



# PAVILION PERMIT

**Franklin Woods Nature Center**  
**Home of Kayla's Playground**  
 3723 W. Puetz Road, Franklin, WI 53132

**THIS PERMIT MUST BE POSTED AT PAVILION ON DAY OF PICNIC RESERVATION**

\* This permit entitles you to the following items: Use of the pavilion, electricity, picnic tables within the pavilion and water. There are no grills available. You may bring a gas grill for food preparation – **Charcoal grills and ground fires are not allowed at anytime at Franklin Woods.**

\***Kayla's Playground and patio area must be shared with the general public.**

\* No refunds are allowed unless requested in writing at least thirty (30) days before the pavilion permit date. **There will be a \$25 cancellation fee.** Pavilion permit fees are based on attendance and are set by the Park Commission. **A security deposit of \$100.00 is required for all locations.**

\* Rides, games, tents and other equipment are not permitted on park property unless indicated on pavilion permit and approved by the Park Commission. **Mechanical rides, dunk tanks, inflatable's, etc. must obtain a separate Entertainment and Amusement License,** which must be approved by 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. \* Limited parking is permitted in designated parking lot only. Cars and other vehicles are not permitted in park areas.

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

**PLEASE PRINT**

Name/Type of Group: \_\_\_\_\_

Permit Holder: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Number in Group:  1-49 (maximum) / \$100       1-49 Non Franklin Groups/Additional \$50

**(Note: Groups exceeding the number specified on permit will be subject to additional fees. Parks will be monitored by park personnel)**

\$100 security deposit (refundable after Council approval)

**(Note: there is no alcohol consumption permitted at Franklin Woods Nature Center-Kayla's Playground)**

Note: Larger groups will be required to request a special permit from the Franklin Park Commission

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am to \_\_\_\_\_ pm (Pavilion is available from 9:00 a.m. to 9:00 p.m.)

I have read, understand and agree that the area and facilities will be used in accordance with the ordinances, rules and regulations of the City of Franklin Common Council and the Park Commission. Please read rules and regulations on the reverse side before signing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In case of emergency, or to report any problems on the day of your reservation, please call

**City of Franklin Police Department (414-425-2522)**

and/or Monday thru Friday from 7:00a.m. – 3:30p.m., City of Franklin Park Staff (414-425-2592)

\*\*\*\*\*  
 For Office Use Only  
 APPROVED       REJECTED      DATE: \_\_\_\_\_      Permit Fee: \$ \_\_\_\_\_  
 Check No. \_\_\_\_\_      Plus Deposit: \$ 100.00  
**TOTAL: \$ \_\_\_\_\_**

Approved by: \_\_\_\_\_  
 OFFICE OF THE CITY CLERK, phone 414-425-7500

## PERMIT RULES AND REGULATIONS FOR USE OF FRANKLIN PARKS

As residents, we share and enjoy over 150 acres of parks. We also share in a major responsibility to preserve and properly use our public facilities. Knowledge of, and adherence to, park rules and regulations will help create an awareness and appreciation of our valuable park and recreation investment.

1. Pavilion rental is available from 9:00 am to 9:00 pm. All decorating, set up and clean up must be done within your rental time.
2. 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.
3. Live music is prohibited unless indicated on pavilion 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.
4. No telephone reservations are accepted.
5. A pavilion permit is required to reserve the pavilion areas. All other areas are shared with the general public. Rides, games, tents and other equipment are not permitted on park property, unless indicated on pavilion permits. Mechanical rides, dunk tanks, inflatables, etc. must obtain a separate entertainment and amusement license, which must be approved by the Common Council. Inspections will be made prior to event by the electrical, building and fire departments. Tents cannot be erected prior to contacting the City and shall be subject to inspection.
6. Fires may only be started in gas grills to be used for food preparation. Charcoal grills and ground fires are not allowed at anytime at Franklin Woods.
7. Limited parking is permitted in designated parking lot only. Cars and other vehicles are not permitted in park areas.
8. Litter and other waste must be deposited in proper City garbage receptacles. Failure to comply will result in future denial of pavilion 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.
9. No refunds are granted unless requested in writing at least thirty (30) days prior to pavilion permit date. A \$25 cancellation fee will be charged if refund is approved.
10. Overnight camping is prohibited.
11. Motorized vehicles, including off-street and/or recreational vehicles, are not permitted, unless otherwise posted.
12. Animals in park areas must be leashed at all times, per City Code. Any animal waste must be removed or deposited in a proper receptacle.
13. Destruction, injury, defacement or removal of city property is prohibited per City Code.
14. Firing or discharge of any projectile in a park is prohibited, per City Code.
15. Games and/or amusements are to be conducted only in the designated area approved by the Park Commission and the Common Council.
16. In case of snow or icy conditions, the City parks trails will not be maintained. The City is not liable if injury occurs.
17. Any form of golf is not permitted in any City Park.

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/or City of Franklin Police Department (414-425-2522) will implement enforcement of park rules and regulations.

***Promote Parks Positively!***

**Thank You for Your Participation and Cooperation**