, beginning October 15, 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, or by April 15 of each year.

PROHIBITED USE: Pets and glass are not permitted in ~~the~~ city 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.

REFUNDS: Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds, including any additional costs, 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.)~~

RESTROOMS: Open April 15-October 15 of each year from 7am-9pm daily.

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 ordinance 410-56 ~~Smoking in prohibited places.~~

SPECIAL EVENTS: If an event ~~includes alcohol,~~ requires a road closure or exclusive use of all or part of City-owned facilities ~~or a significant amount of attendees (200+ public event, 300+ private event),~~ a special event permit may be required. The City Clerk's Office ~~Hall~~ should be contacted ~~for~~ for more information.

All special events are subject to extraordinary charges for city equipment, staffing, and services rendered. Event organizers are responsible for securing all applicable permits and completing all required application forms prior to the event date.

TENT/INFLATABLES: Any groups planning on using large tents must get approval from the Parks, ~~Director~~ Recreation, and Forestry Department 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.~~ A ~~one-time~~ ~~$25~~ fee per rental/event administrative cost for contacting a locating service provider to mark the park property is required.

WATER ACCESS: If water access is requested during a park rental the Parks, Recreation, and Forestry Department will contact the Water Department to install a temporary meter. Requests must be made at least 14 days in advance. A refundable deposit, non-refundable fee, and usage fees based on the current metered rate apply. Cancellations must be made at least 14 days prior to the reservation to receive a refund. ~~No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (e.g. extra table delivery, etc.)~~

Requests to have the interactive water feature turned on or off f reservation at the Bentzin Family Town Square must be submitted with the reservation application. A service fee for interactive water feature on/off requests will apply. Requests are subject to staff availability and operational considerations. The Parks, Recreation, and Forestry Department reserves the right to determine whether the interactive water feature can be operated based on weather, maintenance, safety, or other facility needs.

VENDOR FAIR: If a vendor fair is to be held within a park, a vendor fair fee is required to be paid to the Parks, Recreation, and Forestry Department. Coordinators are allowed to collect fees from vendors.

REMOVED PARK RESERVATION INFORMATION AND INCLUDED POLICIES ABOVE. ALL PARK RESERVATION INFORMATION IS INCLUDED ON PARK RESERVATION APPLICATION.

~~RESERVATION INFORMATION~~ OTHER FACILITIES:

~~Shelters:~~

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 back to its original state.

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~~ the first business day

in January 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. **Reservations for the Riverside softball diamonds will not be accepted until April 1 of each year.**

SOCCER/FOOTBALL: Reservation requests can be made beginning ~~January 1~~ the first business day in January 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 annually during the winter months, beginning October 15, 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, or by April 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 Parks, Recreation, and Forestry 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 must be paid at the time of reservation.

TO CANCEL: Cancellations must 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 Parks, Recreation, and Forestry 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.

THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPA
514 S. First St.
Watertown, WI 53094
920-262-8080

2027 PARK RESERVATION APPLICATION

Event: ___Private ___Special Event (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:_____
By signing this ~~permit~~ application you will be held responsible & liable for all park use rules and facilities rented. See back for ~~rules~~ information.

Signature:_____ **Date:**_____

Park Facility Rental Fees (~~fees~~ including tax). ~~*Must call to reserve entire park.*~~				
Shelter/Capacity *Director approval required for entire park & Bandshell* **Security Deposit required*	**Resident Weekday**	**Non-Resident Weekday**	**Resident Weekend**	**Non-Resident Weekend**
Bentzin Family Town Square Additional rental info and 45-day notice required (within 45 days requires Department approval)	$100.00	$150.00	$150.00	$225.00
Brandenstein Park	$100.00	$150.00	$150.00	$225.00
Brandenstein Park Shelter (25)	$40.00	$60.00	$60.00	$90.00
Clark Park	$150.00	$225.00	$225.00	$337.50
Clark Park – Shelter on Franklin St (75)	$50.00	$75.00	$75.00	$112.50
Clark Park – Lion's Shelter on 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
Riverside (excluding Volleyball Shelter, Courts & Diamonds)	$300.00	$450.00	$450.00	$675.00
*Upper Pavilion (90) Key required 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 required	$100.00	$150.00	$150.00	$225.00
*Lower Pavilion, Dance Floor, Bandshell (150+) Key required	$150.00	$225.00	$225.00	$337.50
River Shelter (36)	$50.00	$75.00	$75.00	$112.50
Island Shelter with Driving Permit (90)	$50.00	$75.00	$75.00	$112.50
Island Bandshell, Gazebo with Driving Permit (90)	$60.00	$90.00	$90.00	$135.00
Volleyball Shelter (36)	$50.00	$75.00	$75.00	$112.50
Timothy Johnson Park	$100.00	$150.00	$150.00	$225.00
Timothy Johnson 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
Other:_____	$40.00	$60.00	$60.00	$90.00

Additional Equipment/Permits			
Item	**Price/Each**	**Quantity**	**Total**
Amplified Music Permit	$30.00		
Benches	$4.00		
BFTS: Electrical Box	$25.00		
BFTS: Water Feature Off	$25.00		
BFTS: Meridian Barriers	$275.00		
Driving Permit	One Free ($10.00 per additional)		
Picnic Tables	$10.00		
Security Deposit*	$150 Resident/$225 Non-Resident		
Tent/Inflatables Locate	$25.00		
Vendor Fair	$50.00		
Water Access	$100 deposit, $20 fee, and water usage		
Other – see equipment request form	Varies		

For Office Use Only:

Park Rental Total: $_____ **Additional Total**: $_____ **Grand Total:** $_____	**Paid by:** ___Cash ____Check #_____ ___Credit Card (attach receipt) **Office Initials:**_____

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 – 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. If permission is not obtained, you will be responsible for any ~~outstanding~~ associated fees.**
- **Dates & Hours -** Parks are open to the public from 5:00 am to 11:00 pm. Playgrounds and restrooms are open annually from April 15-October 15. Shelters are available for rent 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.
- **Cleaning -** 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~~ any special considerations, such as heavy trash accumulation during your event, please contact the Parks, Recreation, and Forestry office prior to your event. The Parks, Recreation, and Forestry Department may impose additional fees and restrict future use for any excessive cleaning beyond our normal cleaning timeframe. The additional fee for excessive cleaning is $100/hour with 2-hour minimum charge.
- Indoor facilities must bag and remove garbage after rental period and placed outside to be collected by Department staff the following morning.
- **Keys** - ~~Can~~ Must be picked up from the Police Department any time on the day of your reservation with a copy of your reservation form. ~~Take yellow form with you to Police Dept.~~ A $20.00 cash deposit is required for ~~any~~ key pickup and will be refunded when the key is returned. Keys are needed with a driving permit (to access chain/padlocked areas), Upper Pavilion Kitchen, and Lower Pavilion/Dance Floor rentals.
- **Electrical** – To prevent an overload, do not plug in more than one appliance per outlet box in parks and shelters. Electrical box hookups are strictly limited to approved ~~food truck~~ vendors/renters at the Bentzin Family Town Square. Cost - $25.00
- **Prohibited** – Pets and glass are not permitted in ~~the~~ city 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*. If found, additional cleaning charges will apply. 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.

Permits:

- **Special Event** – If you are having an event which ~~includes alcohol,~~ requires a road closure or exclusive use of all or part of City-owned facilities ~~or a significant amount of attendees (200+ public event, 300+ private event),~~ a special event permit may be required. Contact the City Clerk's Office ~~Hall~~ for more information.
- **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, unless a Special Event permit is issued. A ~~**Malt Beverage License**~~ The proper alcohol license must be obtained from the City Clerk's office if there are plans to sell ~~any~~ alcohol ~~beverages~~.
- **Driving/Parking** – No vehicles are allowed in city parks ~~on restricted park or grass areas~~ without a permit from the Parks, Recreation, and Forestry Department, and which must be displayed on the dashboard. One permit is included with each reservation; additional permits are $10 each.
- **Music** – Any sound system utilizing speakers or amplification requires an approved permit and $30.00 fee prior to the event. All amplified sound must cease by 10:00 pm. ~~Cost - $30.00~~
- **Tents/Inflatables Locate** – ~~If you would like~~ Approval, and a $25.00 fee, is required by the Parks, Recreation, and Forestry Department to stake a tent or inflatable on park property. ~~in addition to a park shelter rental, approval is required for location of tent. Cost - $25.00~~
- **Vendor Fair** – Fee is required for any vendor fair hosted within a park. Cost - $50.00
- **Water Access** – The Parks, Recreation, and Forestry Department will contact the Water Department for a temporary meter. **Requests must be made at least 14 days in advance.** Cost - $100 deposit, $20 non-refundable rental fee, and ~~additional~~ actual water usage fees. Bentzin Family Town Square Interactive Water Feature Off Request Cost - $25.00.
- ~~**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.

