

# Rental Guide



CITY OF BELOIT PARKS AND LEISURE SERVICES DIVISION

1003 Pleasant Street

(608) 364-2890

[www.ci.beloit.wi.us](http://www.ci.beloit.wi.us)



**The City of Beloit Parks and Leisure Services Division would like to extend to you and your group our welcome to use the facilities and services offered. We take pride in our park system and will work diligently to make sure your rental is a memorable experience in hopes that you will return to enjoy our great facilities. Our mission is to provide you with clean and attractive facilities that will adequately accommodate your picnic or special event in our parks. All shelter houses or pavilions listed in this publication are under the jurisdiction of the City of Beloit Parks and Leisure Services Division. The following regulations should be reviewed prior to use and all permit holders are required to obey the rules and regulations described herein. We look forward to serving you with a great experience.**



**Rotary River Center**

Location: Riverside Drive  
 Size: 3,000 sq. ft.  
 Restrooms: Yes  
 Tables: 3 round tables, 9 oval tables, 8 banquet tables  
 Capacity: Approx. 266 people  
 Electricity: 10 outlets avail.  
 Water: Yes  
 Amenities: Kitchen, telephone, screen for presentations, microphone, available year round



**Harry Moore Pavilion**

Location: Riverside Drive  
 Shelter Size: 56' x 58'  
 Restrooms: Yes attached in lower level  
 Tables: Approx. 8 picnic tables  
 Capacity: Approx. 140 under shelter  
 Electricity: 10 outlets avail.  
 Water: Drinking fountain & in restrooms  
 Park Amenities: Playground equipment, walking path, paddle boat rental, tennis courts



**Mid-lawn Shelters**

Location: Riverside Drive  
 Shelter Size: 33' x 58'  
 Restrooms: Yes adjacent to shelter  
 Tables: Approx. 8 picnic tables  
 Capacity: Approx. 84 under shelter  
 Electricity: 4 under pavilion avail.  
 Water: Drinking fountain & in restrooms  
 Park Amenities: Walking path, natural area, arbor with 4 avail. outlets, paddle boat rental, tennis courts and river view



**Jones Pavilion**

Location: South end of Riverside park close to Portland Avenue Bridge  
 Pavilion Size: 240' x 180'  
 Restrooms: Yes adjacent to pavilion  
 Tables: Approx. 8 picnic tables  
 Capacity: Approx. 98 under shelter  
 Electricity: 4 outlets avail.  
 Water: Drinking fountain & in restrooms  
 Park Amenities: Walking path



**Leeson Pavilion**

Location: Milwaukee Road  
 Pavilion Size: 63' x 45'  
 Restrooms: Yes attached to pavilion  
 Tables: Approx. 16 picnic tables  
 Capacity: Approx. 128 under shelter  
 Electricity: 4 outlets avail.  
 Water: Drinking fountain, water spigot, and in restrooms  
 Park Amenities: Ball Diamonds, playground equipment, Natural area



**Leeson Shelter**

Location: Milwaukee Road  
 Shelter Size: 21' x 21'  
 Restrooms: Yes adjacent to shelter  
 Tables: Approx. 4 tables  
 Capacity: Approx. 28 under shelter  
 Electricity: No  
 Water: No  
 Park Amenities: Natural areas, ball diamonds, playground equipment



**Lions Shelter**

Location: Afton & Big Hill Rd.  
 Shelter Size: 24' x 44'  
 Restrooms: Yes adjacent to shelter  
 Tables: Approx. 10 picnic tables  
 Capacity: 70 under shelter  
 Electricity: No  
 Water: No  
 Park Amenities: Playground equipment, softball, sand volleyball, hiking trails, natural area



**Big Hill (Upper) Shelter**

Location: Afton & Big Hill Rd  
 Shelter Size: 24' x 25'  
 Restrooms: Yes adjacent to shelter  
 Tables: Approx. 4 picnic tables  
 Capacity: Approx. 28 under shelter  
 Electricity: No  
 Water: No  
 Park Amenities: Playground equipment, softball, sand volleyball, hiking trails, natural area



**Big Hill (Lower) Shelter**

Location: Afton Road  
 Shelter Size: 57' x 27'  
 Restrooms: Yes adjacent to shelter  
 Tables: Approx. 10 tables  
 Capacity: Approx. 56 under shelter  
 Electricity: No  
 Water: No  
 Park Amenities: Natural area, hiking trails, playground equipment, fireplace



