

PARK RENTALS



 **Kayla's Playground**
@ Franklin Woods 



Goal

To conserve high quality natural open space and wildlife habitat, and provide quality outdoor recreational experiences within the City of Franklin through efficient and progressive trail, vegetation and wildlife management.



Welcome to our parks

To keep our parks beautiful... the City of Franklin Department of Public Works & Highway provides the manpower and supplies necessary to properly maintain all City parks.

This encompasses 242 acres of park land, 5.1 miles of bike trails, and 20 community recreational park sites.

Park Hours:

All city parks are open to the general public from **dawn to dusk**. Rental months / hours vary (*see permits*).

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QUESTIONS??

Call the Franklin City Clerk's Office 414-425-7500
Monday-Friday 8:00 am-4:30 pm, for additional information.

How to Book

- Complete Application -

A permit is required to reserve pavilions and picnic areas.

Reservations are made **in person (only)** on a **first-come, first-serve basis**, through the

City of Franklin Clerk's Office

Franklin City Hall,
9229 W. Loomis Road,
8:00 am-4:30 pm

No telephone, email, online, or mail-in applications are accepted.

Park Permit applications are accepted for Franklin groups or residents beginning on the first business day in January of each year.

Applications are accepted for all other groups beginning on the first business day in April of each year.

Application must be completed by an adult, 18 years of age or above, who will assume primary responsibility for enforcing park policies, guidelines and procedures on the event date.

Park permit fees are based on attendance and are set by the Franklin Park Commission.



PAYMENT

Payment in full is required to confirm booking. Acceptable payments - most all major credit cards* / check / cash.

(*) Credit card service charge 2.95%

- Security Deposit -

Please inspect the facility upon arrival and advise the Parks Staff as soon as possible if there is any problem.

Security deposits are 100% refundable as long as all of the following conditions are met:

1. The facility and adjacent grounds (including outside) are left in a clean and orderly manner.
2. Use of the facility does not exceed the scheduled time.
3. All equipment is accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to the facility has not occurred.
6. All rules/guidelines governing rental usage of the facility are met.

If these conditions are not met to the satisfaction of by Franklin park maintenance personnel per these guidelines and others listed within this packet and accompanying documents, an appropriate fee will be deducted from the security deposit.

If necessary, the Rental Applicant will be charged an additional fee to cover any additional costs.

Rental Applicant shall be liable for any loss, damage, or injury sustained by virtue of the activity conducted.



INDOOR PAVILIONS

Please pick up KEY from the Franklin City Hall, City Clerk's Office, 9229 West Loomis Road, Franklin, WI Monday-Friday, 8:00 am-4:30 pm, no more than four business days prior to your reservation day.

RETURN key to Franklin City Hall City Clerk's Office within 24 hours of event.



DAY OF

Park staff will set up tables and chairs prior to your arrival. For rental assistance on day of rental, please call the number on your permit. Park staff will respond as soon as possible.



IN CASE OF EMERGENCY CALL 911- 24/7.

To report any problems on the day of your reservation please call...
City of Franklin Police Department 414-425-2522 (non-emergency) and/or
Monday-Friday 7:00 am-3:30 pm
City of Franklin Department of Public Works at 414-425-2592

Non-Resident Definition

A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Franklin (in general, does not directly contribute to City of Franklin property taxes).

Renter Responsibilities

- Rental Tips -



SET UP & CLEAN UP

All set up, decorating, catering & clean up must be done within your rental time. If any damage has occurred, charges will be deducted from your Security Deposit and/or billed to you.



EXTRA HOURS

Keep an eye on the clock.
Any additional time on the rental day will be charged at double hourly rate for every 1/2 hour.



FOOD & BEVERAGES

Facilities with kitchenettes allow you to bring in your own food or hire a caterer of your choice. It is best to plan on doing the majority of the prep work & cooking before you arrive. Food trucks not allowed.

- Indemnity -

Renter(s) agrees to indemnify, defend & hold harmless, the City of Franklin, its officers & employees, from & against all loss or expense including costs and reasonable attorney's fees &/or liability for damages, personal injuries & property damage to the extent caused by any negligent or willful act or omission of renter(s).

PERMIT RULES AND REGULATIONS FOR USE OF FRANKLIN PARKS

Knowledge of, and adherence to, park rules and regulations will help create an awareness and appreciation of our valuable park and recreation investment.

1. Animals/Pets

Animals in park areas must be leashed at all times, per City code §80.701. Any animal waste must be removed or deposited in a proper receptacle.