Security Deposits

- Security deposits are required for all rentals at the following shelters: Upper Pavilion, Lower Pavilion/Dance Floor, Lower Pavilion/Dance Floor/Bandshell. Cost: $150/city resident, $225/non-resident.

Refunds:

- Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds, inc costs, will be granted less than 14 days prior to the reservation date ~~or for special services which have been prov delivery, etc.)~~

Non-Emergency:

- If you have a non-emergency ~~issue~~ during your rental, 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.~~

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.

THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPAR
514 S. First St.
Watertown, WI 53094
920-262-8080

BENTZIN FAMILY TOWN SQUARE

Additional Park Reservation Information

***Reservations must be completed at least 45 days before the event date**

Electrical:

- Please provide specific power requirements on the rental application.
- Standard outlets are available for regular use.
- Renters must provide their own extension cords, cord covers, and power strips. Renters are responsible for ensuring all cords and power strips meet safety standards.
- Food truck electrical boxes are secured by a padlock and not accessible to the renter. A flat fee of $25 will be charged if access is needed.

Interactive Water Feature:

- The feature is open seasonally and can operate independently from private events. A flat fee of $25 will be charged if the feature is requested to be turned off before its scheduled end time. Please verify current water feature hours upon renting.
- Request to turn off the interactive water feature must be noted on the rental application.

Road Closure:

- ~~Requests to close a road for an event require~~ Unless otherwise approved by the Parks, Recreation, and Forestry Commission and the Public Safety & Welfare Committee, Meridian barriers may be required for events and reservations at the Bentzin Family Town Square. When Meridian barriers are required, the applicable barrier fee will be charged to the reservation
- The setup and removal of safety barriers is done by the Parks Department ~~by park crew~~. ~~A barrier service fee of $275 per event applies to all road closures.~~
- ~~Requests to close a road must be noted in the rental application.~~
- Barrier Rates: $275/event

Tents/Inflatables:

- No stakes, spikes, or similar objects may be driven into the ground for the setup or securing of tents, inflatables, or any other structures due to the ~~presence of an~~ underground irrigation system.
- All such items must be properly secured using weights or other non-invasive anchoring methods.
- Renter assumes full responsibility for any damage resulting from failure to comply with this requirement.
- Tent/Inflatable Locate fee does not apply.

Driving/Parking:

- No vehicles are allowed in parks without a driving/parking permit.
- A separate Permit to Occupy Street or Sidewalk may be required if a vehicle or trailer will be parked on the street while the street remains open. Contact the Engineering Department for permit requirements.

Events

- If an event requires a road closure or exclusive use of all or part of City-owned facilities a special event permit may be required. The City Clerk's Office should be contacted for more information.
- All special events are subject to extraordinary charges for city equipment, staffing, and services rendered. Event organizers are responsible for securing all applicable permits and completing all required application forms prior to the event date.

***For additional rules and information refer to back of Park Reservation Application**

THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

CONCESSIONS IN PARKS PERMIT

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

LOCATION APPLICANT PROPOSES TO SELL OR GIVE AWAY MERCHANDISE: _____

DATE AND TIME OF EVENT AND/OR DURATION OF PERMIT REQUESTED: _____

DESCRIPTION OF ANY CITY OWNED FACILITIES APPLICANT PROPOSES TO USE FOR CONCESSION SALES: _____

_____

_____

DESCRIPTION OF EQUIPMENT WHICH THE CONCESSIONAIRE PLANS TO USE, INCLUDING NOT ONLY FOOD PREPARATION AND SERVING EQUIPMENT, BUT ALSO ANY CART OR BUILDING PROPOSED TO BE USED IN THE CONCESSION OPERATION:

_____

_____

_____

Concession Stands/Building:

BQ, Riverside, Washington

☐ $75/Event

☐ $300/Year

Mobile Food Trucks:

☐ $35/Event

☐ $300/Year

☐ I agree to comply with all applicable public health and food safety requirements and am responsible for contacting the appropriate local health department to obtain any required permits, licenses, inspections, or approvals before operating.

ARTICLES OF MERCHANISE PROPOSED TO BE SOLD OR GIVEN AWAY

Product:	Cost:
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

Indemnification:

I agree to defend, indemnify and hold harmless the City of Watertown, its officers, employees and agents from and against *all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney fees, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the permittee or the permittee's agents, officers or employees, directly or indirectly arising* from my operation of concessions.

I certify that I am the person who made and signed this application for a Concessions in City Parks Permit and that all statements made herein are true and correct.

I further acknowledge receipt of a copy of the Municipal Code for the City of Watertown in regards to Concession Permits in Parks.

Signature:_____ **Date:** _____

CITY OF WATERTOWN PARK, RECREATION AND FORESTRY DEPARTMENT

DRIVING/PARKING PERMIT

This Permit Authorizes _____

(Name of Responsible Person and Address)

to drive/park motor vehicle(s) on City Park Grounds at _____ Park on _____, 20___ from _____ AM/PM to _____ AM/PM. The authorized vehicle description, covered by this Permit is as follows: Year: _____, Make: _____, Model: _____, Color: _____, License #: _____.

Only one permit is needed for public events in which multiple vehicles are operating or parked on Park Grounds, and no specific vehicle information is required to be submitted. As the Permit Holder, I accept full responsibility for the safe and responsible operation of the vehicle(s) while on Park Grounds. It is understood that the vehicle(s) will be accompanied by a walking escort at all times while driving on Park Grounds and, if necessary, I will take care to park my vehicle so that it does not obstruct activities on the Park Grounds. **Vehicles are not allowed to be driven or parked on any grassy area within the park system, except for authorized public events.**

_____ _____

Client Signature Date Dept Authorized Signature Date

THIS PERMIT IS TO BE PROMINENTLY DISPLAYED ON THE VEHICLE AT ALL TIMES IT IS OPERATING OR PARKED ON PARK GROUNDS OTHER THAN PUBLIC STREETS OR PARKING AREAS. A COPY WILL BE RETAINED BY THE DEPARTMENT WITH THE RENTAL APPLICATION.

(Revised 9/21/26)

CITY OF WATERTOWN PARK, RECREATION AND FORESTRY DEPARTMENT

DRIVING/PARKING PERMIT

This Permit Authorizes _____
(Name of Responsible Person and Address)

to drive/park motor vehicle(s) on City Park Grounds at_____Park on_____, 20___from_____AM/PM to_____AM/PM. The authorized vehicle description, covered by this Permit is as follows: Year:_____, Make:_____, Model:_____, Color:_____, License #:_____.

Only one permit is needed for public events in which multiple vehicles are operating or parked on Park Grounds, and no specific vehicle information is required to be submitted. As the Permit Holder, I accept full responsibility for the safe and responsible operation of the vehicle(s) while on Park Grounds. It is understood that the vehicle(s) will be accompanied by a walking escort at all times while driving on Park Grounds and, if necessary, I will take care to park my vehicle so that it does not obstruct activities on the Park Grounds. **Vehicles are not allowed to be driven or parked in any grassy area within the park system, except for authorized public events.**

_____ _____

Client Signature Date Dept Authorized Signature Date

THIS PERMIT IS TO BE PROMINENTLY DISPLAYED ON THE VEHICLE AT ALL TIMES IT IS OPERATING OR PARKED ON PARK GROUNDS OTHER THAN PUBLIC STREETS OR PARKING AREAS. A COPY WILL BE RETAINED BY THE DEPARTMENT WITH THE RENTAL APPLICATION.
(Revised 9/21/26)

THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

ADVERTISING BANNER/FLAG APPLICATION

Please return the completed application with payment and artwork attached to the above address.

Sponsoring Organization_____

Contact_____

Address_____

Telephone_____

Email Address_____

General Banner Information

Banners must adhere to the following specifications:

1. Banner dimensions of 7' by 7' at Washington, Riverside, Brandt-Quirk (tennis only) or department approval.
2. Must be constructed of approved perforated material.
3. Available grommets along the top side every 12" and along the bottom side every 12" with at least 3 grommets along the length.
4. Submit artwork/logo including all information to be printed on the banner/flag.
5. The approved group must coordinate the installation and removal of the banner/flag advertisement with the department. The department will not store banners/flags.

