



# 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.

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

