



City of Madison

City of Madison
Madison, WI 53703
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Master

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Controlling Body: BOARD OF PARK
COMMISSIONERS

File Created Date : 02/06/2020

File Name: Authorizing the Park Superintendent and the
Facilities, Programs and Fees Subcommittee to
Approve Certain Park Event Permits

Final Action: 02/12/2020

Title: Authorizing the Park Superintendent and the Facilities, Programs and Fees
Subcommittee to Approve Certain Park Event Permits

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: nmiller@cityofmadison.com

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Approval History

Version	Date	Approver	Action
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History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	BOARD OF PARK COMMISSIONERS	02/12/2020	Approve				Pass
Action Text: Knepp answered questions about the item.							

Motion made by Martin, seconded by Washington, to Approve. Motion passed by voice vote/other.

Text of Legislative File 59486

Title

Authorizing the Park Superintendent and the Facilities, Programs and Fees Subcommittee to
Approve Certain Park Event Permits

Body

Facilities, Programs and Fees is a subcommittee of the Board of Park Commissioners under
MGO 33.05(5)(c). This subcommittee was reactivated in 2019 to review policies and operation

standards, make program recommendations and recommendations on new user fees and charges. Creating a policy regarding events in parks and the fees associated with park events is under the purview of the Facilities, Programs and Fees Subcommittee.

WHEREAS, the Board of Park Commissioners has the statutory authority, under Wis. Stat. § 27.08(2)(a), to govern, manage, control, improve and care for all public parks within the City of Madison, and to secure the quiet, orderly and suitable use and enjoyment thereof by the people, and to adopt rules and regulations to promote those purposes; and

WHEREAS, the Facilities, Programs and Fees Subcommittee is a subcommittee of the Board of Park Commissioners under MGO 33.05(5)(c) tasked with reviewing policies and operation standards, making program recommendations and recommendations on new user fees and charges; and

WHEREAS, the primary mission of Madison parks is to provide residents and visitors with open space and facilities for recreation and relaxation. Under regulated circumstances, a park event permit can be used to reserve park space for a special event; and

WHEREAS, pursuant to its statutory authority, the Board of Park Commissioners has the authority to review and approve events in the Madison park system, and would like to delegate this event review and approval authority to the Parks Superintendent and the Facilities, Programs and Fees Subcommittee as follows:

- Recurring events may be reviewed and approved by the Parks Superintendent or designee if the size, complexity and location of the event has not changed, and the event has not created significant issues for the park where the event is held;
- Recurring events are required to be reviewed and approved by the Facilities, Programs and Fees Subcommittee if there are significant changes to an event (adding vending or beer sales, change of location, etc.) or if there have been significant issues with an event that was previously approved by the Subcommittee;
- Recurring events are required to be reviewed and approved by the Board of Park Commissioners if there have been significant issues with an event that was previously approved by the Board of Park Commissioners;
- New events are required to be reviewed and approved by the Facilities, Programs and Fees Subcommittee; depending on the scale and complexity of the event, new events may also require approval by the Board of Park Commissioners based on referral from the Facilities, Programs and Fees Subcommittee or recommendation of the Parks Superintendent;
- The decision of the Parks Superintendent or the Facilities, Programs and Fees Subcommittee to deny an event or impose certain conditions on an event may be appealed to the Board of Park Commissioners. Such an appeal must be made by providing written notice thereof to the Park Superintendent within fifteen (15) days of notice of said decision. The appeal must state the grounds for the appeal.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Park Commissioners authorizes the Park Superintendent and the Facilities, Programs and Fees Subcommittee to review and approve events in parks in accordance with the framework outlined above.