**Telfer Pavilion**

**Location:** Cranston Road  
**Shelter Size:** 224' x 140'  
**Restrooms:** Yes attached to pavilion  
**Tables:** Approx. 30 picnic tables  
**Capacity:** 1000 under shelter  
**Electricity:** 30 outlets avail.  
**Water:** Yes  
**Park Amenities:** Ice Skating (in season), softball, playground equipment



**U.S. Pride Park Shelter**

**Location:** Shore Drive  
**Shelter Size:** 35' x 31'  
**Restrooms:** Yes attached to shelter  
**Tables:** Approx. 4 picnic tables  
**Capacity:** Approx. 28 under shelter  
**Electricity:** No  
**Water:** In restrooms & drinking fountain  
**Park Amenities:** Playground equipment, basketball



**Krueger Shelter**

**Location:** Hackett & House St.  
**Shelter Size:** 37' x 44'  
**Restrooms:** Yes attached to shelter  
**Tables:** 10 picnic tables  
**Capacity:** 28 under shelter  
**Electricity:** 1 outlet avail.  
**Water:** In restrooms  
**Park Amenities:** Playground equipment, tennis courts, basketball



**Summit Shelter #1**

**Location:** Henry & Dewey Ave.  
**Shelter Size:** 58' x 30'  
**Restrooms:** Yes adjacent to shelter  
**Tables:** Approx. 8 picnic tables  
**Capacity:** 56 under shelter  
**Electricity:** No  
**Water:** In restrooms  
**Park Amenities:** Playground equipment, basketball, softball, soccer, grill



**Summit Shelter #2**

**Location:** Henry & Dewey Ave.  
**Shelter Size:** 25' x 18'  
**Restrooms:** Yes attached to shelter  
**Tables:** Approx. 4 picnic tables  
**Capacity:** Approx. 28 under shelter  
**Electricity:** 1 outlet avail.  
**Water:** In restrooms  
**Park Amenities:** Playground equipment, basketball, softball, soccer



**Hilliard Shelter**

**Location:** Athletic Ave.  
**Shelter Size:** 21' x 21'  
**Restrooms:** Yes adjacent to shelter  
**Tables:** Approx. 10 picnic tables  
**Capacity:** 70 under shelter  
**Electricity:** 3 avail outlets  
**Water:** Yes adjacent to shelter  
**Grills:** 1 large cooking grill provided  
**Park Amenities:** Frisbee golf, softball, natural areas, playground equipment



**Horace White Gazebo**

**Location:** E. Grand Ave. & Park Ave.  
**Shelter Size:** 21' x 21'  
**Restrooms:** No  
**Benches:** 3  
**Capacity:** N/A  
**Electricity:** 2 outlets avail.  
**Water:** No  
**Amenities:** Playground equipment, beautiful scenery

**Krueger Pool Rentals**

Available: Saturday & Sunday  
 (Memorial Day thru Labor Day)  
 Time: 6:30-8:30 p.m.  
 Call: (608) 364-2890