2. Beer and wine consumption

Is allowed with authorization and indicated on park permit. Sale of same is not permitted. Beer and wine shall only be served to attendees age 21 and over. **No glass bottles.**



NO alcohol allowed of any kind at Franklin Woods Nature Center / Kayla's Playground

3. Decorations

No staples, tape or thumb tacks are to be used in park pavilions. If removal of such is required after your rental, you will be charged for damages and the amount will be deducted from your deposit.



- **Balloons** - Must be weighted and secured (*not allowed to float to the ceiling*).
- **Confetti**, rice, glitter, etc. are not allowed.

4. Firing or discharge of any projectile

in a park is prohibited, per City code.

5. Games and/or amusements

are to be conducted only in the designated area and approved by the Park Commission and the Common Council.

6. Golf

Any form of **golf is NOT permitted** in any City Park.

7. Grilling/Fires

Fires may only be started and maintained in proper receptacles, such as grills provided or you may bring your own gas grill (*only in designated area*), and can be used for food preparation only. Ground fires are **not** allowed at anytime.



8. Hours/Scheduled Times

Rental hours are noted on the application form. All decorating, set up and clean up must be done within your rental time.

9. Litter and other waste must be deposited in proper City garbage receptacles.

Failure to comply will result in future denial of park permit requests and could result in a fine. Dumping of any waste matter, of any kind, is prohibited in any City Park or public property.



10. Motorized vehicles

, including off-street and/or recreational vehicles, are not permitted, unless otherwise posted.

11. Music Entertainment

Radios/blue tooth speakers are permitted. *NO amplified music allowed.* **LIVE MUSIC IS PROHIBITED** unless indicated on park permit. Both canned and live music cannot exceed 55 decibels from point no greater than 150' from point of sound origin, including use of radios, stereos, karaoke and other audio devices per City ordinance.



12. Overnight camping

is prohibited.

13. Security Deposit / Refunds / Cancellations

A security deposit is required. No refunds are granted unless requested in writing at least **thirty (30) days prior to park permit date**. There will be a \$25 cancellation fee that will be charged if refund is approved.



Pavilion Permit Refunds

There will be a \$25 cancellation fee for March through November rentals. For December through March rentals, there will be no cancellation fee if rescheduled due to weather. **If staff efforts were made to accommodate the rental prior to notification**, a \$25 cancellation fee will be charged. Notification is to be given with the foresight that DPW will have the facility ready for use by scheduled opening time. Rescheduling notification is to be given as soon as possible to the Clerk's office, or Police Dept. if after 5:00 pm on weekdays.

14. Rides, Tents And Other Equipment

Will not be permitted on park property unless indicated on park permit. Mechanical rides, dunk tanks, bounce houses, etc. must obtain a separate **Entertainment and Amusement License**, which must be approved by the Licensing Committee and the Common Council. Inspections will be made prior to the event by the Electrical, Building and Fire departments. Tents cannot be erected prior to contacting the city and shall be subject to inspection.

15. Parking

Is permitted in designated parking lot or road areas only. Cars and other vehicles are not permitted in park areas, **except for five (5) minutes for unloading and pick-up periods only.**



16. Park Trails

In case of snow or icy conditions, the City park trails will not be maintained. The City is not liable if injury occurs.

17. Selling of Items

No commercial sales, for profit, of any kind are allowed on park property. Solicitations, donations or contributions are not permitted, except where authorized by permit.

18. Vandalizing

Destruction, injury, defacement or removal of City property is prohibited per City code.

Violation of park/pavilion rules and a violation of local and/or state laws can result in a fine, imprisonment or both. City of Franklin Park Staff (414-425-2592) and City of Franklin Police Department (414-425-2522) will implement enforcement of park rules and regulations.



INDOOR INFLATABLES

No inflatable structures indoors. Some locations have outdoor areas. If you set up outside, a certificate of insurance is required. No staking.



RESTROOMS

As park pavilions are in public parks, restrooms within the pavilions are open for public use.



PICNIC TABLES

Some rental spaces include use of an adjacent picnic area and are open to the general public. Please do not move any tables outside of the picnic area.



TABLES & CHAIRS

Most pavilions include picnic tables. Ken Windl Park uses folding tables & chairs, and will be set up by parks staff. If you want custom set-up, let us know one week prior. Do not bring tables & chairs.



