



Madison Parks Division

PARKS USE APPLICATION FOR CLASSES



CLASS INFORMATION

Name of Class: _____ Type of Class: _____
Park Requested: _____
Estimated Attendance per class: _____

ORGANIZER/SPONSOR INFORMATION

Name of Organization/Sponsor: _____
Primary Contact: _____ Work Phone: _____
Contact at the Class: _____ Phone During Class: _____
Address: _____
Email: _____ Organization Website: _____

CLASS SCHEDULE (this can be submitted as a separate attachment)

Date(s) of Classes: _____ Excluded Dates: _____
Days of the Week: Sundays Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays
Class Start Time(s) _____: Class End Time(s): _____

NARRATIVE

Provide a narrative of the class(es). Include activities, age range of participants, and other relevant information.

APPLICATION SIGNATURE

The organization or person to which a permit is issued will be responsible for the conduct of the event, the condition of the permitted area, and actual fees for services provided. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

Applicant Signature _____ Date _____

GENERAL RULES FOR CLASSES IN MADISON PARKS

- 1) COVID-19: Classes in Madison Parks must comply with current orders on the date(s) of your classes. <https://www.publichealthmdc.com/coronavirus/forward-dane/current-order>
- 2) There can be no vending (money exchanging hands in the park). Classes must be prepaid or donations only.
- 3) There can be no temporary structure permits issued for classes in Madison Parks.
- 4) No equipment or storage boxes are allowed in Madison Parks when the class is not in session or overnight.
- 5) The class must utilize open space in the park. Requesting use of a park shelter or athletic field/court may result in additional fees.
- 6) The area used for the class must be cleaned and returned to its original condition.
- 7) Classes may not interfere with any shelter reservations, athletic field/court reservations or permitted special events. Check here for field availability and conditions. [Madison Parks Athletic Fields](#) or the rainout line, 608-267-8787.
If fields are closed due to rain, you may not host your class in that location.
- 8) Signs pertaining to the class are allowed during the class only. Signs cannot remain in the park when class is not in session.
- 9) A small speaker may be used for amplification during the class. The amplification must remain reasonable and not affect other park users, reservations, or the surrounding neighborhood.

FEES FOR CLASSES IN MADISON PARKS

Application Fee – classes with fees	\$50 /per park requested	Due with application, nonrefundable
Application Fee – classes with no fees	\$0	