



Madison Parks Division

330 E. Lakeside St.
Madison, WI 53715
(608) 266-4711 • cityofmadison.com/parks

**MADISON
PARKS**

Madison Parks Qualifying Discounts Program (QDP)

At Madison Parks, we are dedicated to providing an exceptional system of parks, natural resources, and recreational opportunities that enhance the quality of life for our community. As part of our ongoing efforts to make our parks and facilities accessible to all, we are pleased to offer the **Qualifying Discounts Program (QDP)**. This initiative is designed to remove financial barriers for qualifying individuals and groups who utilize our parks, open spaces, and recreational facilities.

To apply for the QDP, please follow the instructions outlined below. Note that discounts will only apply to reservations made after the completion of the QDP process.

How the QDP Works:

1. **Discount Eligibility:** Discounts are applicable only to reservations made after the QDP process is completed. Reservations submitted before the discount is applied will not qualify. If you cancel and resubmit reservations, the standard cancellation policy applies.
2. **Complete and Submit the Form:** Fill out this form and save it with your organization's name (if applicable) or your last name and email it to QDP@cityofmadison.com.
3. **Confirmation:** Madison Parks staff will review your form, apply the discount to your account, and email you the results.
4. **Reservations:** Public reservations open each year on the third Monday in February. If the date has passed, you may submit reservations at any time. If the date has not yet arrived, please wait until the opening date to submit your reservation.

Rules & Exceptions:

- Ensure that the responses on your form accurately reflect your organization.
- Specialized athletic fields, shelter reservations, field lighting, and additional permits are not included in the QDP.
- Discounts are not retroactive and will expire each year, requiring you to complete the form annually.



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OFFICE USE ONLY	
Benchmarks Met	
Qualified Discount	%
Staff Initials	
Date Applied	

INSTRUCTIONS

- Complete the form:** Answer all questions below and sign the acknowledgment
- Save the form:** Click the save button at the end of the form and save the file as your organization name if you have one, otherwise use your last name
- Submit the form:** Email the saved form to QDP@cityofmadison.com

1. Please enter your WebTrac household/account number:

[Log into your WebTrac account](#) and your household/account number will be located at the top right corner under your name in the format **#00000**.



If you do not yet have a WebTrac household/account, you can create one following the link above and a number will be generated for your household/account.

2. Does your athletic program, activity, or service require on-site storage, capital improvements, or site modification?

☐ Yes

☐ No

ORGANIZATION INFORMATION

3. Please enter the name of your program, activity, service, or group.

For the remainder of this survey, "organization" will reference your program, activity, service, or group.

4. What sport(s) does your organization offer?

5. How many of your participants are youth ages 3 to 13 years old?

☐ More than 50%

☐ Less than 50%

6. How many of your participants either qualify for free or reduced school lunch, or receive support from government-funded public assistance programs (e.g. Supplemental Nutrition Assistance Program (SNAP), Medicaid, Women, Infants, and Children (WIC), etc.)?

☐ More than 50%

☐ Less than 50%

7. How many of your participants live in the City of Madison?

☐ More than 50%

☐ Less than 50%

8. Will your reservation(s) occur in any of the following City of Madison parks?

Aldo Leopold Park	Greentree-Chapel Hills Park	Penn Park
Allied Park	Hammersley Park	Pilgrim Park
Arbor Hills Park	Lerdahl Park	Rimrock Park
Badger Park	Lucy Lincoln Hiestand Park	Sheridan Triangle Park
Berkley Park	Meadowood Park	Warner Park
Cypress Spray Park	Marlborough Park	Worthington Park
De Volis Park	Newville (Kenneth) Park	
Elver Park	Owl Creek Park	

☐ Yes

☐ No

9. Has your organization formed any partnerships or collaborations with any of the City of Madison [Neighborhood Resource Teams](#) (NRTs)?

☐ Yes

☐ No

10. When considering the historically marginalized groups listed below, what is the total percentage of participants who identify with any combination of these groups?

BIPOC (Black Indigenous, and People of Color)
Seniors (65+)
LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and all other gender identities and sexual orientations)
Persons with disabilities
Veterans

☐ 0-25% of participants

☐ 26-50% of participants

☐ 51-75% of participants

☐ 76-100% of participants

Please list any other historically marginalized group(s) that may satisfy this question.

11. What is the legal status of your organization?

☐ For-profit organization

☐ Government agency or department

☐ Informal group or association without legal status

☐ 501(c)3 non-profit organization

☐ Other (please specify)

12. How many years has your organization made athletic reservations in Madison Parks in the past?

- ☐ 0 – No previous reservations
- ☐ 1-2 years
- ☐ 3-5 years
- ☐ 6+ years

13. Is this program, activity, service, or group currently not offered, or only offered on a limited basis, within the City of Madison?

- ☐ It is not currently offered in the City of Madison.
- ☐ It is offered in the City of Madison on a regular or consistent basis.
- ☐ It is offered in the City of Madison, but only on a limited basis.

14. What is the cost per person to participate with your organization?

If your organization charges a per-team fee, please provide the average cost per participant based on typical team size.

- ☐ Nothing, it is FREE for all participants
- ☐ \$1-\$50 per person
- ☐ \$51-\$100 per person
- ☐ \$101-\$150 per person
- ☐ \$151-\$200 per person
- ☐ More than \$200 per person

15. How many of your participants receive scholarships or financial assistance from the organization to reduce registration fees?

☐ More than 50%

☐ Less than 50%

16. To what extent does your organization advance racial equity and social justice within the City of Madison?

☐ Our organization is explicitly and actively committed to advancing racial equity and social justice, and it is a core part of our mission and work.

☐ Our organization is committed to advancing racial equity and social justice, but we are still working to integrate it into our mission and work.

☐ Our organization recognizes the importance of advancing racial equity and social justice, but we are not yet actively engaged in this work.

☐ Our organization does not prioritize advancing racial equity and social justice in our work.

ROLES AND RESPONSIBILITIES

Organization	Madison Parks Division
General Park Rules apply.	Approve/Deny reservation requests on online reservation platform.
Enter reservation requests via online platform in advance for Parks to review.	Rain-out notifications via email.
Keep all spaces (fields, shelters, etc.) in a neat and orderly manner. Place all trash in proper receptacles.	Initial field setup as determined by the Madison Parks Division.
Remove all items from the area after each reservation.	
No permanent or semi-permanent advertising signs or billboards on the property.	
Provide portable toilets if needed; public restrooms are open approximately April-October where available.	
Discretion on inclement weather/field conditions, damage fees may apply.	
Ongoing field lining needs.	
Provide end of season reporting (template provided), as requested from Madison Parks. Report due no later than one week following last reservation.	

The above table is not all-inclusive and additional roles and responsibilities may apply.

ACKNOWLEDGEMENT AND AGREEMENT

I confirm that I have read and understood this application and that the information I have provided is accurate to the best of my knowledge.

I understand that Madison Parks may ask for more documentation to verify the information I provided for the discount program.

I understand that if I provided false information or am unable to comply with a request for documentation, Madison Parks may cancel my discounts and I will be required to pay the difference to continue using the park(s).

I understand that Park Rangers patrol parks for compliance and may request reservation information.

By signing below, I acknowledge that Madison Parks retains final decision-making authority regarding eligibility for the Qualifying Discount Program. I understand that meeting the program requirements does not guarantee approval and that Madison Parks may deny or revoke participation in the program at any time if the information provided is found to be inaccurate or incomplete.