SMOKING

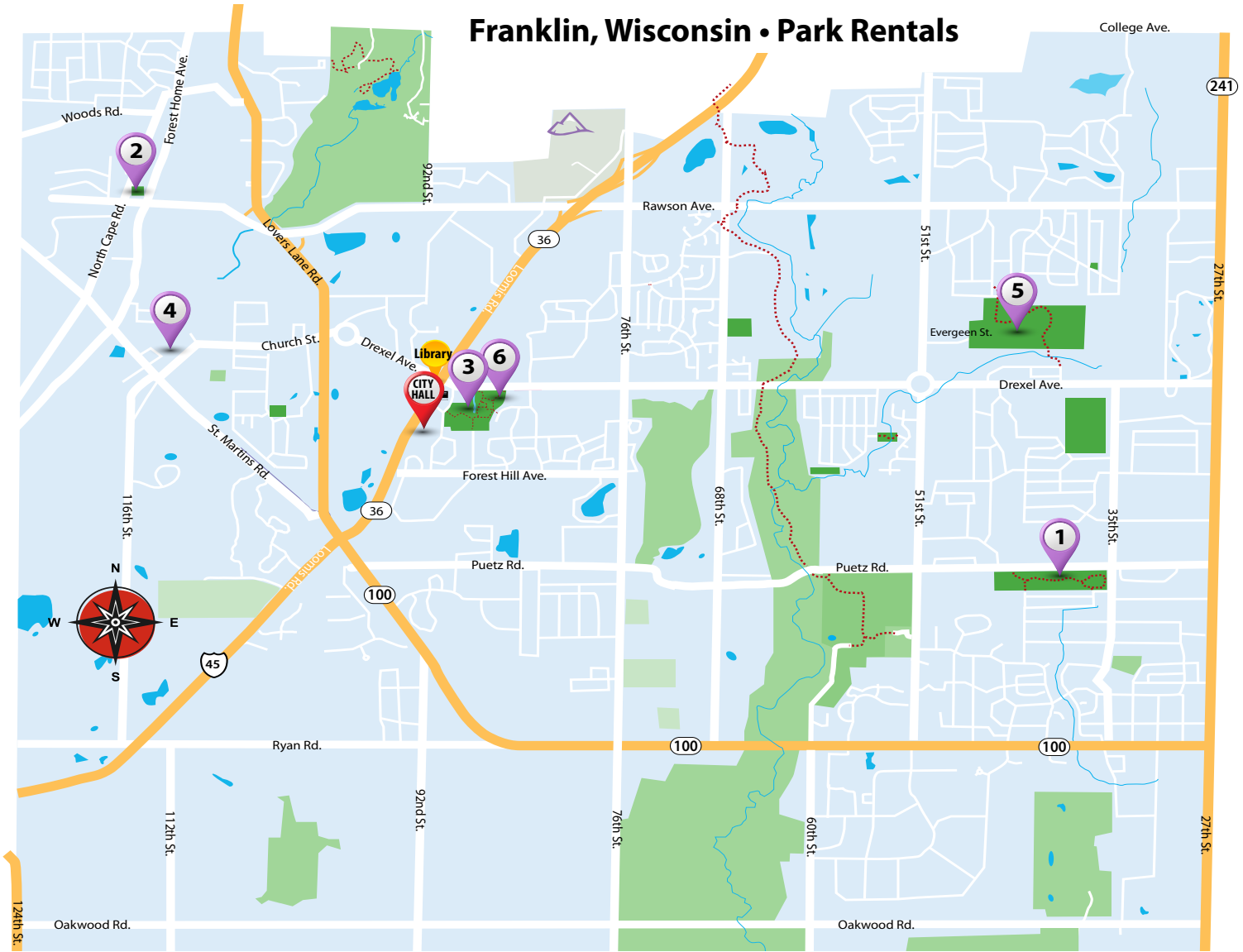
ALL of our parks buildings are **SMOKE FREE**. Code §183-71(G).




PUBLIC FACILITIES

Venues are in public spaces and close to public facilities; playgrounds, sports courts & parking. **All facilities will be available for public use.**

Franklin, Wisconsin • Park Rentals



			Acres	ADA Accessible	Ball Diamond	Basketball Court	Nature Area	Rental Indoor	Rental Outdoor	Band Shell	Parking Spaces	Historical Buildings	Pickleball Courts	Play Structure	Picnic Area	Portable Toilet	Restrooms - Indoor	Soccer Field	Trails	Tennis Court	Volleyball Court
1	Franklin Woods Pavilion Kayla's Playground	3723 W. Puetz Rd.	38.4	✓		✓		✓	✓	✓			✓	✓	✓	✓		✓	✓		
2	Ken Windl Park Pavilion	11615 W. Rawson Ave.	2.5	✓			✓	✓		✓			✓	✓	✓	✓	✓		✓	✓	
3	Lions Legend Park — Lions Pavilion	8050 S. Legend Dr.	14	✓	✓				✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
4	Market Square Park Gazebo	11230 W. Franklin St.	.5						✓												
5	Pleasant View Park Pavilion	4620 W. Evergreen St.	23.8	✓	✓		✓	✓	✓	✓			✓	✓	✓	✓	✓		✓	✓	✓
6	Vernon E. Barg Park — Pavilion (Formerly Lions Legend Park II)	8717 W. Drexel Ave.	21	✓	✓				✓	✓			✓	✓	✓	✓	✓		✓	✓	✓

