



Madison Parks Division

DAY CAMP/CARE IN PARKS APPLICATION



DAY CAMP/CARE INFORMATION

Name of Day Camp/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/Care: _____ Phone During Camp/Care: _____
 Address: _____
 Email: _____ Organization or Camp Website: _____

DAY CAMP/CARE SCHEDULE

Date(s) of Camp/Care: _____ 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, 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 / DAY CARE IN MADISON PARKS

- 1) Certificate of Insurance listing City of Madison as additional insured is required prior to the first reservation date.
- 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.
- 4) The park/shelter must be cleaned and returned to its original condition each day after a session.
- 5) Picnic tables must be returned to their original locations within the park each day if they have been moved around.
- 6) Day Camps utilizing any shelters in a Madison Park 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 shelter cannot be out of the shelter by 4pm on a certain day, they should let Park's staff know. Additional fees may be applied.
- 7) Requesting use of athletic fields will incur fees for those spaces.
- 8) Day Camps will not be permitted through this process at the Olin Pavilion, Tenney Park John Wall Pavilion, Elver Park Enclosed Shelter, Vilas Park Shelter, Highland Manor Park Shelter, and Gates of Heaven.

DAY CAMP / CARE IN PARKS FEE SCHEDULE	
Application Fee	\$60
SHELTER / ATHLETIC FIELD RESERVATION FEES	
Large Shelters (weekday reservations - out of shelter by 4pm)	\$50
Picnic Shelters (weekday reservations - out of shelter by 4pm)	\$17.50
weekends or after 4pm	full price
athletic field reservations	full price
COMMERCIAL USE FEE	
Free Camp	\$0
Camp/Care offers scholarships and/or sliding scale	\$50/week
No discount offered	\$100/week