### Picnic Shelter Reservation Policies and Procedures

1. **At NO time is driving on park grounds permitted.**
2. All reservations must be made in person through the Leisure Services office, located at 1003 Pleasant Street. Office hours are Monday-Friday 8:00 a.m.-1:00 p.m. and 2:00-5:00 p.m. \*Closed between 1-2 for lunch. Hours are subject to change in summer months 8:00 a.m.-5:00 p.m.
3. Reservations will be made to both resident and non-resident groups on a first-come, first-served basis. Verification of address will be required for Resident rates.
4. The Leisure Services office or designee must approve all reservation requests. The Division reserves the right to refuse a reservation or permit to any individual or group.
5. Reservations may be made beginning on the first business day after January 1st for the current calendar year in person on a first-come, first-served basis. PLEASE NOTE: ALL FEES AND DEPOSITS MUST BE MADE AT THE TIME OF THE RESERVATION. NO RESERVATIONS WILL BE MADE BY TELEPHONE.
6. Reservations may be made for weekends only April 1– May 1 and any day for the period of May 1 through October 1. Parks closing time is 10:00 p.m., except for Big Hill Park, which closes at 9:00 p.m. and Rotary River Center at 12:00 a.m. Reservation dates and hours must include set-up, take-down and clearing time.
7. After a permit is issued, a partial refund is available up to seven (7) days prior to the reservation date. A \$15.00 service fee will be retained. All fees will be retained for all cancellations, which are less than seven (7) days prior to reservation date. Rained-out dates will not be refunded. However, a second date can be reserved without charge if applied for within 48 hours/2 working days. NOTE: REFUNDS WILL BE MAILED TO YOU. IT WILL TAKE APPROXIMATELY 15 DAYS TO RECEIVE THEM.
8. Groups holding permits are required to leave their picnic grounds in a clean and orderly condition. Any out of the ordinary extra work required by Parks and Grounds Division personnel to clean the picnic area following use by a group will be deducted from the clean-up deposit on a cost basis.
9. A beer permit is required for groups desiring to possess and consume beer in City parks. Permittee must be present and have permit with them at all times. If permittee leaves the park, all drinking MUST STOP! Application for the permit is available through the Beloit Police Department. Beer permits are NOT issued for Horace White, Summit or U.S. Pride Parks. Beer permits are issued to City of Beloit Residents only (at no cost), and MUST be obtained at least 24 hours in advance of the reservation date. Limited to beer or malt beverage cooler, **only. NO** wine, wine coolers, hard liquor or other alcoholic beverages. Permits are valid only for the date, time and place specified. You do not have to reserve a picnic shelter to obtain a permit to drink in a City park. However, you MUST have a permit to drink in any City park. **Obtaining a beer permit does not give you the right to use a shelter without a reservation.**
10. The Riverside Park shelters are not available during 4th of July and Riverfest, or any other dates when there are citywide activities scheduled.
11. Any use of a group's own loudspeakers, amplification equipment, or other devices causing considerable noise may be used in Riverside Park (Jones Pavilion, Moore Pavilion, Mid-lawn Shelter, Leeson Pavilion). Amplification devices are not permitted in any of the other parks. Any use of the parks must not detract from the enjoyment by other park patrons.
12. Picnic shelter permit holders are encouraged to carry their permit with them. A copy of the permit will be posted at the reserved shelter.
13. Any problems at the picnic shelter site on weekends should be referred to (608) 364-2929 for answering service for assistance from the supervisor on-call (i.e. electrical etc.) If you have problems with other people at your site, call the Beloit Police non-emergency number (608) 757-2244.
14. A Master Reservation Schedule will be maintained at:  
Beloit Leisure Services Office  
1003 Pleasant Street  
608.364.2890

**Picnic Shelter Reservation Policies and Procedures**

**AREAS AVAILABLE FOR RESERVATION:**

Only areas with picnic shelters are available for reservation. Reservations will not be taken for picnic areas without a shelter. Those areas are available on a first-come, first-served basis.

PLEASE NOTE: Shelter rentals are for the shelters and immediate grounds only. A parks ground fee of \$95/day to \$205/day is required for expanded use (i.e. tents, blow up attractions). Any desire to set up tents adjacent to or near any shelter requires a grounds fee, and a certificate of insurance, with designate and coverage listed. Digger’s Hotline (Alliant Energy 1-800-242-8511) must be notified by the permittee or tent vendor. A fee may be charged by Alliant. Shelter reservations do not include ball fields or volleyball courts. These are used on a first come-first served basis. (Any reservations of ball fields must go through the Recreation Supervisor, Spencer Waite (608) 364-2890, Ext. 2.)

- A \$30 processing fee will be charged for any/all checks returned to us for any reason
- We are aware that it is possible that even though your picnic shelter has been paid for and posted, other people/groups may choose to ignore the posting and may be using your reserved shelter upon your arrival. That is why we encourage you to carry your white copy of the Shelter Permit Form with you. You may attempt to show the form to the infringing party in hopes that they will respect the fact and move along to another area. However, if they do not, your best recourse would be to call the Beloit Police non-emergency number (608) 757-2244 to report your problem.