Rental Type: Pavilion

Franklin Woods Nature Center Open Air Pavilion

Home of Kayla's Playground

3723 W. Puetz Rd • Franklin, WI 53132



MAX
CAPACITY
49

MAX
RENTAL
7 HRS

AVAILABILITY



= Unavailable = Available

Not available two days prior & after two days July 4

**TIMES: RENTALS AVAILABLE BETWEEN
11 am-8 pm**



WHAT YOU GET

Permit entitles you to the following items:

- Open air pavilion
- Electricity
- Picnic tables within the pavilion
- Water
- Access to restrooms

There are no grills available.

You may bring a gas grill for food preparation; however, no charcoal grills allowed.



Park Amenities (shared with the general public):

- All-inclusive play structure
- Natural area / trail
- Restrooms
- Picnic area not covered by pavilion



Handicap Accessible



Parking Lot



Electric



No Wi-Fi



Restrooms



Water



BYO Food & Beverages

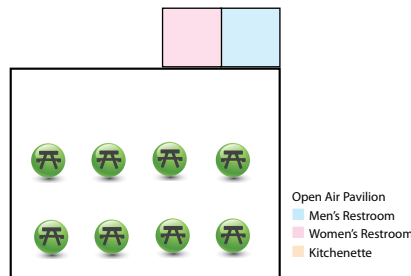


Dog Stations
(plastic bags & trash can available.)
Dogs must be leashed



Water Drinking Fountain available

STANDARD SETUP



Picnic tables seat approx. 6-8



NO alcohol beverages allowed!



RENTAL FEES

Group Size	Franklin Resident	Non-resident
1-49	\$200	\$350



Deposit Required

+Security Deposit \$150
(applies to each permit)

- STRICTLY PROHIBITED -

Gum, Silly String, Confetti, Paint, Chalk, Glitter, and Water Balloons

Description

Acreage: 38.4

Kayla's Playground at Franklin Woods was a mission of Kayla's Krew. The Krew worked wholeheartedly with the City of Franklin to build an all-accessible, all-inclusive playground in Franklin to be inspiring and truly all-accessible for all children and families of any age and ability.



Rental Type: Indoor Pavilion

Ken Windl Park Indoor Pavilion

11615 W. Rawson Ave.
Franklin, WI 53132



MAX CAPACITY
50

MAX RENTAL
7 HRS

AVAILABILITY



■ = Winter ■ = Summer
Year Round Rental

TIMES: RENTALS AVAILABLE BETWEEN
11 am-8 pm



Air Condition



Heating



No Ceiling Fans



Dog Stations
(plastic bags & trash can) available.
Dogs must be leashed



Handicap Accessible



Parking Lot



Electric



No WI-FI



Indoor Restroom



Water



BYO Food & Beverages

WHAT YOU GET

Permit entitles you to the following items:

- Indoor pavilion (A/C, heated)
- Tables & chairs
- Kitchenette - range, refrigerator, sink
- Electricity
- Water
- Access to indoor restrooms



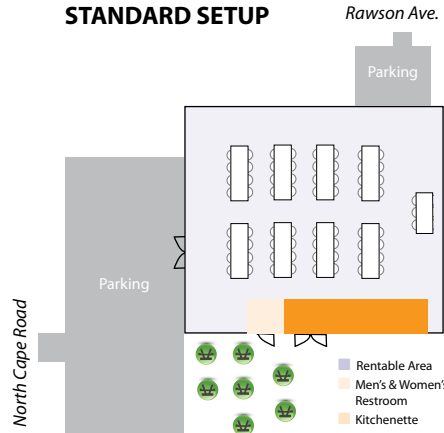
There are no grills available.

You may bring a gas grill for food preparation; however, no charcoal grills allowed.

