

# Delavan Parks & Recreation Department Guidelines for Writing a Letter of Request

For requests involving park facilities, parkland or park equipment not directly associated with the use of the typical rental facilities, such as gazebos, open air shelters and the Mill Pond Recreation Building, a **Letter of Request**, including the required information listed below must be submitted to the Parks and Recreation Department. Letters of Request shall be submitted at least 60 days prior to the date for which use is requested.

A **Letter of Request** shall include:

1. The name, address and telephone number of the applicant.
2. The group, firm, organization, partnership or corporation, name, address and telephone number of the headquarters of the same, and the responsible and authorized heads or partners of the same.
3. The name, address and telephone number of the person who will be responsible for the use of the said park, area or facility (if different than above.)
4. A description of the event/activity being sponsored.
5. The specific park and location being requested.
6. The date and the hours requested.
7. The anticipated number of persons to use the said park, area or facility.
8. Requested support that will be required by the Park and Recreation Department, i.e. additional picnic tables, garbage cans, etc. (Fees shall be charged)
9. Additional information as requested by the Parks and Recreation Department.

The **Letter of Request** shall be addressed to the Parks & Recreation Director, and may be submitted to the Parks & Recreation Department in any of the following ways:

**In Person:**

Municipal Building; Lower Level  
123 South Second Street  
Delavan, Wisconsin

**By US Mail:**

DPRD  
PO Box 465  
Delavan, WI

**By Email:**

[parkrec@charter.net](mailto:parkrec@charter.net)

**By Fax:**

(262)728-4566

The Parks & Recreation Director or his/her designee shall have the authority to approve parkland, facility and equipment requests. The Director may defer to the Parks & Recreation Commission at his/her discretion. Any decision by the Parks & Recreation Director may be appealed to the Parks and Recreation Commission.