

**TOWN OF PLEASANT SPRINGS  
OAK KNOLL PARK SHELTER USAGE**

1. To reserve the shelter, please call the Town Office at 873-3063 for availability. Interested parties must file the necessary application and pay the applicable fees in person before a reservation will be approved and confirmed by the Town office and a permit issued. An application form can be obtained at the Town Office, 2354 County Rd N, Stoughton. Office hours are: Monday and Tuesday from 10:00 a.m. to 4:00 p.m. and Thursday from 10:00 a.m. to 4:00 p.m. (Mar-Dec) & 10:00 a.m. to 6:00 p.m. (Jan & Feb).
2. Requests for Oak Knoll Shelter reservations will be accepted on a first come, first serve basis from April 1 to October 31. Baseball groups take precedence over use of the area in accordance with set contracts.
3. The person signing the application for the shelter use permit will be responsible for making sure all of the Town's rules are followed. The responsible party will make a separate \$40.00 damage/cleaning deposit. If the damage and/or cleaning of the shelter is above and beyond the deposit amount, all fees will be assessed and billed to the responsible party.
4. A rental fee is required. A non-refundable reservation fee for a resident or group from within the Town of Pleasant Springs is \$20.00. A non-refundable reservation fee of \$50.00 is required from non-residents.
5. Shelter keys must be obtained during normal business hours, and must be returned the first business day following the day of rental. If the responsible party loses the key, they will be responsible for the full cost of re-keying all locks and producing new keys.
6. Vehicles must be parked in the designated parking areas only. Driving on the grass and loading/ unloading of vehicles at the shelter is prohibited.
7. When renting the Oak Knoll Shelter, you are renting the shelter only. The rest of the park facilities are to be shared with the general public, including the restroom facilities and parking lot.