Picnic Shelters: - Mid-Lawn - Leeson (Shelter) - Big Hill (Upper & Lower) - Krueger - Summit - Hilliard - U.S. Pride	Resident Reservation: \$40.00/day	Non-Resident Reservation: \$55.00/day	Deposit: \$30.00
Leeson Park#1 Picnic Pavilion	Resident Reservation: \$110.00/day	Non-Resident Reservation: \$120.00/day	Deposit: \$50.00
Jones and Moore Pavilion	Resident Reservation: \$125.00/day	Non-Resident Reservation: \$135.00/day	Deposit: \$50.00
Edwards Activity & Sports Center	Resident:	Non-Resident:	Deposit:
	Up to 200 people-\$240.00	Up to 200 people-\$305.00	Resident or >500 people: \$125
	Up to 500 people-\$360.00	Up to 500 people-\$410.00	Non-Resident or 500+ people: \$175
	500-1000 people-\$410.00	500-1000 people-\$490.00	
	1000+ people-\$490+	1000+ people-\$565.00+	
Rotary River Center	Resident:	Non-Resident:	Deposit: \$200
	Primetime (Friday-Sunday) Resident Reservation: \$480.00	Primetime (Friday-Saturday) Non-Resident Reservation: \$575.00	
	Weekday Resident (Mon-Thurs) Resident Reservation: \$230.00	Weekday Non-Resident (Mon-Thurs) Non-Resident Reservation: \$255.00	
		**Non-profit weekday: \$195.00	

**\*\*Rental Fees\*\***

\*A **SPECIAL EVENT PERMIT** can be obtained from the City Clerk (364-6680) when an organized group wants to sell, possess and/or consume beer or wine in those parks designated by City Ordinance

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**Edwards Activity & Sports Center**

1. All reservations must be made in person through the Leisure Services office, located at 1003 Pleasant Street. Office hours are Monday-Friday 8:00 a.m.-1:00 p.m. and 2:00-5:00 p.m. \*Closed between 1-2 for lunch. Hours are subject to change in summer months 7:00 a.m.-5:00 p.m.
2. The Leisure Service office or designee must approve all reservation requests. The Division reserves the right to refuse a reservation or permit to any individual or group.
3. Reservations may be made for the period of May 15 through the 2nd weekend of September. Closing time for this park is 10:00 p.m. Pavilion reservation dates and hours must include set-up, take-down, and clearing time. Any large open community event needing additional time for set-up or take-down will be charged \$50 per day.
4. Reservations for the following year may be made and paid for no sooner than one year in advance of the current year rental date, OR at the time of key return, if you know the date you want to reserve at that time. We will operate on a first-come, first-served basis. ALL GROUPS RESERVING WILL BE REQUIRED TO PRESENT AN ORIGINAL (NOT A COPY), CERTIFICATE OF INSURANCE.
5. After a permit is issued, a partial refund is available up to seven (7) days prior to the reservation date. A \$50 service fee will be retained for all cancellations which are less than seven (7) days prior to the reservation date. NO REFUNDS WILL BE MADE FOR RAIN OR INCLEMENT WEATHER.
6. A beer permit is required for groups desiring to consume beer and permittee must be present at the pavilion while beer is being served. Application for the permit is available through the Beloit Police Department at no charge to the City of Beloit residents ONLY, at least 24 hours in advance of the rental date.
7. Any use of a group's own loudspeakers, amplification equipment, or other device causing considerable noise may only be used through advance approval, in writing, from the Recreation Supervisor (Spencer Waite: 364-2890 EXT. 2). Any use of the pavilion must not detract from the enjoyment of the park by the other park patrons or area residents.
8. Approximately thirty (30) picnic tables are available for use. Some banquet tables and folding chairs are also available. Groups desiring more tables and chairs must make their own arrangements for additional seating.
9. NO GROUPS ARE ALLOWED TO OPEN/CLOSE OR PULL THE TARPS FOR ANY REASON. IF THIS OCCURS, YOUR GROUP/ORGANIZATION MAY FORFEIT PARK OR ALL OF THE CLEAN-UP/DAMAGE DEPOSIT REFUND! NO GROUP/INDIVIDUALS ARE TO OPERATE ANY CITY EQUIPMENT LOCATED ON THE PREMISES! FAILURE TO ABIDE BY THESE RULES WILL FORFEIT THEIR DEPOSIT AMOUNT.
10. Groups holding permits are required to leave the pavilion and grounds in a clean and orderly condition. (Please see Clean-Up Checklist). All groups are required to complete all items on the Clean-Up Checklist. Any item not completed will result in the stated deduction amounts on the Clean-Up Checklist. Make sure the person (s) doing the cleaning are aware of what needs to be done, so that no problems arise.
11. The City of Beloit will provide two (2) refuse dumpsters. These are located outside of the East Gate in the parking area. All groups will be required to dispose of their refuse in the dumpsters relative to the Clean-Up Checklist. Large groups will no longer be required to provide their own dumpsters.
12. THE SOFTBALL FIELD AT TELFER PARK IS NOT INCLUDED WITH THE PAVILION RESERVATION. The reservation fee for use of the softball field is \$25 per day. This fee does not include field preparation. If you desire field preparation, the charge is \$65/per day. NO SCORE-BOARD USE. City can provide throw down bases, if requested.
13. Groups renting the pavilion may sign out facility keys Monday-Friday, 8:00 a.m.-5:00 p.m. in the Leisure Services Office located at 1003 Pleasant Street. Keys should be picked up not more than two (2) working days prior to the reservation date. Keys MUST also be returned within (2) working days after the reservation date TO THE SAME OFFICE. The office is closed for lunch from 1-2:00 p.m. M-F posted.
14. Rental fees for the pavilion also include use of the marquee, located on Cranston Road. Marquee information should be discussed at the time of pavilion reservation and payment. If not requested, no marquee message will be displayed for you/your group.
15. Disposal of grease on the park premises as a result of cooking is prohibited. Organizations or groups caught disposing of grease illegally could be subject to a substantial fine. All groups must make their own arrangements for proper disposal of grease. Please see that no grease is spilled on the pavilion floor, apron or sidewalks. Use a mat of some kind under grills/ barbeques, to prevent this from happening. A fee may be assessed if grease is spilled on any of the above mentioned surfaces. A \$30 processing fee will be charged for any/all checks returned to us for any reason.

