



Park Shelters

General Information

1. Parks shelters are available for rent from May 1 through September 30 of the current calendar year.
2. Reservations begin on the first business day of January and in person each year. Online reservations will be available after five business days.
3. An Active Net account is required for all facility reservations. www.waupacaactive.net
4. All fees and deposits are required to reserve a facility and is the responsibility of the renter.
 - a. In order to allow beer during the shelter rental, a beer permit of \$10 is required.
 - b. A fee of \$20 is required to use the kitchen at the upper South Park shelter during the reservation.
 - c. **CITY RESIDENT FEE** applies to residents who live **WITHIN** the city limits of the city of Waupaca.
 - d. **NON-CITY RESIDENT FEE applies to all residents who live OUTSIDE the city limits of the city of Waupaca, e.g., townships, etc.**
 - e. **Checks are payable to:** City Of Waupaca
5. The customer's method of payment determines shelter deposit refund processing.
6. Please allow 5-7 business days for credit card refunds. Please allow additional time for all other shelter deposit refund processing by check. The City Council meets monthly on the first and third Tuesday.
7. Some park shelters are set aside for community events and are not available.
8. The number of tables at each shelter determines the capacity per shelter. (Each table holds approximately eight people.)
9. Parks are open from 7:00 am-10:00 pm and restrooms remain open to the public during your shelter rental.
10. **The park shelter restrooms are open to the public and are unlocked daily between 7:00 am and 9:00 am for the day.**

Facility Use Policy

1. **City ordinance prohibits smoking and vaping in all City of Waupaca Parks.** In addition, smoking includes the inhalation from, or use of an electronic smoking device. Along with all City parks, the ban also includes the River Ridge trail system, Recreation Center property and the area around City Hall known as city square. The ordinance prohibits smoking and vaping on all inside and outside property listed above including vehicles parked in the parking lots. **For more information, see city ordinance 10-19 section 9.231.**
2. A beer permit of \$10 is required in order to have beer during the shelter rental. No hard alcohol or wine allowed and **no glass containers.**
3. **NO EARLY SETUP.** All park shelter rentals are limited to the day of the reservation and only during the open park hours of 7:00 am to 10:00 pm. Please make sure you take all decorations and belongings with you. There are usually reservations for the next day.

- a. **WEDDINGS/RECEPTIONS:** Removal of all decorations, tents, belongings, rented chairs, etc. by the end of the day of the reservation. If that is not possible, you will need to rent the shelter for the next day.
4. **NO NAILS OR STAPLES.** Use tape for securing decorations and remove all decorations and other items you brought in.
5. **NO TENTS WITH STAKES** allowed unless approved by the Parks and Recreation Director or Parks Supervisor regarding the size and location of the tent. Tents used without prior approval from the director or supervisor, the renter is responsible for any damages to the park or parks facilities.
6. Damage and/or destruction of the parks shelter will result in the loss of your deposit and may result in replacement costs. You are responsible for your group and/or parties actions and conduct during your reservation.
7. If there is a problem with the shelter, you may contact the weekend Parks Dept. cell phone 715-513-0457 or 715-412-1302. For other issues not related to the shelter, please call the **non-emergency number, 715-258-4466 to contact the Waupaca County Sheriff.**
8. If receptacles are full, please bag your garbage and put them next to the receptacles.

Waupaca Sheriff Non-Emergency please call: (715) 258-4466

FOR EMERGENCY DIAL 911

Refund/Cancellation Policy

1. Renters have the option to choose an alternate available date for a park shelter rental within the current calendar year, (May-September).
2. Refunds allowed no later than one month prior to the rental date for a park shelter rental.
3. There are no refunds for inclement weather.
4. If a refund is requested after the guidelines listed above, refunds will be made on a case-by-case basis.
5. Please call our office with all refund requests at (715) 258-4435. *Refund processing is determined by the customer's method of payment.