

City Of Prairie du Chien  
**Parks and Recreation**  
**Facility Use Permit Application**

214 E. Blackhawk Ave., PO Box 324, Prairie du Chien WI 53821.

**Contact Information**

Name of User \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

Signature of Representative \_\_\_\_\_ Position Title \_\_\_\_\_

Purpose of Event  
\_\_\_\_\_

Event Date(include set-up and tear down) \_\_\_\_\_ Times \_\_\_\_\_

**Park, Facility or Pool Requests**

*PLEASE NOTE (lights \$30.00/hour) and (Field prep \$20.00)*

Cecil Smith (North) \_\_\_\_\_ Lights \_\_\_\_\_ Prep \_\_\_\_\_ **Concessions Stands (\$50.00/day)**

Cecil Smith (South) \_\_\_\_\_ Lights \_\_\_\_\_ Prep \_\_\_\_\_ Cecil Smith \_\_\_\_\_ Lochner \_\_\_\_\_

Lochner(North) \_\_\_\_\_ Lochner(South) \_\_\_\_\_ St. Feriole Island \_\_\_\_\_

Special Event/Program \_\_\_\_\_ \$50.00 \_\_\_\_\_ \$100.00 (revenue generating)

St. Feriole Island Soccer Fields \_\_\_\_\_

Other: \_\_\_\_\_

**Hoffman Hall Usage**

Hoffman Hall Gym (\$25.00/hr.) \_\_\_\_\_

Hoffman Hall Lobby (\$10.00/hr) \_\_\_\_\_

Hoffman Hall Concessions (\$50.00/Day) \_\_\_\_\_

Hoffman Pool-Contact the Director (326-7207) \_\_\_\_\_

**Note:** Please contact City Hall for Park Shelter or St. Feriole Island Usage at 608-326-7207.

**PLEASE NOTE: NON-RESIDENT FEES ARE DOUBLED**

**Total** \_\_\_\_\_

**General Terms:**

1. City of Prairie du Chien would have priority of grounds/facility usage, even upon short notice.
2. The school district of Prairie du Chien would have second option.
3. All other groups (including nonprofit organizations & private schools) would have third option.
4. Any user group wishing to sell admissions or concessions must make arrangements through Park & Rec
5. Users of City grounds/facilities are responsible for the supervision of areas in use (as outlined in completed application). Any damages deemed beyond normal wear will be assessed and the user billed accordingly.
6. Users must provide evidence of insurance to the extent of \$1,000,000 per lease minimum liability and \$25,000 property damage wherein the City of Prairie du Chien is named the insured. This is applicable only when a facility and/or playfield is rented for private/commercial use purposes.
7. Users should contact the Park & Recreation Department at least 24 hours prior to the approved usage time/date in order to confirm use and/or review any specific needs.

Approved (office) \_\_\_\_\_ Date \_\_\_\_\_

Special Consideration for the user \_\_\_\_\_