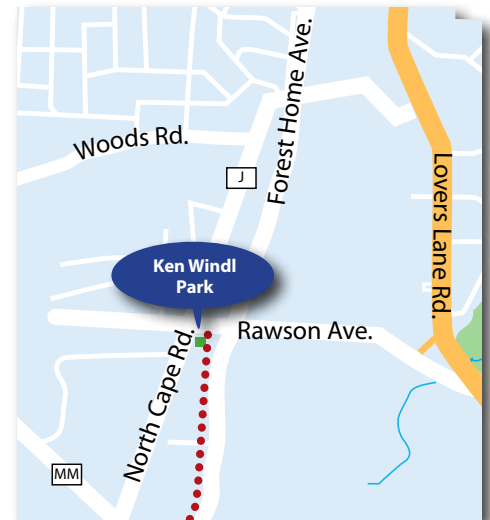
Park Amenities (shared with the general public):

- Playground Structure
- Gazebo
- Indoor restroom
- Benches
- Combination Pickleball/Tennis Courts
- Picnic tables (outdoor)
- Natural Area / Trail Connection

STANDARD SETUP



Picnic tables seat approx. 6-8



St. Martin's Hike & Bike Trail Link

- STRICTLY PROHIBITED -
Gum, Silly String, Confetti, Paint, Chalk, Glitter, and Water Balloons

Description

Acreage: 2.5

- Offers outdoor recreation and nature preservation.
- Connection to St. Martin Hike and Bike Trail Link.
- The Rawson fire station was used until 2001 and now has been remodeled into a park indoor pavilion.



RENTAL FEES

	Group Size:	Resident	Non-resident
Summer	1-50	\$225	\$375
Winter	1-50	\$325	\$500



+Security Deposit \$200
(applies to each permit)

Deposit Required

-INDOOR PAVILIONS

Please pick up **KEY** from the Franklin City Hall, City Clerk's Office, 9229 West Loomis Road, Franklin, WI Monday-Friday, 8:00 am-4:30 pm, no more than four business days prior to your reservation day.
RETURN key to Franklin City Hall City Clerk's Office within 24 hours of event.

Rental Type: Pavilion

Lions Legend Park Open Air Lions Pavilion

8050 S. Legend Park • Franklin, WI 53132



MAX
CAPACITY
250

MAX
RENTAL
7HRS

AVAILABILITY



■ = Unavailable ■ = Available

Not available one week prior & one week after July 4

**TIMES: RENTALS AVAILABLE BETWEEN
11 am-8 pm**



Handicap Accessible



No Parking Lot
Street
Parking Only



Electric



No Wi-Fi



Restrooms



Water



BYO
Food &
Beverages



Dog Stations
(plastic bags & trash can)
available.
Dogs must be leashed

WHAT YOU GET

Permit entitles you to the following items:

- Open air pavilion with enclosed serving area
- Electricity
- Picnic tables within the pavilion (11)
- Water
- Access to indoor restrooms
- Barbecue pit (*shared*)
You may bring a gas grill for food preparation; however, no charcoal grills allowed.

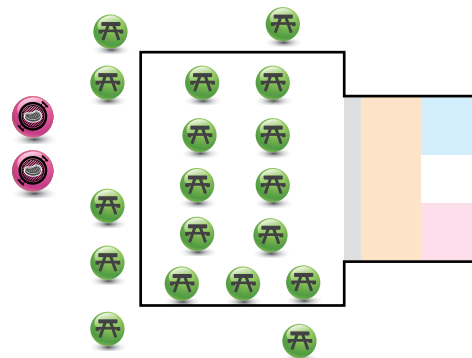


Park Amenities (*shared with the general public*):

- Play Structure
- Indoor Restrooms
- Ball Diamond*
- Historical Buildings (5)*
- Natural Area
- Tennis Courts*
- Pickle Ball Courts*
- Volleyball Court*
- Band Shell*
- Trails

(*) Rentals available (*see pg. 13*)

STANDARD SETUP



Open Air Pavilion
Men's Restroom
Women's Restroom
Kitchenette

Picnic tables seat
approx. 6-8



RENTAL FEES

Group Size	Resident	Non-resident
1-49	\$200	\$350
50-99	\$250	\$400
100-149	\$275	\$450
150-199	\$325	\$500
200-250	\$375	\$550



+Security Deposit \$150
(*applies to each permit*)

Deposit Required

- STRICTLY PROHIBITED -
Gum, Silly String, Confetti, Paint, Chalk,
Glitter, and Water Balloons

Description

Acreage: 14

- A landmark designation...The Franklin Historical Society maintains historical buildings as living museums with origins as early as 1836 on this park site.
- * The band shell was built in 2004 as a Eagle Scout Community Service Project. Home of annual summer community concerts.
- This park site hosts the Annual Franklin Independence Celebration.



