

City of Antigo

Park and Recreation Department

Park and Shelter Policies and Procedures

The following is an abbreviated list of the park policies and procedures. As the responsible individual reserving a park shelter, facility or ball field, I agree to abide by the complete park policies and procedures.

- Park Hours: 7:00 am – dusk, unless you have a valid park facility reservation.
- Shelter Hours: 7:00 am – 8:30 pm
 - Note: The City of Antigo is not responsible for any personal items left after closing hours.

Damage, Repairs, Clean-up and Accidents

- Any damage to City Property will be the responsibility of the program/event sponsor. Repair work or restitution will be billed by the appropriate City of Antigo Department. Any deposits will be forfeited and subtracted from the total cost of repairs.
- The responsible party for the reservation shall notify the Park, Cemetery and Recreation Supervisor and/or designee of any damage which may have occurred while the group used the facility within three days of the occurrence.
- The responsible party will notify the Park, Cemetery and Recreation Supervisor and/or designee of any injuries and/or accidents involving participants occurring during the group or organization's use of the facility within 24 hours of the incident.
- Organizations shall provide for the general clean-up of the area used and place all refuse in the provided trash containers.
- Depositing rubbish or litter in any park or public property is prohibited. No person shall place or deposit any filth, ashes, embers, dirt, garbage, rubbish, paper or other litter, refuse or offensive matter in or on any park or other public property.

Vehicles and Parking

- Only City of Antigo authorized vehicles are allowed in the park. Motor vehicles are restricted to the roads and drives and parking areas. No motor vehicles may be used on the seeded areas except vehicles which have Park, Cemetery and Recreation Department authorization for shows, rides or exhibits and then only for the purpose of loading and unloading. Disregard for this policy will result in fines.
- No person shall park any motor vehicle in any park in the city except in a designated parking area.

Camping

- Camping in all city parks is prohibited, except in the city campground, unless prior authorization by the Common Council is granted for a special event permit and the appropriate permits have been completed.

General Facility Use Information

- The use of any equipment which may damage any portion of the facility is prohibited. No nails, screws, staples or tacks may be used on any facility, structure or trees. If tape or string is used it must be removed.
- All setups and hookups are subject to the discretion of the Park, Cemetery and Recreation Supervisor and/or designee.
- Noise levels from crowds, musical instruments, stereos, etc. must be kept to a moderate level.
- No park equipment, benches, seats or tables may be removed unless authorized by the Park, Cemetery and Recreation Department.
- If you are planning on having an event or party tent requiring stakes, it is your responsibility to contact Digger's Hotline (1-800-242-8511) prior to the event.
- All persons using a park shelter or ball field will relinquish their use to the holder of a facility reservation form.
- Glass beverage bottles or glass containers of any kind are not allowed in the parks for the safety of those utilizing our facilities.
- Fires must be contained within grills and shall be used only in designated picnic areas. Coals must be thoroughly extinguished to prevent fire or damage to any park property.

Service Requests

Various community events require the use of city services for event preparation and clean-up. The City of Antigo may provide these services with the following limitations:

- All preparation and clean-up must occur during normally scheduled business hours.
- A minimum fee of \$100.00 for non-emergency call-outs to the City of Antigo staff will be assessed to the requesting party or individual. Any individual or group requiring the assistance of City staff outside of normally scheduled hours, without prior approval, has the responsibility to cover the costs of the additional time in labor and machinery for the time needed to respond to and investigate the call. There shall be a minimum charge of \$100.00. Any additional charges will be the council approved and established outside labor rates.
- When provided, equipment becomes the responsibility of the group or organization using it. The equipment is also subject to fees determined by the Common Council.
- If any type of work, event preparation or clean-up is to occur on city property, it is the responsibility of the responsible individual to carry the required insurance, file the appropriate paperwork and documentation with the Clerk-Treasurer and notify the City of plans with an event permit when applicable.