Website_____

Email_____

Phone_____

Message_____

Locations:

_____

_____

_____

_____ _____

Signature of Approved Group Contact Date

_____ _____

Signature of City Representative Date

Office Use: Banner $50 x ____ Banners = $_____ Total Received By:_____

THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

2027 FACILITY USE CONTRACT

Organization Name	
Contact Name	
Contact Phone #	
Contact Email	
Contact Mailing Address	
Event Dates	
Event Location	

This contract applies to all renters of ~~diamond/field/court/complex~~ Parks, Recreation, and Foresty facilities in the City of Watertown; and whereas the organization name listed above will be hereinafter referred to as "the Renter" or "Renters," and the Watertown Parks, Recreation, and Forestry Department referred to as "the Department."

SERVICES

The department will provide a clean and maintained facility including restrooms and garbage containers. Ball diamonds, courts, and fields must be prepared and marked by the department's staff on weekdays for games and tournaments ~~only~~. The Renter will be responsible for their own preparation on ~~all other~~ weekend days & holidays, if applicable. The Department will provide initial trash can liners, soap, paper towels, toilet paper, and field mats.

In needed, members of the Parks, Recreation, and Forestry Department may be contacted:

1. EMERGENCY: call 911, or non-emergency police call 920-261-6066
2. Parks Supervisor – 920-390-9208
3. Parks, Recreation, and Forestry Director – 920-342-0403
4. Recreation Manager – 920-342-3853

SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting ~~September 1~~ October 1 for the following year according to the following ~~criteria~~ priority list:

1. Parks, Recreation, and Forestry programs and events.
2. Watertown Unified School district programs and events.
3. Previous Renters in good standing will have an opportunity to schedule on the same dates they used the previous year. If a tournament or event is cancelled two years in a row, those dates will become available for other organizations.
4. New renters deemed to be appropriate for the use of these facilities by the Department's administration.

Hours of Use: Park hours are 5:00 AM to 11:00 PM. ~~Ball~~ Games should not be scheduled prior to 8:00 AM and should end by 10:00 PM.

Contracts and reservations dates for previous Renters must be submitted by ~~November 1~~ October 31 annually ~~2025~~. Dates will be open to new Renters on November 1. All contracts and schedules are due by January 1, ~~2026~~ for facility use in the ~~following~~ upcoming season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be

subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

CANCELLATIONS

The Department ~~should~~ must be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the Department when notified by the Renter and is subject to availability. Any cancellations by the Renter within 14 days of a reservation, including those due to weather, and more than 10 cancellations ~~over~~ more than 14 days in advance of the reservation, will be billed according to the Fee Schedule

FEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be fully paid within 30 days after the reservation. Failure to ~~do so~~ fully pay within 30 days of use will result in forfeiture of the next year's reservation.

Additional supplies and equipment the Department agrees to provide will be charged to the Renter. ~~Also,~~ Any additional cost of cleanup required by the Department due to the operation of the Renter's events will be billed to the Renter in accordance with the Fee Schedule. Any additional fees must be paid within 30 days after reservation.

Condition of Facility Use

A Condition of Facility Use Agreement may be signed by the Renter indicating monetary donations to the Department wherein regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

ACCESS/MAINTENANCE

1. Keys - The Department will provide the keys necessary to access any areas needed for the operation of the event(s). The Renter should make arrangements to pick up keys at least two days in advance of the event(s) at the Parks, Recreation, and Forestry office located at 514 S. First St. during business hours. All keys must be returned to the office or placed in the drop box located at the front of the main entry doors ~~at 514 S. First St.~~ by the next business day.

2. Litter/Grounds – The Renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.

3. Bagged Garbage – All garbage should be bagged in bags provided by the Department. Bags should be left in a designated spot at each location for pick up by department staff. At Brandt-Quirk, bags should be placed in the Department truck.

4. Restrooms – The Department will provide clean restrooms at the start of each day. ~~The department~~ and will ~~also~~ provide initial trash can liners, soap, paper towels, and toilet paper. ~~which~~ The Renter will replace and restock on an as-needed basis, ~~at additional cost~~.with supplies provided by the Department; additional charges apply. The cleanup of unexpected messes during the course of the day ~~should~~ will be cleaned by the Renter.

   Restrooms at certain locations may have capacity limits for usage. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense, e.g. if all diamonds/fields are in use at ~~one~~ the same time, ~~at least~~ a minimum of two portable toilets will be required. The cost of additional portable toilets is fully the Renter's financial responsibility. The Department will reserve the portable toilets on behalf of the Renter.

5. Driving/Parking – The Renter may charge for specific tournament or event parking only at Brandt-Quirk Park, provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking. Renters must not use vehicles, barricades, or other obstructions that block or restrict traffic flow. All access points must remain open and passable, and any temporary setup must be easily movable to allow immediate access for emergency vehicles. All participants and spectators are to abide by the parking laws. Parking on grass is prohibited.

   If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required as well as permission from the Parks, Recreation, and Forestry Director.

Driving/Parking Permit needed? Yes___ No___

6. Advertising/Banners - No form of advertising may be ~~sold to be~~ hung, staked, displayed, etc. on the premises of any diamond, field, court, complex, shelter, restroom, fence, etc. without permission from the Department through a Banner Permit.

   Banner Permit needed? Yes___ No___

7. Scorepad (Brandt-Quirk) –
   Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.

   To turn on:
   Press OFF/ON to turn on.
   It will ask "Scoreboard" press 1 regardless of field your on, then press enter
   It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.

   When games are done put pad in correct shelf and plug charger in.

8. Lighting (Brandt-Quirk) –
   Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.

   Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.
   Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.

   When games are done turn switches with key to OFF. Please return key to storage panel.

9. Field Maintenance -
   At the end of the Renter's event(s), the Renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher's mound. Check with the Department for any uses of irrigation and field equipment.

CONCESSIONS

If the Renter is interested in providing or selling concessions, please use the Concession in Parks Permit; rental fees apply.

The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day or week the stand and equipment should be cleaned to a standard at which it was when opened, and left as found at the end of the tournament, and product removed. The Department and other renters are not liable for any product or equipment which is left in the concession stand after the Renter's use. Grease from food preparation must be taken with the concessions operator. All doors should be locked prior to leaving the facility. Renters are responsible for any equipment or stand damages which may occur during their reservation. A list of equipment available at each stand is available by request.

Renters must comply with all applicable public health and food safety requirements and are responsible for contacting the appropriate local health department to obtain any required permits, licenses, inspections, or approvals before operating.

Concession Permit needed? Yes___ No___

WEATHER CONDITIONS AND PLAYABILITY

The Department will evaluate conditions and make final decisions regarding the playability of the ~~diamonds/fields/complex~~ facilities during times of adverse weather conditions on weekdays until ~~3pm~~ 2:00 PM. Evaluations and playability determination after ~~3pm~~ 2:00 PM on weekdays and at all times on weekends will be handled by the ~~program/event coordinator;~~ Renter. If play does occur, the Renter will accept all responsibility for any damages ~~which may occur~~.

~~Fields~~ Facilities are rented and billed rain or shine. No refunds will be granted unless a letter or verbal appeal is submitted to and approved by the Parks, Recreation, and Forestry Commission.

The Renter may hand rake or use an approved drying agent but should never:

1. Disperse standing water onto any grass areas

2. Rake saturated dirt off the playing surface
3. Use any power equipment on the fields without Parks, Recreation, and F Department permission
4. Attempt to use any type of flammable substance to aid the drying
5. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility
6. Use more than 2 bags of turface per diamond (need for additional ~~may~~ likely means the diamond is in ~~an~~ unplayable condition)

In a large weather event (e.g. flooding, tornado, etc.), the Department will determine playability and accept responsibility for the condition of the fields.

