



PARK PERMITS

2025 Facility Use, Conditions, and Guidelines

A permit is a contract between the user and the Village of Mount Pleasant Park and Recreation Office. The permit has certain conditions attached to it, and the signer and/or organization being represented must honor the outlined conditions or risk loss of their deposit and the use of the park at present and in the future. General park regulations are posted throughout the park and must be observed.

An applicant must fill out the entire reservation request, pay the appropriate fees and have the request approved before the site will be available for their use. It is the policy of the Village of Mount Pleasant that no person or group shall be the subject of discrimination on the basis of race, color, national origin, sex, age or handicap.

Reservations can be made for the current calendar year only. If your rental request is for a wedding, please call the Park and Recreation Office at 262-664-7840 to make appropriate arrangements concerning rental dates.

Permit Guidelines

Permits

- Reservations are confirmed only after payments are made in full and the rental agreement is fully executed.
- The person whose name appears on the permit, or any other authorized persons in charge of the group, must identify themselves to the Park and Recreation Manager so the manager knows who to contact if a problem arises. This person is the responsible party and will be held responsible for the conduct of the people attending their event.
- All permittees and guest must comply with park ordinances outlined in Section 58 of the municipal code.
- A rental can be terminated immediately at the discretion of the Parks and Recreation Manager or Mount Pleasant Police for any violation of rules/regulations or any Village/County ordinances or state or federal laws or regulations.
- A rental can be terminated immediately at the discretion of the Parks and Recreation Manager or Mount Pleasant Police if, in the Parks and Recreation Manager's or Mount Pleasant Police Department's sole discretion, if it is in the best interests of public safety.
- Renters reserve the shelter/pavilion only and do not have exclusive rights to the playground equipment, or other areas of the park.
- The permit holder shall have priority over all other users for the area and facilities specified in the permit. Without a permit, the use of picnic areas and facilities shall follow the rule, "first come, first served."
- No Permits will be issued for any park shelters that impact Mount Pleasant recreation programming or athletic/special events.
- No permits will be issued for the Drozd Park shelter for groups over 40. The Campus Park Basketball Court Shelter, and shelters at Lake Park and Polzin are not available to rent.
- A special event permit is required for public events (i.e. outreach, rally, promotional), races, events w/ amplified sound, and for park space not designated as an athletic field or picnic area.

Cancellation

- No refund or deposit will be made without written request to the Park and Recreation Office.
- A written cancellation notice must be done at least 30 days prior to the event applicant will receive 90% of rental fee.
- A written cancellation notice must be done at least 29 days prior but not less than 7 days prior to the event applicant will receive a refund of 50% of rental fee.

- Applicant will forfeit the reservation fee for cancellations within 7 days prior to the event.
- Alcohol and Inflatable Permit fees are non-refundable.
- In the event of special hardship and/or unusual circumstances, a written appeal may be made to the Parks Department. Appeals may require approval from Plan Commission. All cancellations must be filed with the Park and Recreation Office.
- If an emergency occurs, dial 911.

Conditions for Use of the Park

Alcohol Permit

- No person may bring or drink any spirituous, vinous, malt, or mixed liquors in any park or parkway.
- No person may bring or drink any fermented malt beverages except in designated picnic areas pursuant to an authorized permit.
- No glass bottles of any kind are permitted in the park.
- The Village shall only issue park alcohol permits to adults 21 years or older with a signed parks reservation disclaimer.
- A person may use their permit for a group so long as the permit holder remains at the park with the permit the entire time there is any drinking from or possession of open containers of permitted alcoholic beverages.
- Organizations/individuals are responsible to ensure that the consumption is limited to those persons of age 21 and over and all patrons present.
- No person shall drink from or possess an open container of permitted alcoholic beverage in any park before 10:00 AM or after 10:00 PM. No underage consumption of alcoholic beverages is allowed at any time.

Animals/Pets

- No animals are allowed into the park at any time except as authorized by the Mount Pleasant Municipal Code of Ordinances Section 58-3.

Behavior

- Fireworks and Explosives - No person shall bring, have in their possession, set off, cause to explode, discharge, or burn any explosives or fireworks in a Village park except as permitted by law.
- Fires - No person shall build or attempt to build a fire except in designated areas following posted regulations. No person shall drop, throw, or otherwise scatter lit matches, burning cigarettes or cigars, tobacco paper, or other flammable material within any park area or on any abutting or contiguous highway, road, or street.
- Closed Areas - No person shall enter an area posted as closed to the public, nor shall any person use or abet the use of any area in violation of posted notices.
- Going onto Ice - No person shall go onto the ice on any of the park's waters except such areas as designated as skating fields provided a safety signal is displayed.
- Boisterousness - No person shall engage in loud, boisterous, threatening, abusive, insulting, or indecent language reasonably calculated to cause an immediate breach of the peace or engage in any disorderly conduct or behavior tending to a breach of the public peace.
- Noise - No person shall operate any mechanical device that produces undue or unnecessary noises.
- Exhibit permits - Every person shall produce and exhibit any parks and recreation permit upon request of any authorized person who desires to enforce compliance with any ordinance or rule.
- Interference with permittees - No person shall disturb or unreasonably interfere with any person or party occupying any area or participating in any activity under the authority of a permit.

