

# Parks 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](http://www.waupacaactive.net)
4. All fees and deposits are required to reserve a facility and the responsibility of the renter.
  - a. **\$60 - City Resident Fee** applies only to residents who live WITHIN the city limits of Waupaca.
    - i. This fee does not apply to addresses that start with any letter in front of the number, e.g., "E" or an "N" and have a 54981 zip code.
  - b. **\$80 - Non-City Resident Fee** applies to anyone living OUTSIDE the city limits of Waupaca, i.e., residents of any Waupaca townships or other towns, cities or villages.
  - c. **\$80 - Deposit Fee** is required at the time of reservation. This fee is refundable after the event.
  - d. **\$10 - Optional fee** - Required for the consumption of beer and fermented malt beverages during the period of the shelter rental.
  - e. **\$20 - Optional fee** - Required for use of the kitchen area at South Park upper shelter.
  - f. **Checks are payable to:** City Of Waupaca
5. The method of payment determines how refunds are processed.
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

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## 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. **NO GLASS BOTTLES,** hard alcohol or wine allowed.
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 715-412-1302 or 715-572-4919. 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 garbage 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. For refunds requested after the guidelines listed above, refunds will be decided on a case-by-case basis.
5. Please call our office with all refund requests at (715) 258-4435.
  - a. The method of payment determines how refunds are processed.