

# CITY OF JUNEAU PARKS RENTAL APPLICATION

Contact Person: \_\_\_\_\_ Phone# \_\_\_\_\_ Date of Application \_\_\_\_\_

Address: \_\_\_\_\_

Type of Gathering: \_\_\_\_\_ Number of adults expected: \_\_\_\_\_  
 (Example: Family Picnic or Softball Tournament)

Date of Gathering: \_\_\_\_\_ Time – Start: \_\_\_\_\_ End: \_\_\_\_\_

Type of beverage to consume: \_\_\_\_\_ (Must be filled in). License to Consume Beer/Alcohol in Park must be paid for at this time.

**A two weeks notice of cancellation must be given before the event for a full refund. Temporary liquor licenses are not refundable. If cancellation is less than two weeks NO refund is given. \*\*\*Note \$20.00 refund will not be given back until the building has been checked and authorized by the proper personnel and key has been returned (if applicable). REFUND WILL BE GIVEN 7 - 10 DAYS FROM THE DATE OF AUTHORIZATION.**

\_\_\_\_\_  
Signature of Applicant

**Name of Park Building:**

Addie Joss Concession Stand  Resident  Non-Resident  Deposit \$ \_\_\_\_\_  
 \_\_\_ Key Number

Juneau Softball Concession Stand  Resident  Non-Resident  Deposit \$ \_\_\_\_\_  
 \_\_\_ Key Number

Open Shelter  Resident  Non-Resident  Deposit \$ \_\_\_\_\_

Chamber Shelter **AVAILABLE ON FIRST COME, FIRST SERVE BASIS** \$ No Charge

Wild Goose Shelter  Resident  Non-Resident  Deposit \$ \_\_\_\_\_

**Athletic Fields:**

Addie Joss Field  Resident  Non-Resident  Deposit \$ \_\_\_\_\_

Softball Field  Resident  Non-Resident  Deposit \$ \_\_\_\_\_

Little League Field  Resident  Non-Resident  Deposit \$ \_\_\_\_\_

Volleyball Courts  Resident  Non-Resident  Deposit \$ \_\_\_\_\_

Soccer Fields  Resident  Non-Resident  Deposit \$ \_\_\_\_\_

Basketball Courts  Resident  Non-Resident  Deposit \$ \_\_\_\_\_

Tennis Courts  Resident  Non-Resident  Deposit \$ \_\_\_\_\_

License to Consume Alcohol in Park (\$5.00) \$ \_\_\_\_\_

Lights for the Athletic Fields \$ \_\_\_\_\_

**Total Amount Due:** \$ \_\_\_\_\_

Total Paid: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

**MAKE 5 COPIES: CHAD – GAIL – SANDY – SCHULTZ – CUSTOMER**

**CODING: RENTAL FEES #906 DEPOSIT #907 TEMP BEER #909**

## Juneau Park Rental Fees

Facilities	Resident Rental	Nonresident Rental	Deposit
Addie Joss Concession Stand	\$20	\$40	\$20
Juneau Softball Concession Stand	\$20	\$40	\$20
Open Shelter	\$20	\$40	\$20
Chamber Shelter (Use on first come basis)	No Charge	No Charge	None
Wild Goose Shelter	\$20	\$40	\$20
<b>All Ball Diamonds, Soccer Fields, Tennis Courts, Volleyball Courts (Up to 3 Hours)</b>	\$25/Field		\$25
<b>Tournaments (Baseball, Softball, Soccer, Volleyball, Basketball)</b>	\$100/Field/Day		\$100
Lights needed for fields	\$10/Field/Day		
<b>Beer Permit</b>	\$5		
Field availability is subject to cancellation by City Staff due to poor weather conditions			

### Rental Guidelines

1. Applications must be turned in with deposit in order to hold the date of your event.
2. Remaining balance must be paid 2 weeks prior to the event.
3. Applications are processed on a first come first serve basis.
4. Applicants with a reservation during the week should pick up a key (if needed) the day before your reservation. Applicants with a reservation on the weekend should pick up a key on the Friday before your weekend event.
5. If field prep is needed, please let us know what will need to be done before your event.
6. If you are renting the Addie Joss Stand and the restrooms are not open, please call the Police Department. If you are renting the Juneau Softball Concession Stand, the key you have will allow you to unlock the restrooms from inside the stand.
7. Please leave the facility the way that you found it. Applicants must remove all garbage from facility and place in appropriate dumpster found at each location.
8. Concession Stands should have the counters and tables wiped down; floors swept and mop any stains or sticky spots that may be found on the floor.
9. Concession Stands should not have any type of grease dumped down the sink area.
10. Deposits will be returned upon inspection of facility. Failure to clean up the facilities could result in the loss of your deposit.
11. **A two weeks notice of cancellation must be given before the event for a full refund. Temporary Liquor Licenses are not refundable. If the cancellation is less than two weeks; NO refund is given.**

#### Weekend Contacts:

Juneau Police Department: 386-4810

Dodge County Sheriff's Department: 386-3726 (Non-emergency number)

You may contact the Sheriff's Department and ask them to call a Juneau Police Officer.

Chuck Schultz (Cleaning): 210-3182

City Hall: 386-4800 (Monday – Friday 8:00 a.m. – 4:30 p.m.)