



ENGINEERING DEPARTMENT

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Memorandum

TO: Board of Public Works

FROM: Michael Lewis, Director of Public Works/City Engineer

DATE: April 7, 2015

RE: Communication from the Director of Public Works/City Engineer regarding application for Park Use Permit.

The form of this permit was first drafted in 2006. I don't know why it wasn't acted upon. A & B areas of various parks, for example Liberty Heights, will have to be designated later.

We are presenting this to the Board to get an initial reaction about the fees. As proposed, a person wants to reserve Liberty Heights, area A, for \$50 and wants the Gazebo for an additional \$100 and will have a beer permit for another \$50 for a total of \$200. They would also pay whatever fees are required for the beer permit.

This may seem high, but keep in mind that by reserving a portion of a park and maybe a structure too for their private use, they are preventing other people from using it.

I would like held on Tuesday night to give us more time to canvas other communities and their fees. Any comments by the Board would be welcome.

**CITY OF WEST ALLIS
APPLICATION FOR PARK USE PERMIT***

Permit Number _____

Date _____

The undersigned **City of West Allis Resident/Business Owner** hereby applies for a permit and agrees to abide by the rules and regulations set forth under Section _____ of the City of West Allis Policies and Procedures Manual as they relate to the use of City Parks (a copy of which is attached).

Applicant Name _____

Phone No. _____

Address _____

Applicant Age _____

Group or Organization _____

Estimated Attendance _____

Date of Use _____

Time _____

8:00 a.m. – 8:00 p.m.

<u>Park</u>	<u>Area</u>	<u>Structure</u>	<u>Beer</u>
Liberty Heights	___ A (\$50)		___ Yes (\$50) ___ No
Liberty Heights	___ B (\$50)	___ Gazebo (\$100)	___ Yes (\$50) ___ No
Veterans	___ A (\$50)		___ Yes (\$50) ___ No
Veterans	___ B (\$50)		___ Yes (\$50) ___ No
Reservoir	___ A (\$50)	___ Shelter (\$100)	___ Yes (\$50) ___ No
Reservoir	___ B (\$50)		___ Yes (\$50) ___ No
Klantz	___ A (\$50)	___ Shelter (\$100)	___ Yes (\$50) ___ No
Honey Creek	___ A (\$50)	___ Gazebo (\$100)	___ Yes (\$50) ___ No
Honey Creek	___ A (\$50)	___ + Electricity (\$75)	___ Yes (\$50) ___ No
Honey Creek	___ B (\$50)		___ Yes (\$50) ___ No
Rogers	___ A (\$50)		___ Yes (\$50) ___ No
Skate Park	___ (\$300)		

TOTAL Permit Fee (Park Area fee + Structure Fee + Beer Permit Fee) = \$ _____

***Permit Restrictions:**

- Restrooms are generally not available for use on weekends. Permit valid only for the date issued
- Permit is valid only on date issued.
- Permittee is responsible for cleanup of area
- Playing loud music in the park area is strictly prohibited.
- Beer consumption is limited to beer or malt beverages brought in to park in cans or plastic bottles.
- Only persons 21 years of age and older are allowed to consume beer or malt beverages
- Applicant must be on site with permit at all times. If applicant leaves the park, all beer drinking must end.
- This permit is subject to revocation if applicant or any member of your party is found to be in violation of any local ordinance or state law. **VIOLATORS ARE SUBJECT TO ARREST!**

APPLICANT SIGNATURE

DATE SIGNED

PERMIT APPROVED BY

DATE SIGNED