Clean Up

- No person shall leave a picnic area before they completely extinguish a fire and before all trash, including boxes, papers, cans, bottles, garbage, and other refuse, is placed in the disposal receptacles where provided. If no such trash receptacles are available, trash shall be away from the park area to dispose of elsewhere properly.
- Areas around the rented shelter must be kept free of litter and trash throughout the day. Any garbage left behind in violation of this section will subject the renter to a deposit forfeiture.
- Any materials or equipment belonging to the renter must be removed from the grounds at the conclusion of the rental.
- Clean up and set-up is the responsibility of the renter. The shelter is expected to be left in the condition that it was found. The renter will be held responsible for the repair of any damage and clean up that is required after the event.

Fires/Grills

- Open fires are not permitted in any park. All fires/cooking must be done in the grill area only.

Music/Noise

- Amplified (disc jockey) music is allowed, however the music must be turned off at 10 PM. It is the responsibility of the renter to keep the noise level acceptable to prevent disturbing the surrounding area. Noise must be directed away from residential homes. All music and other noise must comply with the Mount Pleasant Municipal Code of Ordinances Section 54-5.
- No amplified sound or music is allowed at Drozd Park.

Weapons/Explosives

- Possession of firearms and/or weapons is strictly prohibited.

Facility Guidelines

Decorations

- Decorations will be permitted as long as no physical damage is incurred to the facility or the furnishings and they are removed at the conclusion of the activity.
- Under no circumstances are signs to be nailed, pinned, or stapled to any tree, park sign, or shelter. The renter will be held responsible for any damages and/or clean-up.

Buildings and Other Property

- Disfiguration and Removal - No person may willfully mark, deface, disfigure, injure, tamper with or displace or remove any building, bridges, tables, benches, fireplaces, railings, paving or paving material, water lines, electrical system, lighting system, or other public utilities or parts or appurtenances thereof, signs, notices or placards whether temporary or permanent, monuments, stakes, posts or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.

Electrical

- Electrical outlets are available at shelters and pavilions.
- Do not plug in more than two items into outlets. Power strips are not permitted and staff is not available to reset tripped electrical service breakers.

Hours

- Shelters and pavilions are available from 8:00am to 10:00pm unless written permission is received from the Park and Recreation Office.

Parking

- Designated areas
 - No person may park a vehicle in an area other than in an established or designated parking area. Such parking shall comply with any posted directions and the instructions of any present attendant.
- Roads and driveways
 - No person may park on a road or parkway in violation of posted regulations. The Village prohibits stopping or parking on the left-hand side of any road or parkway. Parking on grass is prohibited.
- Night parking
 - No person shall leave a vehicle standing or parked at night without lights visible within 100 feet from front and rear on any parkway or road area except in legally established parking areas.
- Double-parking
 - No person shall double-park any vehicle on any road or parkway unless directed by a park official.

Structures/Equipment

- Structures, temporary or permanent, may not be erected in public parks without approval through a rental permit. This includes, but is not limited to: inflatables, portable toilets, tents, play structures or equipment, stages, platforms, fencing, music equipment, etc. Additional permits may be required.
- Picnic tables at Smolenski Park are numbered and assigned to a section. Tables must remain in assigned section unless multiple sections have been permitted.

Violations, Penalties, Enforcement

- Ejection
 - Any person violating Chapter 58 of the Municipal Code of Ordinances, or any other applicable law or regulation may be immediately ejected from the park and risk a deposit forfeiture.
- Exceptions
 - During the customary daily duties performed by village employees or in situations where action is necessary to protect public health, welfare, and safety, such employee activities are exempt from the provisions of this article.
- Penalties
 - In addition to any deposit forfeiture any person who violates any provision of the municipal code shall be subject to forfeiture as provided in § 1-15, upon conviction. Additionally, the Village may refuse to issue any park permit to anyone who violates this chapter.

If you have any questions or notice any problems concerning the park or the bathrooms please call the Park and Recreation Department immediately at 262-664-7840 and leave a voicemail or email ParksandRec@mtpleasantwi.gov. For non-emergency police or fire assistance, please dial 262-886-2300.

The Village of Mount Pleasant shall not be liable for any damages related to permitting, condition, closure or use of Village parks or facilities. Nothing in this agreement shall preclude the Village from statutory protections including but not limited to Wis. Stat. §§895.52 and 893.80. Applicant and renter hereby agree to indemnify and hold the Village Harmless from any claims made in connection with permitting, condition, closure or use of Village parks or facilities.