



Wood County Parks & Forestry Shelter Policy

Revised: January, 2024

Shelter Reservations Link: <https://parksreservations.woodcountywi.gov>

Shelter reservations may be made up to one (1) year in advance. You may reserve consecutive days, up to one year in advance of the initial day. Reservations must be made at least five (5) days in advance.

Reservation Payment: **Full payment is due at the time of reservation.** Reservations may be made online anytime with a credit/debit card. Reservations may also be made by calling or visiting the Parks and Forestry Office between 8am-4pm M-F. Online and phone reservations **require payment via CC/Debit.** Cash or check is accepted for in person reservations.

Shelter Clean-Up: Individuals making reservations are responsible for the cleanup and welfare of the shelter building. All shelters are to be cleaned after use and left in a similar condition as they were on arrival. Cleaning checklists are posted within each shelter building and must be completed prior to the ending time of the reservation. Necessary cleaning supplies are provided at the shelter. Any additional time or material that the Parks and Forestry Staff have to perform will be charged to the responsible person's account.

Reservation Edits: Edits (change of venue, date or number of days) may be made to your reservation if done at least (1) month prior to the reservation date. Edits may be made in your online reservation account, or by contacting the office.

Reservation Cancellations: **YOU MUST CONTACT THE OFFICE TO CANCEL.** You can cancel by phone or in person, M-F from 8am-4pm. If a cancellation occurs 30+ days prior to the reservation date, all **but \$15.00 for each day you reserved, shall be credited/refunded.** If cancellation occurs **less than 30 days** prior to the reservation, there will be **no credit/refund.** A refund will be issued by refunding the credit/debit card used or by check if check or cash was used when making the reservation. A credit to the account can also be given to be used at a later time for any of the Parks and Forestry offerings.

Electronic Code Entry: Most enclosed shelters have an electronic code entry (ATV enclosed shelter is unlocked for reservations and does not require a code). You will receive the code via email, or in office, after your shelter reservation is confirmed. The code you are given is **ONLY** good for the time you have the shelter reserved.

Partial Day Reservations (M-F): For shelter buildings that have partial day rental options, the following rental times are offered: **8 AM-4 PM or 4 PM-Midnight. Partial day reservations must be made by calling or visiting the Parks & Forestry Department.**

Personal Belongings: Individuals who have multi-day reservations and choose to leave personal items in shelter buildings overnight assume all risk of theft or damage. Wood County recommends **NOT** keeping items of high value in the shelter buildings unattended.

Enclosed Shelter hours: **8:00 AM to 12:00 AM (Midnight)**

ATV Shelter and Dexter Park Open Shelter hours: **8:00 AM to 10:00 PM**

Open Shelters at South Park hours: **10:00 AM to 10:00 PM**

For questions or concerns regarding your reservation, please contact us at parks@woodcountywi.gov.