Rental Type: Gazebo

Market Square Gazebo

11230 W. Franklin St.
Franklin, WI 53132



MAX CAPACITY
99

MAX RENTAL
12 HRS

AVAILABILITY



■ = Unavailable ■ = Available
Not available Labor day weekend

TIMES: RENTALS AVAILABLE BETWEEN
11 am-8 pm

- Handicap Accessible
- No Parking Lot Street Parking Only
- NO Electric
- No WI-FI
- No Restrooms
- No Water
- BYO Food & Beverages
- Dog Stations**
(plastic bags & trash can) available. Dogs must be leashed

WHAT YOU GET

Permit entitles you to the following items:

- Gazebo
- Picnic tables: Inside Gazebo 1 (8') & 1 (ADA)
Outside Gazebo 2 (8')
- Benches
- 1 - Trash can / 1- Recyclable
- There are no grills available. You may bring a gas grill for food preparation; however, NO charcoal grills allowed.

- Outdoor portable restroom NOT available. May need to privately rent. *(permit needed)*

Park Amenities *(shared with the general public):*

- Street Parking

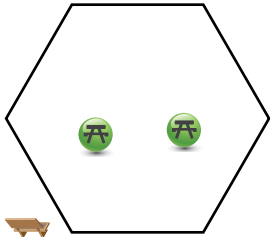
- STRICTLY PROHIBITED -
Gum, Silly String, Confetti, Paint, Chalk, Glitter, and Water Balloons

Description

Acreage: .5

May need to bring lawn chairs

STANDARD SETUP
Gazebo SIZE: ??



Picnic tables seat approx. 6-8



RENTAL FEES

Group Size:	Resident	Non-resident
1-49	\$175	\$325
50-99	\$225	\$375



+Security Deposit \$150
(applies to each permit)



Rental Type: Indoor/outdoor Pavilion

Pleasant View Park Indoor/Outdoor Pavilion

4620 W. Evergreen St.
Franklin, WI 53132

MAX CAPACITY
50

MAX RENTAL
7 HRS

AVAILABILITY



■ = Winter ■ = Summer

Year Round Rental

TIMES: RENTALS AVAILABLE BETWEEN
11 am-8 pm



Air Condition



Heating
Pavilion has warmers for the winter months 20⁺ days



No Ceiling Fan



Dog Stations
(plastic bags & trash can) available.
Dogs must be leashed

WHAT YOU GET

Permit entitles you to the following items:

- Indoor/outdoor pavilion – garage doors open on three sides. Pavilion has warmers for the winter months 20⁺ days
- Picnic Tables: Inside 5 (8') & 1 (ADA) Patio 2 (8')
- Kitchenette - range, refrigerator, sink
- Electricity)
- Water
- Access to restrooms



Handicap Accessible



Parking Lot



Electric



No WI-FI



Restrooms



Water

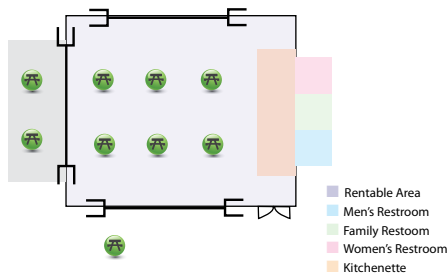


BYO Food & Beverages



Water Drinking Fountain available

STANDARD SETUP PAVILION SIZE: ??



Picnic tables seat approx. 6-8



There are no grills available. You may bring a gas grill for food preparation; however, no charcoal grills allowed.



Park Amenities (shared with the general public):

- Play Structure
- Restrooms
- Benches
- Sand Volleyball Court*
- Natural Area / Trail
- Tennis Courts*
- Pickleball Courts*
- Picnic Tables

(*) Rentals available (see pg. 13)

- STRICTLY PROHIBITED -
Gum, Silly String, Confetti, Paint, Chalk, Glitter, and Water Balloons

Description

Offers outdoor recreation
Acreage: 23.8

Adjacent to: Victory Creek Park
Featuring a passive prairie and wetlands nature preserve. 1.75 miles paved walking trail.
Acreage: 84.6



RENTAL FEES

	Group Size	Resident	Non-resident
Summer	1-50	\$225	\$375
Winter	1-50	\$325	\$500



+Security Deposit \$200
(applies to each permit)

Deposit Required

- INDOOR PAVILION -
Pick up **KEY** from the Franklin City Hall City Clerk's Office, 9229 West Loomis Road, Monday-Friday, 8:00 am-4:30 pm, no more than 4 business days prior to your reservation day.
RETURN key to Franklin City Hall City Clerk's Office within 24 hours of event.

