



**CITY OF MILTON  
PARK USE APPLICATION**

1. Legal Name \_\_\_\_\_ Phone \_\_\_\_\_  
First MI Last
2. Full Address \_\_\_\_\_  
Street address City State ZIP
3. Driver's License No. *(required)* \_\_\_\_\_
4. Facility Requested \_\_\_\_\_ Rental Date \_\_\_\_\_
5. Planned Activity \_\_\_\_\_ # of Attendees \_\_\_\_\_
6. Requested Reserved Time \_\_\_\_\_

A park pavilion is not officially reserved until the application is complete and the park rental fee and security deposit are paid. If application date is less than 10 days from rental date, cash is the only payment method accepted for rental and security deposit fees.

Should you find it necessary to cancel your reservation, you must cancel **at least 30 days** prior to the event for a full refund of rental fees and security deposit.

	<u>Resident</u>	<u>Non-City Resident</u>
Community House	\$120.00	\$220.00
Lamar, Central, and South Goodrich Parks	\$ 50.00	\$100.00
Security Deposit	\$100.00	\$100.00
Veterans Park – Veteran	\$ 80.00	\$160.00
Veterans Park – Non-Veteran	\$100.00	\$200.00
Security Deposit Veterans Park	\$125.00	\$125.00

**Please read and initial below**

\_\_\_\_\_ (Renter’s initials) Rental of the pavilion or facility does not entitle the renter to exclusive use of the adjacent baseball fields, playgrounds, Veterans Memorial, or Splash Pad. For further information pertaining to the use of the baseball fields please contact Milton Recreation Department at (608) 868-9393.

\_\_\_\_\_ (Renter’s initials) Park keys must be picked up during regular office hours at City Hall. City Hall hours are Monday-Thursday 8:00 a.m. - 4:30 p.m. and **Friday 8:00 a.m. - 12:00 p.m.** **Failure to pick up the keys during regular office hours will result in forfeiture of the security deposit.**

\_\_\_\_\_ (Renter’s initials) City of Milton Code of Ordinances Sec. 1-16 (a). *No license, registration or permit shall be issued or renewed by the city until all delinquent City of Milton taxes, assessments and forfeitures from city ordinance violations and all due bills of any and all City of Milton utilities have been paid in full.*

\_\_\_\_\_ (Renter’s initials) I understand that I am responsible for any damages to the city facility and property during my event. If damage occurs, my security deposit will be forfeited and any additional damage charges may be collected through the Tax Refund Intercept Program (TRIP).

**My signature acknowledges that I have received, read, and agree to all park rules and regulations.**

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

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*For Office Use Only*

Park Fee Paid: \$50.00 \$80.00 \$100.00 \$120.00 \$160.00 \$200.00 \$220.00

Security Deposit Paid: \$100.00 \$125.00

Rec. No. \_\_\_\_\_ **Cash/Check/Credit Card** Check No. \_\_\_\_\_

**Name on Credit Card** \_\_\_\_\_ **Transaction Date** \_\_\_\_\_

**Employee Initials** \_\_\_\_\_

Exempt from Fees Y N Group \_\_\_\_\_

Outstanding Fees Owed to the City Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

Outstanding Citations/Court Fees Owed to the City Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

City Clerk Approval: \_\_\_\_\_ Date: \_\_\_\_\_