FACILITIES & AMENITIES AVAILABLE

Brandt-Quirk Park:

1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
3. 5 full-size, 9 multi-size soccer fields
4. 10 tennis courts
5. 21-hole disc golf
6. Concession Stands (1 baseball, 1 soccer)
7. Men's and Women's Restrooms
8. 3 Small Covered Shelters
9. Picnic tables and garbage/recycling/charcoal cans
10. Playground
11. Bleachers at 5 diamonds, none at field 0
12. Sun Protection at dugouts

Riverside Park:

1. 2 lighted softball fields (see attached)
2. 1 youth field
3. 4 tennis courts
4. 8 pickleball courts
5. 7 volleyball courts
6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3
7. Concession Stand
8. Playground
9. Restrooms located within walking distance
10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
11. Covered shelter and restrooms at volleyball courts
12. Grills

Washington Park

1. 1 lighted hardball field (see attached)
2. Remote controlled scoreboard
3. Team dugouts
4. Concession Stand
5. Restrooms
6. Covered Shelter
7. Bleachers, picnic tables, benches, garbage/recycling/charcoal cans
8. Playground

Grinwald Park:

1. 2 full-size soccer fields
2. 1 portable toilet
3. Playground
4. Small bleachers

Clark Park

1. 2 tennis courts
2. 1 diamond
3. 1 basketball court
4. 1 volleyball court
5. 1 soccer field
6. Playground
7. Restrooms

8. 2 Covered Shelters

Union Park
1. 1 basketball court
2. Playground
3. Restrooms
4. 1 Covered Shelter

Lincoln Park
1. 1 basketball court
2. 1 diamond
3. 1 volleyball court
4. Playground
5. Restrooms
6. 1 Covered Shelter

Timothy Johnson Park
1. 1 basketball court
2. 1 diamond
3. 1 soccer field
4. Playground
5. Restrooms
6. 1 Covered Shelter

Brandt/Quirk Park Field Dimensions

Diamond 0
Bases: 50, 60
Pitching: 35, 40, 43, 46
150' outfield fence/down the line

Diamond 1
Bases: 50, 60, 65, 70
Pitching: 35, 40, 43, 46, 50
215' outfield fence/down the line

Diamond 2
Bases: 60, 65, 70
Pitching: 40, 43, 46, 50
215' outfield fence/down the line

Diamond 3
Bases: 50, 60, 65, 70, 80
Pitching: 35, 40, 43, 46, 50
215' outfield fence/down the line

Diamond 4
Bases: 50, 60, 65, 70
Pitching: 35, 40, 43, 46, 50
215' outfield fence/down the line

Diamond 5
Bases: 50, 60, 65, 70
Pitching: 35, 40, 43, 46, 50
215' outfield fence/down the line

Riverside Park Field Dimensions

Diamond 1
Bases: 60, 70, 80
Pitching: 40, 43, 46, 50, 54
275' outfield fence/down the line; 290' to center

Diamond 2
Bases: 60, 70, 80
Pitching: 40, 43, 46, 50, 54
275' outfield fence/down the line; 290' to center

Diamond 3

Bases: 50, 60
Pitching: 35, 40, 46
140’ outfield fence/down the line; 180’ to center

Washington Park Dimensions

Diamond
Bases: 60
Pitching: 90
325’ outfield fence/down the line; 375’ to center

INDEMNIFICATION

Neither the Commission, the City of Watertown, or the Director of the Parks Recreation, and Forestry, Department, nor his/her agents shall be liable, and the Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission’s agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

INSURANCE

The Renter shall provide 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 Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the insurance provider 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.

AGREEMENT

I, as the Renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

_____ _____
Renter Signature Date

Approved by agent of the department.

_____ _____
Signature Date

OFFICE USE

___ Facility Use Contract ___ Condition of Facility Use

___ Concession Permit ___ Banner Permit

___ Driving/Parking Permit (paid parking map if applicable)

___ COI

THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

2027 CONDITION OF FACILITY USE AGREEMENT

Organization Name	
Contact Name	
Contact Phone #	
Contact Email	

This contract applies to all renters of ~~diamond/field/court/complex~~ Parks, Recreation, and Foresty facilities in the City of Watertown; and whereas the organization name listed above will be hereinafter referred to as "the Renter" or "Renters," and the Watertown Parks, Recreation, and Forestry Department referred to as "the Department."

CONDITION OF FACILITY USE

A Condition of Facility Use Agreement may be signed by the Renter indicating monetary donations to the Department wherein regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted ~~for the following year.~~

~~Donation~~ Donated monetary funds and their uses must be agreed upon within this agreement by both the Department and Renter, and ~~may or may not be~~ must equal ~~to~~ the actual sum of the regular rental fees ~~which would be waived~~. In-kind donations will not be accepted.

FACILITY USE PAYMENT

Renters must pay the estimated facility use donation amount at the time the rental agreement is signed. After the season or rental period has ended, actual facility use will be reviewed, and the final donation amount will be calculated.

- If actual use is greater than the estimated amount, the Renter will be billed for the additional balance.
- If actual use is less than the estimated amount, a credit will be issued to the Renter.

Additional supplies and equipment the Department agrees to provide during facility use, including during practices, games, and tournaments, will be charged to the Renter. ~~Also,~~ Any additional cost of cleanup required by the Department due to the operation of the Renter's events will be billed to the Renter in accordance with the Parks, Recreation, and Forestry Fee Schedule.

FACILITY UPGRADES

All donated monetary funds will be utilized for ~~diamond/field/court/complex~~ Parks, Recreation, and Forestry facility maintenance and upgrades. The list below includes upgrades noted by the Department and ~~current~~ Renters which may be purchased using donation funds.

1. BQ/Washington – restroom restoration
2. BQ/Washington - irrigation
3. BQ/Washington/Riverside - lighting
4. BQ/Washington – concession stand renovation
5. BQ/Washington – playground renovation
6. BQ/Washington – diamond restoration
7. BQ/Washington – batting cages
8. BQ – fences
9. BQ – restroom at field 0
10. BQ – drainage between diamonds
11. Riverside Volleyball
12. BQ Tennis Courts

UPGRADE SUGGESTION & DONATION AMOUNT

Upgrade Suggestion:_____

(Please attach any supporting documentation, quotes, etc.)

Estimated Donation Amount:_____

End of Season Actual Use Amount:_____

Balance/Credit Due:_____

INDEMNIFICATION

Neither the Commission, the City of Watertown, or the Director of the Parks, Recreation, and Forestry Department, nor his/her agents shall be liable, and the Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insureds on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

AGREEMENT

I, as the Renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

_____ _____

Renter Signature Date

Approved by agent of the department.

_____ _____

Signature Date

THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

POLICIES GOVERNING USE OF THE SENIOR & COMMUNITY CENTER

PURPOSE

The Watertown Senior & Community Center (the Center) is a public facility which is designated to help meet the recreational, social, and cultural needs of the community. ~~As much as~~ When possible, ~~this facility~~ the Center will be made available for city ~~recreational~~ programming and meetings of community groups and organizations. Revenue generated by facility rentals is used to offset operational expenses.

The Center is designated for senior citizen activities and services as well as community and recreation programs. Senior programming has priority Monday through Friday, from 8 a.m. to 4 p.m. However, occasional use of the center for senior programming may take place after hours and weekends. Use of the facilities by outside groups ~~other than the seniors~~ during this time period will be based on availability.

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

Facility access, services, and administrative offices will be closed on designated city holidays, election days, and during scheduled maintenance. Advance notification for all planned closures will be posted on-site and online.

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.

CLASSIFICATIONS

Preference in scheduling will be given to class 1, subject to the approval of the Director of Parks, Recreation, and Forestry. Cancellation of activities of a lesser classification may be necessary to accommodate the functions of a higher class.

Class
1. Programs of, and provided through, the Parks, Recreation, and Forestry Department, and functions of the Watertown municipal government (e.g. elections).
2. Community groups or organizations which have purposes related to public improvement, including non-profit groups. *
3. Private groups, including political and religious services/gatherings, those which charge fees, and for-profit organizations.*

ROOM RENTAL FEES

All rentals are based on per-hour use, including set-up & clean up, and are updated annually according to the Room Rental Application. Taxes are included in fees. Fees and security deposit must be paid at the time of reservation. Resident and non-resident rates apply. Any proposal for reclassification or waiving of fees must be presented to, and approved by, the Parks, Recreation, and Forestry Commission.

- CLASS 1 is exempt from all rental fees and security deposits.
- CLASS 2 must pay an annual fee of $50 for administrative and custodial costs as well as a security deposit. Groups are approved for specific use (i.e. monthly meetings) and limited to 24 uses per year, not to exceed 48 hours total. Any other use may be subject to fees: party, dances, dinners, fundraisers, special events, etc.*
- CLASS 3 is subject to regular per-hour fees and security deposits according to the Room Rental Application.*

*Note: Certain Class 2 and 3 renters may be required to sign a Facility Use Agreement and may be subject to different and/or additional rental fees.

SECURITY DEPOSIT

Security deposits for city residents and non-residents are required by groups except for class 1 for the cleaning and damages. Security Deposits will be refunded in accordance with the policies and Department fee schedule. Non-residents will pay a 50% higher security deposit. If damages exceed the deposit amount, the renter will be billed for the additional costs with payment due ~~within~~ 30 days from invoice date.

ROOM RENTAL APPLICATIONS/FACILITY USE AGREEMENTS

Room Rental Applications are available at the Senior & Community Center office or online. ~~Groups falling into CLASSES 2-3~~ all groups ~~-~~are required to complete the Room Rental Application.