Rental Type: Pavilion

Vernon E. Barg Park

(Formerly Lions Legend Park II)

Open Air Pavilion

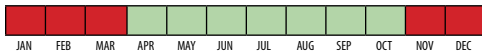
8717 W. Drexel Ave. • Franklin, WI 53132



MAX
CAPACITY
149

MAX
RENTAL
7HRS

AVAILABILITY



■ = Unavailable ■ = Available

Not available one week prior & one week after July 4

TIMES: RENTALS AVAILABLE BETWEEN

11 am-8 pm

WHAT YOU GET

Permit entitles you to the following items:

- Open air pavilion with enclosed serving area
- Electricity
- 14 picnic tables within the pavilion
- Water
- Access to indoor restrooms



- Barbecue pit (*shared*)

You may bring a gas grill for food preparation; however, no charcoal grills allowed.

Park Amenities (*shared with the general public*):

- Play Structure
- Tennis Courts*
- Volleyball Court*
- Pickle Ball Courts*
- Ball Diamond*
- Soccer Field
- Trails/ Natural area
- Indoor Restrooms
- Parking Lot
- Benches

(*) Rentals available (see pg. 13)

- STRICTLY PROHIBITED -

Gum, Silly String, Confetti, Paint, Chalk, Glitter, and Water Balloons

Description

Acreage: 21

- 1.75 miles paved bike and hiking trail with benches.



Handicap Accessible



Parking Lot



Electric



No Wi-Fi



Restrooms



Water



BYO Food & Beverages



Dog Stations
(plastic bags & trash can) available.
Dogs must be leashed

STANDARD SETUP



Open Air Pavilion
Men's Restroom
Women's Restroom
Kitchenette

Each picnic table seats approx. 6-8



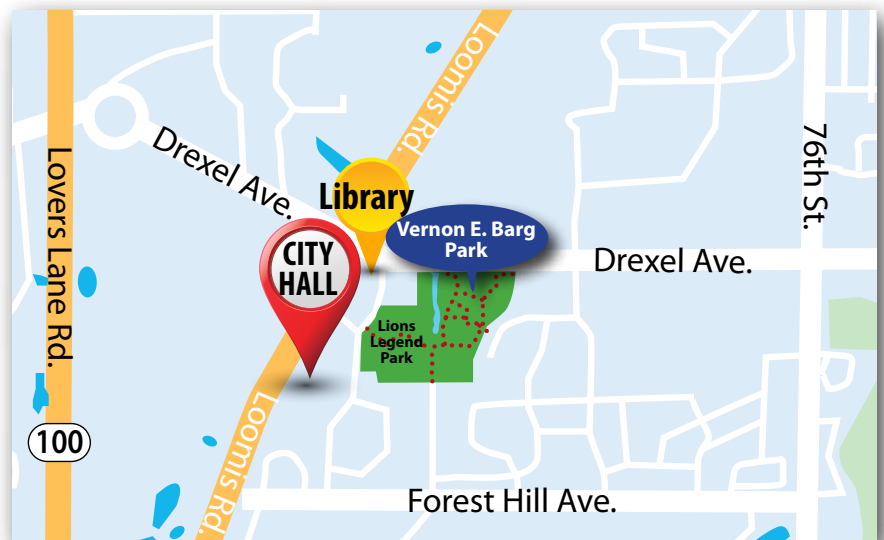
RENTAL FEES

Group Size:	Resident	Non-resident
1-49	\$225	\$375
50-99	\$275	\$425
100-149	\$300	\$475



Deposit Required

+Security Deposit \$150
(applies to each permit)





Rental fees in full is required to confirm bookings.
 Acceptable payments - most all major credit cards* / check / cash. (* Credit card service charge 2.95%
 Visit www.franklinwi.gov park permits for more information.

Baseball Fields

Baseball field reservations are available from **April 1 until July 31** of each year.

- **Lions Legend Park**, 8050 S. Legend Dr
- **Vernon E. Barg Park**, 8717 W. Drexel Ave
- **Christine Rathke Memorial Park**, 7700 S. 68th St
- **Pleasant View Park**, 4620 W. Evergreen St
- **Jack E. Workman Park**, 3674 W. Forest Home Ave

**Reservations are open to
Franklin Teams Only.**

Reservations will (*only*) be accepted **in-person** at the clerks office located in Franklin City Hall, 9229 W. Loomis Rd., Franklin, WI 53132 on every **Monday** between 8:30 am-4:30 pm for the following week's practices.

No telephone or mail-in applications.

Reservation Times

Weeknight 5:00-6:30 pm / 6:30-8:00 pm

Weekend 9:00 am -8:00 pm

(Maximum 2 hour weekend practice session)

NO TEAM MAY RESERVE FIELD TIME ON MORE THAN TWO DAYS/WEEK

Tennis & Pickleball Courts

Courts will be available to open play when not reserved by Franklin (School District) Community Education & Recreation Department programs.



