



City of Montello

P.O. Box 39

20 Underwood Avenue

Montello, WI 53949

608-297-2727 – Fax: 608-297-7151

Park Reservations

Please fill out the enclosed form and return to:

City of Montello Park Reservations

Attn: Marie

PO Box 39

Montello, WI 53949

All park reservations require a \$50 security deposit as well as a non-refundable fee based on the chosen building. You may pick up keys for the bathrooms at Montello City Hall the Friday before your reservation no later than 3:00 pm. The security deposit will be returned upon inspection after use of facilities.

You may view a calendar of availability online at cityofmontello.com

Thank you.

Marie

City of Montello

Park Reservations

608-297-2727 ext. 2

MONTELLO CITY PARK

APPLICATION AND RULES FOR USE OF THE PARK FACILITIES

1. Application for use of park will include name, telephone number, date of reservation, facility reserved, time of arrival and departure, amount due, and signature (if not by phone.)
2. In case of conflict of dates and times, the Park Board shall have the authority to decide which has preference. This being a City park, local groups or organizations shall have priority.
3. The park and its facilities must be left in a clean presentable condition. Applicants will be held responsible for any damage done to the park and the rented facilities.
4. No concessions will be allowed except as provided for in the City Park Ordinance (Refer to Ordinance.)
5. All provisions of the City Park Ordinance shall be followed and respected.
6. Failure to comply with above rules and within the City Park Ordinance will lead to possible fines and your security deposit will be forfeited.
7. The following non-refundable fees must be paid WITHIN TWO WEEKS of making reservation:

Per Day Fees:

Wells Point Park \$10

City Park ***\$40 Shelter *\$60 Pavilion *\$150 Concession Building/Kitchen/Park**
***Requires \$50 Security Deposit (Will be refunded upon inspection of park facility following your scheduled event)**

Ball Diamond Public Use -0-

Ball Diamond Organization Use \$10

DATE: _____ NAME OF GROUP: _____

NAME/ADDRESS OF APPLICANT: _____ Tel # _____

Facility Reserved: _____ Time of Arrival/Departure: _____ - _____

Facility Amount Paid: _____ Security Deposit Paid: _____

SIGNATURE OF APPLICANT: _____

COMMENTS: _____

Chapter 240: Parks and Recreation

[HISTORY: Adopted by the Common Council of the City of Montello 5-7-1984 as Title 7, Ch. 8 of the 1984 Code. Amendments noted where applicable.]

GENERAL REFERENCES

Animals — See Ch. 117.

Alcoholic beverages — See Ch. 203.

Peace and good order — See Ch. 245.

§ 240-1 Park regulations.

[Amended 6-3-1996]

- A. Hours.
- (1) Ballplaying: 10:30 p.m. (no ball game will normally extend beyond the 10:30 p.m. limit except for extenuating circumstances which would cause a delay).
 - (2) Band/music: 10:30 p.m. shutdown.
 - (3) Organizational functions: the bar will be closed at 11:00 p.m.
- B. It shall be unlawful for any person or persons to disturb, molest, deface, remove, or destroy any trees, shrubs, plants, or other natural growth, to carve on any rocks, signs, walls or structures, to drive nails in trees, or to injure or deface in any manner any park building, sign, fences or other City property.
- C. Dogs or any other domesticated animal shall not be allowed in the City Park, except for seeing-eye dogs. (In special circumstances, permission must be granted by the Park Board.)
- D. No person shall bring or carry into the Park any beverage unless it is in a nonbreakable container.
- E. No person or persons shall solicit, transact or conduct any business of any nature in or upon said Park without first having obtained the written consent of the Park Board.
- F. It shall be unlawful for any person to camp in the City Park, whether by tent, camper, trailer or motor home, after 10:00 p.m.
- G. It shall be unlawful for any person to operate or otherwise bring upon the City Park (exclusive of parking areas) any motor vehicle, motorcycle, minibike, bicycle or any other vehicle, except beer trucks, emergency vehicles, chicken trucks, antique cars on special occasions and maintenance vehicles.
- H. Four parking stalls will be reserved for members of the Montello Fire Department.
- I. No person shall occupy a space within 50 feet north, northeast and east of the backstop during any ball game except in the spectators' stand provided therefor.
- J. The Park Board is authorized and directed to procure, erect and maintain signs in such locations so as to give adequate notice of the restrictions contained in this section.

§ 240-2 Use of concession stand and shelters by local organizations.