1. Application by groups for permission to use a room on a regularly scheduled basis should be submitted by November 1 for the upcoming year. Requests received after November 1 will be considered on a first-come, first-served basis, subject to availability, and requested dates and times are not guaranteed.
2. Groups and organizations wanting to use a room on random occasions should submit an application as soon as possible, and can be reserved up to one year in advance. Reservations are based on room and staff availability.
3. Applications will be issued to adults only. ~~There must be at least one adult for every 10 minors.~~
4. Rent and security deposit ~~must accompany the~~ are due in full with the application.
5. The Parks, Recreation & Forestry Commission reserves the right to limit the number of rentals or reservations for which each person, group or organization may request/apply each year.
6. **A Facility Use Agreement will be required for any organization or group in class 2-3 which requires long-term or extensive use of the facility, or storage of items or equipment.**

ROOM USE RULES

1. **Hours of Rental** – Rentals may be requested from 8am to 10pm in half hour increments. Rentals outside of these hours require approval from the Director of Parks, Recreation, and Forestry. Set-up and clean-up time must be included in rental hours. Unauthorized use beyond stated rental time will result in additional fees.
2. **City Holidays** - Rentals are permitted provided they do not interfere with existing programs ~~(such as senior dining).~~ A Building Supervisor is required for all holiday rentals that are not conducted by an established organization with the Parks, Recreation, and Forestry Department.
3. **Entrance/Doors** – Front doors will be unlocked 15 minutes prior to your event and lock at the end of rental time. For public safety and facility security, all exterior and fire-rated doors must remain closed at all times. Propping doors open is strictly prohibited.
4. **Attendance Form** – An attendance form should be filled out and placed on the front reception desk or outside drop box.
5. **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~~ Center.
6. **Excessive Cleaning/Damages -** Excessive trash, more than two bags, will result in loss of the security deposit. ~~Additional fees may be imposed and future use restricted for any excessive cleaning beyond the normal cleaning timeframe~~. An additional fee for excessive cleaning required by staff, and any property damage, will be billed to the renter at a rate of $100/hour with a 2-hour minimum charge, in addition to forfeiture of the security deposit. Future use of the Center may be restricted.
7. **Special Services/Equipment -** Each room is equipped with a designated amount of equipment and ~~a basic equipment~~ setup pattern. ~~Certain~~ Additional 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~~ Center or parts thereof.
8. **Security of Building** – The renter is responsible for the security of the ~~building~~ Center 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)~~ rental contact person must remain at the ~~premises~~ Center ~~until the rental end time~~ the entire duration of the rental.
9. **Room Assignment** – Participants of your event must stay in the assigned room to not disturb other renters in the ~~building~~ Center.

10. **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. Failure to these requirements will result in the security deposit being retained.
11. **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.
12. **Prohibited Items** – Alcohol, smoking (also within 25 ft of the ~~building~~ Center), drugs, and glass are prohibited in the building. Only service animals and police canines are allowed inside the ~~building~~ Center.
13. **Prohibited Use** - Renters or groups may not use the Center for their mailing address, return address, or letterhead. The Center is not to be used for personal gain. Profit-oriented use of City recreational facilities ~~is prohibited~~ and solicitation of any kind is prohibited without approval from the Parks, Recreation, and Forestry Department.
14. **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 at the end of your rental, or will be discarded at the renter's expense.
15. **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.
16. **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 Center, will forfeit the security deposit due to lack of supervision and security in the building. Please call Watertown Police Dept for any after-hours cancellations at 920-261-6660.
17. **Non-Emergency** – If you have a non-emergency ~~issue~~ during your rental, please call the Police Department's non-emergency number at 920-261-6660.
18. **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~~ Department 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 Watertown 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 Watertown Senior & Community Center.

SENIOR & COMMUNITY CENTER POLICIES

The Senior Center Advisory Board is ~~additionally~~ organized and governed by the Senior Center Advisory Board By-Laws. The By-Laws ~~also~~ set Senior Center membership eligibility. Membership and other fees are set by the Parks, Recreation & Forestry Commission through the Fees & Charges Policy.

RULES OF CONDUCT

Watertown Senior & Community Center rules of conduct are for the benefit of Center participants and staff. The Center welcomes everyone to enjoy the facility. It is the policy of the Center to provide an environment that is safe, pleasant, and comfortable for all ~~participants~~. Because the Center is owned and operated by the City of Watertown, behavioral activity must be regulated to protect the rights of citizen users and protect the City of Watertown from legal action.

The Senior & Community Center will not tolerate aggressive and abusive behavior, including:

1. Physical threats of harm or assault.
2. Verbal harassment or threat of harm.
3. Abusive or foul language.
4. Sexual harassment and inappropriate sexual behavior.
5. Failure to respond to staff instructions.

Additionally:

1. Participants will not promote ~~racism, ageism,~~ or any ~~other~~ type of discrimination against others.
2. Participants will display good sportsmanship.
3. Participants will settle personal discrepancies among themselves, unless threats of harm to self or others are made. In this case, staff will determine if the police should be called.
4. Participants will act in a nonaggressive and nondisruptive manner, be honest, trustworthy, courteous, and will have patience and understanding for other participants living with aging challenges.
5. Participants must maintain acceptable habits of personal hygiene and cleanliness.
6. Participants must be able to toilet themselves, feed themselves, and be oriented to their current surroundings, unless a caregiver is present (see Caregiver Policy).
7. Participants will be held responsible for any damage or loss resulting from the negligence of users.
8. Participants will avoid unnecessary noise which might disturb other groups using the facility.
9. Gambling is prohibited.
10. Smoking, illegal drugs, and weapons are prohibited.
11. Individuals under the influence of ~~intoxicating beverages~~ alcohol or drugs are not permitted.
12. Any activities involving children shall have adult supervision.
13. Only service animals and police canines are allowed inside the building.
14. Any crime, misdemeanor, or violation of City Ordinance is prohibited.

CANCELLATIONS

All cancellations and delays will follow the same schedule as the Watertown Unified School District for all programming located at schools and the Watertown Senior & Community Center.

~~All outdoor programming playability will be determined by the department by 3pm each weekday. After 3pm and on weekends, playability is determined by the program field supervisor, coach, or renter per the facility use contract.~~

When the Senior & Community Center is designated as a warming/cooling center (with or without extended hours), warming/cooling shelter, or Family Assistance Center, all programming and activities ~~will~~ may be cancelled at that location; the Center will remain open in accordance with the designation.

VOLUNTEERS

All potential volunteers are required to submit a volunteer application on an annual basis. All volunteers over the age of 18 must pass a background check before they begin volunteering.

GUEST & CAREGIVER POLICY

"Guest" is defined as anyone age 50 or older and is not a current member of the center and who wishes to participate in any senior program or activity (e.g. bingo, sheepshead, euchre). "Guests" can participate in any senior program or activity the first time at no charge. Guests who participate in any future senior program or activity will be charged a $1.00 activity fee or asked to join the Center at the current membership rate.

"Caregiver" is defined as anyone who assists a member, or someone eligible to be a member, with participation in a senior program or activity. "Caregivers" can assist a member, or someone eligible to be a member, with participation in any senior program or activity at no charge. The "Caregivers" role is strictly to assist the member, not to participate as an individual. "Caregivers" cannot participate in any senior program or activity on their own merit. Example: "Caregivers" can help members play their bingo cards and assist with marking cards. "Caregivers" can help members play their cards during other card games such as sheepshead or euchre.

GUIDELINES FOR PROGRAM LEADERS

1. The ~~Director~~ Senior Center Manager will make determinations regarding the ability of all program and activity leaders to lead and can appoint or remove a leader from their role.
2. Each program leader must follow, and has the ability to enforce, the above Senior & Community Center Rules of Conduct and ask participants to leave the program if not in compliance.
3. Each program leader must make unbiased decisions and determine fairness.
4. Each program leader must determine standards of game play for each game type and must follow the same standards if multiple leaders oversee the same game type.

Individuals who fail to comply with these rules will be told to leave the building or the police will be summoned. If recurrence, further discipline shall result.

Discipline shall proceed from one level to the next higher level.