Ken Windl Park 11615 W. Rawson Ave.	Pickleball Courts Tennis Courts
Lions Legend Park 8050 S. Legend Dr.	Pickleball Courts
Vernon E. Barg Park (Formerly Lions Legend Park II) 8717 W. Drexel Ave.	Pickleball Courts Tennis Court
Pleasant View Park 4620 W. Evergreen St.	Pickleball Courts Tennis Courts
Jack Workman Park 4620 W. Evergreen St.	Tennis Court

Clinics, Lessons, Leagues

The Franklin (School District) Community Education & Recreation Department offers a variety of clinics, lessons, leagues, and tournaments.

Visit franklinwi.myrec.com or call (414) 423-4646 for more information.



(No outdoor lights)

Lions Legend Park Band Shell

Lions Legend Park, 8050 S. Legend Dr

Reservations will be accepted in-person (*only*) at the clerks office located in Franklin City Hall, 9229 W. Loomis Rd., Franklin, WI 53132.
 Monday-Friday between 8:00 am-4:30 pm

Lions Legend Park Franklin Historical Society Buildings

- **St. Peters Chapel**
(Available for weddings (414) 421-6539)
- **Delikat Smokehouse**
- **Franklin Town Hall**
- **Sheehan-Godsell Cabin**
- **Ludwig Outhouse**
- **Franklin Barn Museum**

For more information on tours visit Franklin Historical Society Facebook or website <http://franklinhistory.net/>

**Send message via email —
luckeyjim@yahoo.com**
Typically replies within a day

Community Organization ·
Nonprofit Organization · Monument



QUESTIONS??

Call the Franklin City Clerk's Office 414-425-7500
 Monday-Friday 8:00 am-4:30 pm,
 for additional information.

- Day of Rental Tips -

- REVIEW GUIDELINES -

Please refer to Permit Rules and Regulations Agreement for a complete list of rules, regulations, and policies prior to arrival.

Bring approved rental permit to site on day of as a reference.
Display in Shadow box.

- UPON ARRIVAL -

Inspect facilities upon arrival. If you experience any problems/damage, please inform the site supervisor immediately!

- SCHEDULED TIMES -

Decorating, setup and cleaning must be completed within the time indicated on your permit.

- END OF EVENT CHECKLIST -

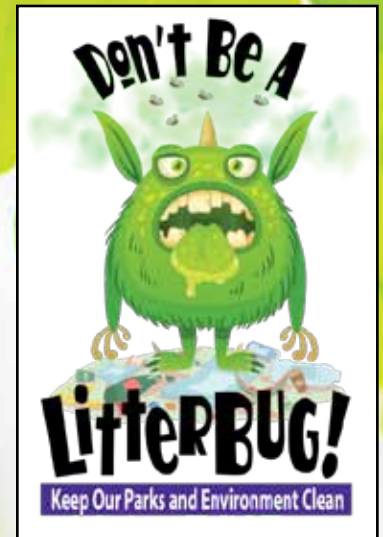
We recommend renters use these instructions to keep our facilities neat and clean. Park staff will implement these guidelines and Security Deposit may be withheld based on non-compliance or for any damages.

- All cleaning supplies and trash bags must be provided by renter.
- Tables/chairs wiped down, no stains or sticky surfaces, returned to original location and/or put away if applicable. Please do not drag the tables or chairs.
- Kitchenette area: Remove all food and beverages. Wipe down counter tops, sinks, and appliances.
- Make sure oven/stove is turned off.
- Sweep floors and clean spills.
- Clean and tidy bathrooms (*pick-up debris and empty garbage*).
- Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of rental.
- Turn off all lights and fans.
- Please double check to ensure ALL exterior doors are locked.

The renter is responsible for leaving the area in and around the facility in a condition as good as, or better than, originally found.

Security Deposit Refunds

Will be submitted for processing within 30 business days after the event, presuming there are no damages or violations. Refunds are made to the original form of payment. If deposit is paid with cash, a check will be mailed. Checks are mailed to the address as listed on the permit holder's account.



Sorry... There is no
such thing as a

TRASH FAIRY!

It's up to **YOU** to keep our
parks and trails clean.



Please enjoy and respect the park/trails and remove what you bring in.

\$500 FINE FOR LITTERING

Litter and other waste must be deposited
in proper City garbage receptacles.

Failure to comply will result in a fine, imprisonment or both per city ordinances.
Dumping of any waste matter, of any kind, is prohibited in any City park or public property.

Trash is not going to magically disappear...

Please report vandalism/emergencies to the

City of Franklin Police Department (414) 425-2522



- PARK HOURS ARE FROM DAWN TO DUSK -