

RACINE COUNTY PUBLIC WORKS PICNIC AND OPEN AREA RESERVATION POLICIES

Racine County parks have many picnic areas. Those picnic areas that are designated reservable are available on a first come, first served basis. The picnic season is the first weekend in May through the last weekend in September. Information on picnic area locations and availability can be obtained by telephone from the Public Works Office during regular business hours at (262) 886-8440.

Picnic reservation requests made in-person will be accepted beginning the second business day (Monday through Friday) of the given calendar year only at the Racine County Public Works Office, 14200 Washington Avenue. Office hours are from 8:00 a.m. to 12:00 noon and 12:30 p.m. to 4:30 p.m., Monday through Friday. All fees must be paid at the time the reservation is made. A permit will be issued upon payment of fees.

Reservation requests will be accepted by mail beginning the second business day of the given calendar year with receipt of following information and payment of fees:

1. Name of park and area requested
2. Date requested for picnic (alternate date if desired)
3. Approximate time of picnic start and end
4. Approximate number of people at picnic (site requested must accommodate requested number of persons)
5. Name of responsible person, address, driver's license number and daytime telephone number
6. Full payment of picnic fees using check or including a Visa / MasterCard number, expiration date and signature

Reservation requests received in the mail will be put in postmark order and processed after the "in-person" reservations have been processed. The permit will be returned via mail to the address given.

Reservation requests by telephone will be accepted beginning the second Monday in January of the given calendar year by calling the Public Works department and requesting the park reservation desk. Office hours are from 8:00 a.m. to 12:00 noon and 12:30 p.m. to 4:30 p.m., Monday through Friday. The number is (262) 886-8440. The picnic fee must be paid at this time using Visa or MasterCard. The permit will be returned via mail to the address given.

Reservations will not be accepted less than two (2) working days prior to the event. One hour of baseball/volleyball will be included with a reservation subject to availability and may be precluded by organized sporting activity reservations.

Rescheduling is permitted by mail or in person if requested 10 days prior to the date of the scheduled reservation. All cancellations must be submitted on a Refund/Cancellation Request form and received in the Public Works Office by mail, fax or in person 10 days prior to the date of the originally scheduled reservation. The person who made the original reservation must sign the Refund/Cancellation Request. A full refund, less a set administrative charge which is

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authorized through the annual fee schedule, will be made by check and mailed to the address specified. In the case of exclusive use, a full refund, less a \$75.00 cancellation charge will be made by check and mailed to the address specified.

The Public Works Department reserves the right to cancel any picnic reservation if it determines that the reserved area is not usable (e.g. due to fire). In the event the Department cancels a reservation, it will attempt to notify the party who made the reservation, and that party will have the option to reschedule or relocate the event, or to receive a refund of the reservation fee.

NO REFUND OF THE RESERVATION FEE WILL BE MADE EXCEPT AS SET FORTH ABOVE.

NO REFUND OF THE RESERVATION FEE WILL BE MADE FOR ANY REASON RELATING TO WEATHER CONDITIONS.

EXCLUSIVE USE – OLD SETTLERS’ PARK

Requests for exclusive use of Old Settlers’ Park will be received on or after October 1st of the current year for those who had exclusive use reservations that year and wish to reserve the same date in the next year. A reminder letter will be sent to current year exclusive use patrons on October 1st. Those current exclusive use patrons wishing to change their exclusive date will have their request considered after December 1st; requests will be granted based on availability. Any other exclusive use requests will be accepted as other park picnic reservations.

*By Order of the Public Works Committee
Effective Date: September 11, 2008*