



Madison Parks Division

DAY CAMP/CARE PARKS USE APPLICATION



DAY CAMP/CARE INFORMATION

Name of Day Camp: _____
Park Requested: _____ Shelter Requested: Yes No
Open Field(s) or Athletic Field(s) Requested: _____
Estimated Attendance per day: _____
Cost per registrant: _____ Scholarships available: Yes No Sliding Scale available: Yes No

DAY CAMP/CARE ORGANIZER/SPONSOR INFORMATION

Name of Organization/Sponsor: _____
Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No
If yes - MANDATORY: State Sales Tax Exemption Number: ES#: _____
Primary Contact: _____ Work Phone: _____
Contact at the Camp: _____ Phone During Camp: _____
Address: _____
Email: _____ Organization or Camp Website: _____

DAY CAMP/CARE SCHEDULE

Date(s) of Camp: _____ Excluded Dates: _____
Days of the Week: Sundays Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays
Setup Start Time: _____ Participant Arrival Time: _____
Participant Pickup Time: _____ Cleanup End Time: _____

NARRATIVE

Provide a narrative of the day camp / care. Include activities, age range of participants, food/drink served, and other relevant information. ***If you will be setting up any equipment, storage bexes, and/or portable toilets please describe or attach a separate site map.***

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 DAY CAMPS / CARE IN MADISON PARKS

- 1) COVID-19: Day Camps / Care in Madison Parks must comply with current orders on the date(s) of your camp. <https://www.publichealthmdc.com/coronavirus/forward-dane/current-order>
- 2) Additional permits will be considered on a daily basis and must be applied for (amplification, temporary structures.) Requesting a temporary structure permit requires a two-week notice. Additional permit fees will be applied.
- 3) No equipment or storage boxes are allowed in Madison Parks when the day camp is not in session or overnight, without prior approval and submittal of a site map.
- 4) Organizer will be responsible for ordering and paying for enough portable toilets for the event, based on expected attendance.
- 5) The park/shelter must be cleaned and returned to its original condition each day after a session.
- 6) Picnic tables must be returned to their original locations within the park each day if they have been moved around.
- 7) Day Camps utilizing any [large shelters](#) in Madison Parks must be cleaned and out of the shelters by 4pm if there is an evening reservation on that day. Park shelters have a sign listing any reservations and this should be checked daily for evening reservations by the camp contact. If a camp utilizing a large shelter cannot be out of the shelter by 4pm, additional fees may be applied.
- 8) Day Camps will not be permitted through this process at the Olin Pavilion, Tenney Park John Wall Pavilion, Elver Park New Shelter, and Vilas Park Shelter.

FEES FOR DAY CAMPS IN MADISON PARKS

Application Fee	\$50	Due with application, nonrefundable
Shelter Fees (large shelters)	\$50/day	Due within 30 days of invoice receipt
Shelter Fees (picnic shelters)	\$17.50/day	Due within 30 days of invoice receipt
Per Head Fee*	\$5/registered participant	Due within 30 days of invoice receipt
*Per Head Fee will be waived for participants that have been approved for scholarships or sliding scale.		