## Rotary River Center Policies

1. Use is only permitted for the days and times for which the Center is rented
2. Set-up the day or evening before the reserved dates is not permitted
3. Rotary Center hours are 8:00 a.m.-midnight
4. The Center is equipped with a security alarm system, which will activate during periods of unauthorized use
5. Regulations regarding possession and consumption of alcohol beverages (City Ord. 15.03) are:
  - Alcohol beverages are permitted within the Center
  - Alcohol beverages are permitted on the north and west patios outside the Center
  - No sale of alcoholic beverages is permitted
  - Possession and consumption of alcohol in areas other than the Center and patio areas requires a special permit, which is issued through the Beloit Police Department
  - Your rental agreement is your permit to serve alcohol within the Center and patio areas
  - All persons possessing or consuming alcohol must be of legal drinking age
6. No smoking permitted inside the Center
7. No helium balloons allowed
8. Available hours for rental are 8:00 a.m.-midnight. Must be cleaned and everyone out by midnight or alarm sounds, in which case the \$200 security/clean-up deposit will be forfeited.
9. No motorized vehicles are allowed upon the concrete pavement in front of the Center.
10. Follow clean-up list closely. Deductions will be made from your deposit if all items are not completed.
11. Cleaning supplies are not provided, other than a vacuum cleaner
12. Any questions, concerns, or problems regarding operational difficulties with the Center on weekends should be addressed to (608) 364-2929. An answering service will forward your call to a supervisor for assistance on weekday evenings and weekends.
13. All keys are to be picked up prior to your reservation date and returned the following business day after your rental to the Leisure Services Office, 1003 Pleasant St., Beloit, WI. Office hours are 8 a.m.-1 p.m. and 2 p.m.-5 p.m. Monday thru Friday. Leisure Services Office is closed on the weekends.
14. All payments by cash, check, credit card (Master Card or Visa) or money order. No credit cards by phone.
15. Pay Security/Cleanup Deposit to make reservation.
16. Pay Rental Fee at least 30 days prior to your rental date. If payment is not received 30 days prior to rental, your reservation date and security deposit will be forfeited.
17. Immediate reservations (reservations made within 30 days of the rental date). You must pay BOTH your Security/Cleanup Deposit and your Rental Fee within 7 days of the initial reservation.
18. Cancellations made at least 30 days or more before the rental date will receive 50% of Security/Cleanup Deposit upon cancellation. All cancellations made 30 days or less before the rental date will forfeit the total amount of the Security/Cleanup Deposit.
19. Microphone for the PA System and remote for projector system must be checked out in advance through Leisure Services Office. There will be a \$75 deposit required.



**We look forward to serving you!**

City of Beloit  
Parks & Leisure Services  
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Beloit, WI 53511  
608.364.2890

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