1. Verbal warning
2. Written warning
3. Suspension from the Center facilities for 30 days
4. Membership revoked and will not be renewed

To dispute a decision, you may attend a Watertown Parks, Recreation & Forestry Commission meeting to state your case. ~~At least one week advance notification is required.~~

Parks, Recreation, & Forestry Commission approved 11/18/2024
Parks, Recreation, & Forestry Commission approved 9/21/2026

THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPAR
514 S. First St.
Watertown, WI 53094
920-262-8080

Watertown Senior & Community Center

ROOM RENTAL APPLICATION

Choose One: ____Single Event ____Multiple Event (# of meetings, days:_____)

Name of Organization:_____ Event Type:_____

Contact Person:_____ Phone:_____

Address:_____ City:_____ State:____ Zip:_____

Email:_____ Number of People:_____

Date of Reservation:_____

Set-Up Time:_____ Event Start:_____

Event End:_____ Clean Up/:_____
Out of Building Time

Signature:_____ Today's Date:_____

☐ **Parks, Rec, Forestry Dept/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

Equipment/Permits:

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

Presentation Questions:

1. What is the topic?
2. Room/equipment requirements?

***TAX INCLUDED FOR ROOM RENTAL & EQUIPMENT FEES**

OFFICE USE ONLY:

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~~ City activities ~~must~~ take priority for use of the facility. I~~n an effort~~ to ~~obtain maximum~~ maximize use of the C~~facility~~, we schedule outside groups ~~other than city recreation~~. However, as the demand for city recreation activities increases, the nee may be necessary. Should it become 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 8am to 10pm in half hour increments. Rentals outside of these hours require approval from the Director of Parks, Recreation, and Forestry. Set-up and clean-up time must be included in rental hours. Unauthorized use beyond stated rental time will result in additional fees.
2. **City Holidays** - Rentals are permitted provided they do not interfere with existing programs ~~(such as senior dining).~~ A Building Supervisor is required for all holiday rentals that are not conducted by an established organization with the Parks, Recreation, and Forestry Department.
3. **Entrance/Doors** – Front doors will be unlocked 15 minutes prior to your event and lock at the end of rental time. For public safety and facility security, all exterior and fire-rated doors must remain closed at all times. Propping doors open is strictly prohibited.
4. **Attendance Form** – An attendance form should be filled out and placed on the front reception desk or outside drop box.
5. **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~~ Center.
6. **Excessive Cleaning/Damages -** Excessive trash, more than two bags, will result in loss of the security deposit. ~~Additional fees may be imposed and future use restricted for any excessive cleaning beyond the normal cleaning timeframe~~. An additional fee for excessive cleaning required by staff, and any property damage, will be billed to the renter at a rate of $100/hour with a 2-hour minimum charge, in addition to forfeiture of the security deposit. Future use of the Center may be restricted.
7. **Special Services/Equipment -** Each room is equipped with a designated amount of equipment and ~~a basic equipment~~ setup pattern. ~~Certain~~ Additional 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~~ Center or parts thereof.
8. **Security of Building** – The renter is responsible for the security of the ~~building~~ Center 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)~~ rental contact person must remain at the ~~premises~~ Center ~~until the rental end time~~ the entire duration of the rental.
9. **Room Assignment** – Participants of your event must stay in the assigned room to not disturb other renters in the ~~building~~ Center.
10. **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. Failure to follow these requirements will result in the security deposit being retained.
11. **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.
12. **Prohibited Items** – Alcohol, smoking (also within 25 ft of the ~~building~~ Center), drugs, and glass are prohibited in the building. Only service animals and police canines are allowed inside the ~~building~~ Center.
13. **Prohibited Use** - Renters or groups may not use the Center for their mailing address, return address, or letterhead. The Center is not to be used for personal gain. Profit-oriented use of City recreational facilities ~~is prohibited~~ and solicitation of any kind is prohibited without approval from the Parks, Recreation, and Forestry Department.
14. **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 at the end of your rental, or will be discarded at the renter's expense.
15. **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.
16. **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 Center, will forfeit the security deposit due to lack of supervision and security in the building. Please call Watertown Police Dept for any after-hours cancellations at 920-261-6660.
17. **Non-Emergency** – If you have a non-emergency ~~issue~~ during your rental, please call the Police Department's non-emergency number at 920-261-6660.

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~~ Department 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 Watertown 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 Watertown Senior & Community Center.

THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

Watertown Senior Center
2027 MEMBERSHIP APPLICATION

Membership
Applicants must be 50 years of age or older.

Last Name_____ First Name_____

Birthdate_____ Gender (circle) M or F

Address_____ City_____ Zip_____

Home Phone_____ Cell Phone_____

Email_____

Were you ever a member of the Senior Center? Yes No If so, when_____

How did you learn of the Center?_____

Emergency Contact Information:

Name_____ Relationship_____ Phone_____

Monthly Newsletter
☐ Email – FREE
☐ Mail – $18.00/year
☐ I do not wish to be sent the newsletter

2027 Membership Rates
Annual Membership Rates: $12.00/city resident, $18.00/non-city resident (circle one)
Mailed Newsletter Subscription (if selected above): $_____
Optional Donation to Support Center Programs & Supplies: $_____
TOTAL ENCLOSED: $_____

Payment Options
We accept cash, checks, and credit cards. (A processing fee applies to card payments.)

Please make checks payable to "City of Watertown" and return to:
Watertown Senior & Community Center
514 S. First Street • Watertown, WI 53094

I understand the inherent risk of injury that may be involved while participating in programs at the Watertown Senior & Community Center and verify that I am medically fit to participate. I give my permission to the supervisors of this program to take the proper necessary steps in case I am in need of emergency medical attention. I also release the sponsoring groups and their agents from any and all claims arising from my participation in activities at the Senior Center.

Signature_____ Date_____

Please indicate areas of interest:

__Animals	__Bowling	__Computer	__Gardening	__Sports	__Antiques	__Bridge	__Cooking/Baking
__Genealogy	__Swimming	__Art	__Camping	__Crafts	__Golfing	__Theatre	__Astronomy
__Card Games	__Crochet/Knit	__Movies	__Travel	__Biking	__Cars	__Dancing	__Music/Singing
__Walking	__Bingo	__Ceramics	__Exercise Class	__Needlepoint	__Woodwork		__Bird Watching
__Writing	__Fishing/Hunting		__Scrapbooking	__Checkers/Chess		__Bookkeeping	
__Church	__Flowers	__Sewing	__Books/Reading		__Socialize	__Games (other)	

__Other_____

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PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

~~2026 Combination / Aquatic Center / Indoor Pool Pass~~

2027 AQUATIC PASSES

The Watertown Park, ~~and~~ Recreation, and Forestry Department is offering individual~~,~~ and combination pass for use at the Watertown Indoor Pool at Riverside Middle School (year-round) and at the Watertown Aquatic Center at Riverside Park (seasonally). A family pass may consist of 5 people with some relation or caregiver status. There is a $20 charge for each additional person living in the household beyond the 5 people (example: nieces, nephews, cousins, aunts, uncles, babysitter, grandparents, grandchildren, etc.). Please note that proof of residency may be requested. Taxes are included in the fees. ~~The yearly pass is~~ Passes are good for all lap swim and open swim hours. ***By filling out the form ~~below will give the City of Watertown permission to have their picture taken.~~*** I give my permission to use any photos taken for advertising purposes by the City of Watertown.

All passes may be purchased online at https://watertownwi.recdesk.com, or at the Watertown Park, ~~and~~ Recreation, and Forestry Department Office at ~~(~~514 S. First Street~~)~~. **Season Passes may not be purchased at the pools.**

***All passes expire 12/31**

	COMBINATION YEARLY PASS		AQUATIC CENTER ~~Season June 13-Aug. 16, 2026~~		INDOOR POOL Closed Annually in Spring for Maintenance ~~April 6 –~~ May ~~10, 2026~~	
PASSES	**CITY RESIDENT**	**NON-CITY RESIDENT**	**CITY RESIDENT**	**NON-CITY RESIDENT**	**CITY RESIDENT**	**NON-CITY RESIDENT**
Individual Youth (~~2~~3-17)	$82.00	$123.00	$35.00	$52.50	$59.00	$88.50
Individual Adult (18-64)	$117.00	$175.50	$59.00	$88.50	$82.00	$123.00
Individual Senior (65+)	$82.00	$123.00	$35.00	$52.50	$59.00	$88.50
Family	$246.00	$369.00	$117.00	$175.50	$152.00	$228.00

ADDRESS:_____CITY:_____PHONE:_____

EMAIL:_____

First & Last Name		Relationship	Age
+$20			
+$20			

~~The yearly pass is good for all lap swim and open swim hours.~~

For Office Use Only

Office Init: _____ Fee Paid: _____ Date:_____

WATERTOWN PARK AND RECREATION DEPARTMENT
WATERTOWN INDOOR POOL and AQUATIC CENTER RULES

The successful operation of the Watertown Aquatic Center and Indoor Pool is dependent not only on the efforts of a quali you, the user of the facility. Please review the information below. Your cooperation will help ensure a safe and enjoyable experience at the pool. Failure to follow the directions of the aquatics staff may result in pool privileges being revoked.

