



**City of Prairie du Chien Parks and Recreation**  
**Facility Use Permit Application**  
214 East Blackhawk Avenue Prairie du Chien WI 53821  
Updated April 14, 2026

**Contact Information**

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

Address : \_\_\_\_\_ City : \_\_\_\_\_

State : \_\_\_\_\_ Zip : \_\_\_\_\_ Phone : \_\_\_\_\_

Email : \_\_\_\_\_ Position Title : \_\_\_\_\_

Signature of Representative : \_\_\_\_\_

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

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

**Park, Facility or Pool Requests**

Note: Please contact City Hall for Park Shelter or St. Feriole Island Usage at (608)326-7207. Lights \$30/hour and Field Prep \$20/field.

Cecil Smith North: Prep \_\_\_\_\_ Cecil Smith South: Prep \_\_\_\_\_

Lochner North: Prep \_\_\_\_\_ Lochner South: Prep \_\_\_\_\_

Special Event/Program: \$50/event \_\_\_\_\_ \$100 (revenue generating)/event \_\_\_\_\_

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

**Hoffman Hall/Charles Wacouta Aquatic Park Usage**

Hoffman Hall Gym \$30/hour

Hoffman Hall Lobby \$15/hour

Hoffman Hall Pool – contact the Director at (608) 326-7207

Charles Wacouta Pool – contact the Director 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 Parks & Recreation
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. Any organization renting a City facility or playfield for private or commercial use shall provide proof of liability insurance with minimum coverage limits of \$1,000,000 per occurrence and \$25,000 for property damage. The City of Prairie du Chien shall be named as an additional insured on the policy. This requirement applies only to private or commercial rentals.
7. Users should contact the Parks & Recreation Department at least 24 hours prior to the approved usage time/date to confirm use and/or review any specific needs.
8. Note: portapotties at parks are for everyday usage not special events so you must provide your own or contact the vendor for additional needs as this is not covered within your fees.

**Approved (office):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Special Considerations for User:** \_\_\_\_\_

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