



Madison Parks Division

CLASSES IN PARKS APPLICATION



CLASS INFORMATION

Name of Class: _____ Type of Class: _____
Park Requested: _____ Estimated Attendance per class: _____
Cost per participant: _____ Scholarships available: ☐ Yes ☐ No Sliding Scale available: ☐ Yes ☐ No

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) A Certificate of Insurance listing the City of Madison as additional insured may be required (based on size and details of the class.)
- 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. Prior approval from the Parks Division is required to use shelters or athletic fields. There may be additional fees for these uses.
- 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.
- 8) Signs pertaining to the class are only allowed during the class. 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 be background level and not loud enough to impact other park users, reservations, or the surrounding neighborhood.

CLASSES IN PARKS FEE SCHEDULE	
FREE CLASS	
Application Fee / Commercial Use Fee	\$0
shelter or athletic field reservations	full price
FEE BASED CLASS	
Application Fee	\$60
shelter or athletic field reservations	full price
Commercial Use Fee	
offers scholarships and/or sliding scale	\$50 / class type
no discounts offered	\$100 / class type