General Pool Rules

1. Do not enter the pool if you have a communicable disease or an open cut. [ACTP 76.29(1)(b)1.a.]
2. Do not bring food, drink, gum, or drug products (including but not limited to alcohol, tobacco, vaping/e-cigarettes) into the pool and pool areas. [ACTP 76.29(1)(b)1.b.]
3. All swimmers must take a shower before entering the pool. [ACTP 76.29(1)(b)1.c.]
4. Do not run or engage in rough play in the pool and pool areas. [ACTP 76.29(1)(b)1.d.]
5. Do not bring animals into the pool area. [ACTP 76.29(1)(b)1.e.]
6. Diaper changing on pool deck is prohibited. [ACTP 76.29(1)(b)1.f.] Baby changing stations are available in locker rooms.
7. Glass and/or items that easily shatter are prohibited in the pool area. [ACTP 76.29(1)(b)1.g.]
8. Appropriate swim attire must be worn. No cut-offs. Jean shorts, street clothes, swimming attire that does not cover appropriately (for family facility) or attire with zippers, brass rivets and/or metal adornments allowed in the pool.
9. Children 8 and under must be accompanied and supervised at all times by a responsible adult caregiver who is within arm's reach of the child in the water at all times. The minimum age of a child to be dropped off at either pool alone is 12 years of age.
10. Season pass may only be used by the person listed on the season pass card. Persons who misuse their season pass will have their swim privileges revoked.
11. US Coast Guard approved life jackets only. Life jackets are not permitted in the deep end or slides. Participants wearing a life jacket must be supervised by a caregiver and within arm's reach at all times.
12. Be respectful of and follow the directions of the aquatics staff at all times.

Watertown Aquatic Center Specific Rules	**Watertown Indoor Pool Specific Rules**
1. Season pass or daily fees are required for all persons who enter the facility, including those who are not planning to swim. 2. No carry-ins of any kind are allowed (coolers, food, drinks). 3. During any designated adult swim, patrons under the age of 18 must exit the water. Only patrons 18 years or older will be allowed in the pool.	1. Facility doors are not unlocked early. No early arrivals or staying past scheduled swim times. 2. Swimming equipment is the property of the ~~aquatics~~ Watertown Park, Recreation & Forestry Department and only available at the discretion of ~~aquatic~~ Watertown Park, Recreation & Forestry staff. ~~3. No admittance into facility unless during pool programs.~~

Waterslide Rules*	**Plunge ~~Drop~~ slide Rules**	**Diving Board Rules**
1. One ~~(1)~~ rider at a time. Wait until the landing area is clear before entering the slide. 2. Slide in a sitting position or on back only. 3. Do not attempt to stop the slide. 4. Leave plunge area immediately. 5. Wearing glasses or goggles on the slide is prohibited. 6. ~~**WARNING:** Water depth is only~~ To Ride users must be 3 feet 6 inches or taller. 7. Personal floatation devices are not allowed.	1. One ~~(1)~~ rider at a time. Wait until the landing area is clear before entering slide. 2. Slide on back in a laying position only. 3. Do not attempt to stop in the slide. 4. Leave the plunge area immediately. 5. Wearing glasses or goggles on the slide is prohibited 6. **WARNING:** Water depth is 12 feet. 7. Swim test required for users ages 13 & under. 8. Personal floatation devices are not allowed.	1. One ~~(1)~~ ~~person~~ user at a time. 2. No dangerous activity on the board. 3. One ~~(1)~~ bounce on the board. 4. No swimming in the diving area. 5. Wearing glasses or goggles on the slide is prohibited 6. **WARNING:** Water depth is 12 feet. 7. Swim test required for ages 13 & under. 8. Personal floatation devices are not allowed.

~~* note: minimum height of 3'6" is required to ride. signage is posted at the entry of the water slide.~~

~~Management~~Staff reserves the right to refuse admittance to, or eject from the premises, any persons failing to comply with any health and safety regulation or facility policy. Management decision regarding any rules is final. Refunds on admissions or season passes will not be given.

Severe Weather/Closing Procedures for the WAC:

a. If severe weather is in the area, patrons will be informed. The facility will close for thunder, lightning, ~~dangerous looking clouds,~~ tornado warnings, or other severe weather. It is especially important that parents provide their children with a safe transportation plan should it be necessary to close the center early.
b. The pool will not open when the air temperature is less than ~~65~~ 72 degrees or the extended forecast is not favorable.
c. ~~The pool~~Staff reserves the right to close due to low attendance, ~~(~~less than 50 patrons~~)~~, with a one-hour notice.
d. ~~The pool~~ Staff reserves the right to close areas of the facility due to staffing shortages.
e. Pool schedule/dates and times subject to change.
f. Air quality >200, the Watertown Aquatic Center will be closed per City of Watertown policy.

THE CITY OF WATERTOWN

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger, Senior Center, Enrichment, and Office Manager

Date: 9/21/2026

Subject: Sponsorship of 2026 Quarterly Birthday Parties – The Heritage

Background

The Watertown Senior & Community Center hosts quarterly birthday parties for members throughout the year. These events provide an opportunity for participants to gather, socialize, and celebrate birthdays with fellow Center members.

The Heritage has generously offered to sponsor the two remaining quarterly birthday parties in 2026 for an amount totaling $250. The sponsorship will help offset the cost of providing refreshments and other expenses associated with the events.

As part of the sponsorship, The Heritage will be recognized at the events and in appropriate Center promotional materials.

Budget Goal

This sponsorship aligns with the following 2026 operational goal:

2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

The sponsorship supports opportunities for social engagement and helps the Department provide quality programming while utilizing community partnerships to supplement available resources.

Financial Impact

The sponsorship will provide financial support toward the costs associated with the two remaining 2026 quarterly birthday parties. This will reduce the amount that would otherwise need to be covered through the Senior & Community Center's fundraising budget.

There is no additional expense to the City associated with accepting the sponsorship.

2026 Watertown Aquatic Center Annual Report - *Ryan Schmidt, Director*

In 1993 the Watertown Aquatic Center (WAC) opened to the public. Since 1993, the WAC has undergone changes and improvements to make it the exceptional facility that it is. The WAC has two main swimming areas, the main pool and deep end. The main pool ranges from zero-depth entry on the north end up to 5' 9" of depth before the deep end. During open swim hours WAC Staff reserves two lanes for lap swimming only. The deep end, located on the south end of the WAC, has a maximum depth of 12' and houses two attractions: a 24' plunge slide - known as The Plunger, and a one-meter commercial diving board. Starting in 2026, the WAC required that swimmers ages 13 and under take a swim test to use the deep end. Swim tests were administered every 30 minutes by a WAC Manager or Head Guard. Additionally, the WAC has a 216' Flume Slide, with the catch pool at the bottom. The maximum depth of the catch pool is 3' 3". Patrons must be 42" to use the Flume Slide. Updated admission fees for the 2026 season were $5 for city of Watertown residents and $7.50 for non-residents. Children ages 2 and under are not charged an admissions fee.

Staffing

The Parks, Recreation & Forestry Department started the 2026 season with a new Director. It was decided that a seasonal, full-time Aquatics Manager would be beneficial to the Aquatics Division. The 2026 staffing numbers at the WAC were as follows:

- 1 Seasonal, Full-Time Aquatics Manager – new in 2026 after Full-Time Aquatics Manager Removed from City Budget
- 3 Managers – same as 2025
- 3 Head Guards – up from 2 in 2025
- 17 Lifeguards – up from 16 in 2025
- 4 Slide Attendants – same as 2025
- 5 Lead Concessions Workers – up from 2 in 2025
- 6 Concessions and Front Desk Staff – down from 7 in 2025
- 4 Slide Attendants – up from 2 in 2025

Looking ahead to the 2027 Watertown Aquatic Center season, it is anticipated that Aquatic Center staffing levels will remain similar with small adjustments in roles. Desired 2027 staffing levels are as follows:

- 1 Full-Time Aquatics Manager
- 3 Managers
- 22 Lifeguards
- 3 Lead Concessions Workers
- 9 Concessions and Front Desk Staff
- 4 Slide Attendants

In 2026 the majority of the Lifeguarding Staff were first or second year Lifeguards. I anticipate that many of these Lifeguards will be WAC employees in Summer 2027. For the 2027 WAC season the Aquatics Division will need to hire and train approximately seven new Lifeguards.

