

DODGE COUNTY SHELTER RESERVATION POLICY

- 1) Shelter reservations will be accepted on a first requested, first reserved basis at the Dodge County Parks Central Office at (920) 386-3700.
- 2) Reservations should be made by completing and returning the shelter reservation form to the Parks Central Office. A shelter reservation form and availability can be obtained by calling the Parks Central Office at (920) 386-3700 or www.dodgeparks.com
- 3) All shelter reservations are considered tentative until the required fee(s) are paid and may be revoked if payment is not received.
- 4) Upon confirmation of the reservation by the Parks Central Office, the shelter permit will be sent to the person making the reservation. This permit must be brought to the park and kept at shelter while in use.
- 5) Refund policy:
 - 0% - If reservation cancelled less than 10 days prior to shelter use date.
 - 50% - If reservation cancelled at least 10 days prior to shelter use date
 - 100% - If reservation cancelled by the County. The County assumes no liability for damages caused by such cancellation.
- 6) Persons making a reservation shall be named the responsible party for the general clean up and care of the shelter. All refuse shall be placed in the appropriate containers.
- 7) Persons making a reservation shall be named the responsible party for ensuring compliance with State Statutes, County Ordinances, and Park Regulations by all persons while occupying the shelter and is also responsible for the conduct and control of both patrons and participants at the event/activity, and must be present at the facility throughout the time of the activity or designate an alternate adult supervisor. Person making reservation shall remain until all members of group have left the facility.
- 8) Employees of the Dodge County Parks Department or the Dodge County Sheriff's Department may revoke the shelter permit if in their judgment, persons or property on or within the park premises may be endangered by continued use of the shelter or a violation of State, County, or Park codes or regulations are noted.
- 9) **Reservations shall start no earlier than 10:00 a.m. nor end later than 8:30 p.m. unless special permission is obtained from the Parks Central Office or Park Attendant.**
- 10) A reservation allows a group to have exclusive use of the shelter building during the specified times. Other park facilities remain available to the general public on a first-come, first-served basis.
- 11) Shelter fees shall be as follows:

PARK	SHELTER & DESCRIPTION	COST PER DAY
ASTICO	Shelter # 1 – Wooded Area – electric, 50 capacity	\$30
	Shelter # 2 – Open Area – electric, 70 capacity	\$30
	Shelter # 3 – Entrance Area – non-electric, 40 capacity	\$20
DERGE	Shelter # 1 – Enclosed Quonset – electric, 60 capacity	\$40
	Shelter # 2 – Near Campsites – electric, 30 capacity	\$30
LEDGE	Shelter # 1 – Upper Ledge – electric, 70 capacity	\$30
	Shelter # 2 – Lower Ledge – non-electric, 30 capacity	\$20

A special shelter reservation rate of \$35 (non-electric), \$40 (electric) & \$45 (Derge Quonset shelter) is available to non-profit youth day camps for weeklong use (Monday – Friday until 4:00pm).