[Amended 4-7-1986; 6-3-1996]

- A. Reservations for use of Park facilities must be made after January 1 of each year on a first come, first served basis.
- B. Reservations shall be made with the City Clerk-Treasurer.
- C. Applications shall be obtained from the City Clerk-Treasurer.
- D. Keys for the buildings shall be gotten from the City Clerk-Treasurer (during regular office hours only). They may only be picked up 24 hours before the event begins and must be returned within 24 hours after the event ends.

- E. Applications shall be filled out and returned to the City Clerk-Treasurer with a fee to be determined by the Council.^[1]
 [1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- F. No beer or any beverage shall be served in a glass container. All empty cases and cans shall be removed or thrown in trash cans. All bread racks and boxes shall be stored in a neat and orderly manner until picked up.
- G. If beer taps are used, empty barrels must be removed. Lines and faucets must be cleaned. Drains and taps must be removed, washed in soap and hot water and replaced. Bars must be wiped clean. Doors on tapers are to be left open.
- H. If coolers or refrigerators are used, make sure unused or partially used containers are removed. Clean out the inside, turn off power and leave doors open.
- I. Grills must be scraped clean and re-oiled. Make sure gas and exhaust fans are turned off.
- J. All trash cans will be removed from the buildings and all refuse is to be removed from the Park area.
- K. Exterior light bulbs must be furnished by the user for lighting of sheltered area, if needed. They must also be removed after use and the power shut off.
- L. Barbecue grills or pits must have hot coals extinguished at day's end.
- M. Before leaving, be sure sink is washed out, floor is swept, all windows and doors are locked and lights are out.
- N. All paper products are to be furnished by the organization.^[2]
 [2] *Editor's Note: Original § 7-8-2(o), which immediately followed this subsection and dealt with gas furnished by the organization, was deleted at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- O. Park and facilities must be cleaned up by 12:00 noon the following day or after first day of the event or there will be an extra charge per hour to have it cleaned, the charge to be based on park maintenance person salary.
- P. All applications for licenses to serve beer must be made out at the same time application for use of the Park is made out and returned to City Clerk-Treasurer for issuing special license.

§ 240-3 Use of Community Room.

- A. Definitions. As used in this section, the following terms shall have the meanings indicated:

COMMUNITY ROOM AND KITCHEN

The large room and kitchen located on the west side of the Municipal Building.

LOCAL RESIDENT

Any person whose bona fide domicile is and has been for more than 30 days in the City of Montello.

outside organizations. Any group, club, organization or fraternal group not headquartered in the City of Montello or any club or organization sponsored or derived from any profit-making company, establishment or organization shall pay the nonresident rate.

fees.^[1]

1) Community Room: \$30.

2) Kitchen: \$10.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

kitchen facilities:

1) In addition to other fees, if the kitchen is used on any day prior to the actual function for which the hall is rented, there shall be an additional charge of \$10 in all cases.^[2]

[2] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

2) Kitchen facilities should be cleaned by the applicant no later than 24 hours following the function for which the hall was rented.

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pplication for permit.

- 1) Application in writing in such form as the Clerk-Treasurer shall require shall be made to the Clerk-Treasurer of the City of Montello for use of the meeting room and kitchen.
- 2) The application shall state:
 - (a) Date of application.
 - (b) Name of applicant and his address of residence and occupation.

emption from fees. No organization, firm or group, society or corporation shall be permitted to use any of the above facilities of the City without first paying to the City Clerk-Treasurer the above fees, excepting that in the following cases no fees shall be charged:

- 1) Regularly scheduled meetings of a nonprofit organization where the headquarters of said organization is located in the City of Montello and it is known as a Montello organization.
- 2) When any specific group, firm, society or corporation shall be specifically exempted by action of the Common Council by resolution or otherwise.

miscellaneous regulations:

- 1) Church service. No part of the Municipal Building shall be used for church services, Sunday School or other religious purposes where religious rites shall be conducted.
- 2) Alcoholic beverages and food. No alcoholic beverage or food shall be permitted outside of the Community Room.
- 3) Public dance prohibited. No applicant shall hold a dance in the Municipal Building which is open to the general public or to which an admission fee is charged.

interpretation. Should any question arise concerning the interpretation or application of these rules to any particular person, firm, group or corporation, or in any particular circumstances, the decision of the Mayor shall govern, provided that the aggrieved party may appeal to the Common Council, and the action of the Council after affording the applicant a reasonable appointment to be heard shall be final.^[3]

[3] Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