Hours of Operation and Weather Statistics

The WAC was slated to be open from 11:00am - 6:00pm beginning Saturday, June 13 through Sunday, August 16. The season began later than it historically has due to the new Director and the Aquatics Manager not being available to begin work until May 26th. The WAC was open to some extent on 52 of 64 possible dates in 2026. The 12 dates that the WAC did not open in 2026 were due to low temperatures, rain, low attendance, a mechanical issue, and four days of poor air quality. Managers and Head Guards were instructed to keep the WAC open if there were sufficient patrons to justify doing so. When the WAC closed early during an

operational day an announcement was posted on the Parks, Recreation & Forestry Department F
Staff made an announcement over the PA system, the Front Desk Worker told all incoming patrons that we would be closing at the determined time, and Staff posted signs on the door stating that it was our intention to close at a specific time.

Water Quality

To maintain safe swimming conditions, Parks Staff, Managers, and Head Guards frequently check the pool's chemistry throughout the day. Managers and Head Guards check the free chlorine, PH level, and refill chlorine tablets as needed. After closing on Mondays, Wednesdays, and Fridays Managers throw three scoops of shock (concentrated doses of chlorine) into the pool to eliminate bacteria and refresh the pool's sanitation.

Managers and Head Guards made sure to maintain the ideal chlorine level of 2.0ppm to 5.0ppm. Although there were times that the chlorine level was higher than 5.0ppm, it never went above the safe level of 10.0ppm. When the chlorine level was above 5.0ppm a Pool Operator on the Parks Staff was always made aware and assisted with trouble-shooting. Manager and Head Guards also made sure PH did not go below the safe level of 7.2, or above the safe level of 7.8.

There were a few fecal incidents over the course of the summer that were minor. In these instances, an announcement would be made over the PA system for everyone to clear the pool. Managers and Head Guards would then test the pool's chemistry levels in the area and work to clean up the situation. Lifeguards would walk around the pool deck to answer questions and keep patrons updated. Managers and head guards would clean up the area and shock the pool and backwash the pool as needed.

Attendance

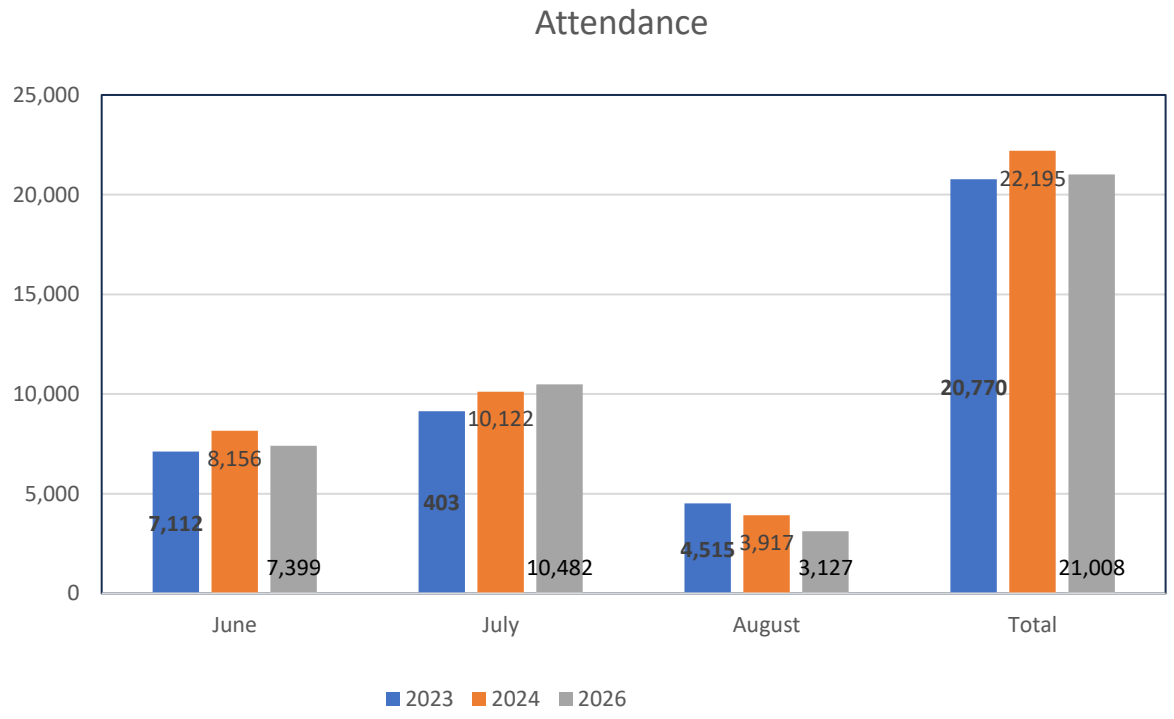
The WAC hosted 21,008 users in the summer of 2026. This number includes paying resident open swim users, paying non-resident open swim users, and Season Pass users. The busiest day of the season was Saturday, June 29th, where there were 800 users at the Aquatic Center. Attendance was not logged for the majority of the 2025 season; a year-to-year comparison is not fully available.

Daily Attendance

Daily Users	2023	2024	2026
Closed	14	11	12
1 – 99	5	4	3
100 – 299	25	30	18
300 – 499	22	18	20
500 - 699	10	14	10
700+	1	1	1

There are three ways to gain admission into the WAC: resident daily passes, non-resident daily pa
of a season pass.

User Breakdown	Resident	Non-resident	Season Pass Use	Total
June	2,055	550	4,794	**7,399**
July	4,397	1,897	4,188	**10,482**
August	1,086	540	1,501	**3,127**
Total	**7,538**	**2,987**	**7,878**	**21,008**



Combo and WAC Passes

Combination passes can be used to get into the WAC and the Indoor Pool. Combination Passes are valid for use through December 31st each year.

	2026 Passes				
	Family	**Adult**	**Senior**	**Youth**	**TOTAL**
Combo Passes	10	12	12	1	35
WAC Only Passes	218	17	30	30	295
Total	228	29	42	31	**330**

Revenues and Expenditures

Watertown Aquatic Center Income Statement - Summer 2026			
	2024	**2025**	**2026**
Revenues			
Gross Profit (admission, season passes, concessions)	**$122,870**	**$130,095**	**$140,245****
Expenses			
Prorated Aquatics Manager Wage	15,000*	16,614*	0
Overtime	1,414	3,684	1,095
Part-time Salaries	116,213	101,282	104,562
Contracts/Services	3,625	4,294	1,986
Supplies and Expenses	3,072	5,465	7,402
Repairs	11,952	14,594	10,000**
Trainings	1,384	1,789	678
Fuel	3,523	5,737	6,000**
Electric	18,331	15,281	15,232**
Water	14,208	14,396	18,900**
Telephone	703	1,355	1,527**
Social Security	7,293	6,505	6,550
Medicare	1,706	1,521	1,532
Chemicals	27,725	25,506	25,674
Uniforms	1,971	2,355	1,869
Concessions Supplies	26,436	23,579	24,786
Total Expenses	**$254,194**	**$243,957**	**$227,793****
Total			
Operating Income (Loss)	**$(131,342)**	**$(113,862)**	**$(87,548)****

* = ¼ of Aquatics Manager salary, no benefits

** = Firm estimates for 2026, these numbers will differ before 2026 finances are completed

Safety and Incident Reports

I am fortunate to have Staff who took their positions and the responsibilities that come with them seriously. During the 2026 season there were a handful of Lifeguard assists/saves which mostly involved younger patrons not being able to complete the swim test. Lifeguards did a great job of paying attention to their entire zone and properly executing the few saves that did not occur during a swim test.

During the 2026 WAC season, the most common medical incidents that occurred were bloody noses, small cuts, and bee stings. A few times throughout the summer a patron would hit their head while going down the plunge slide. When this occurred Staff were prepared to help by giving the injured an ice pack and monitoring them for any symptoms of a further injury. The WAC had no major medical incidents in the 2026 season.

There were a handful of patron infractions that caused patron(s) to be removed from the WAC for the day or the remainder of the summer. When these removals occurred WAC Manager were always professional and the patron(s) involved were cooperative with the enforcement.

Recommendations for 2027

1. Open closer to Memorial Day if staffing availability allows.
2. Purchase additional lifejackets for patrons to use.
3. Continue to strive for a 50% profit margin on all concession items sold.
4. Continue to remain open during Riverfest weekend.
5. Look into feasibility of adding morning lap swim and/or fitness classes to the facility schedule.