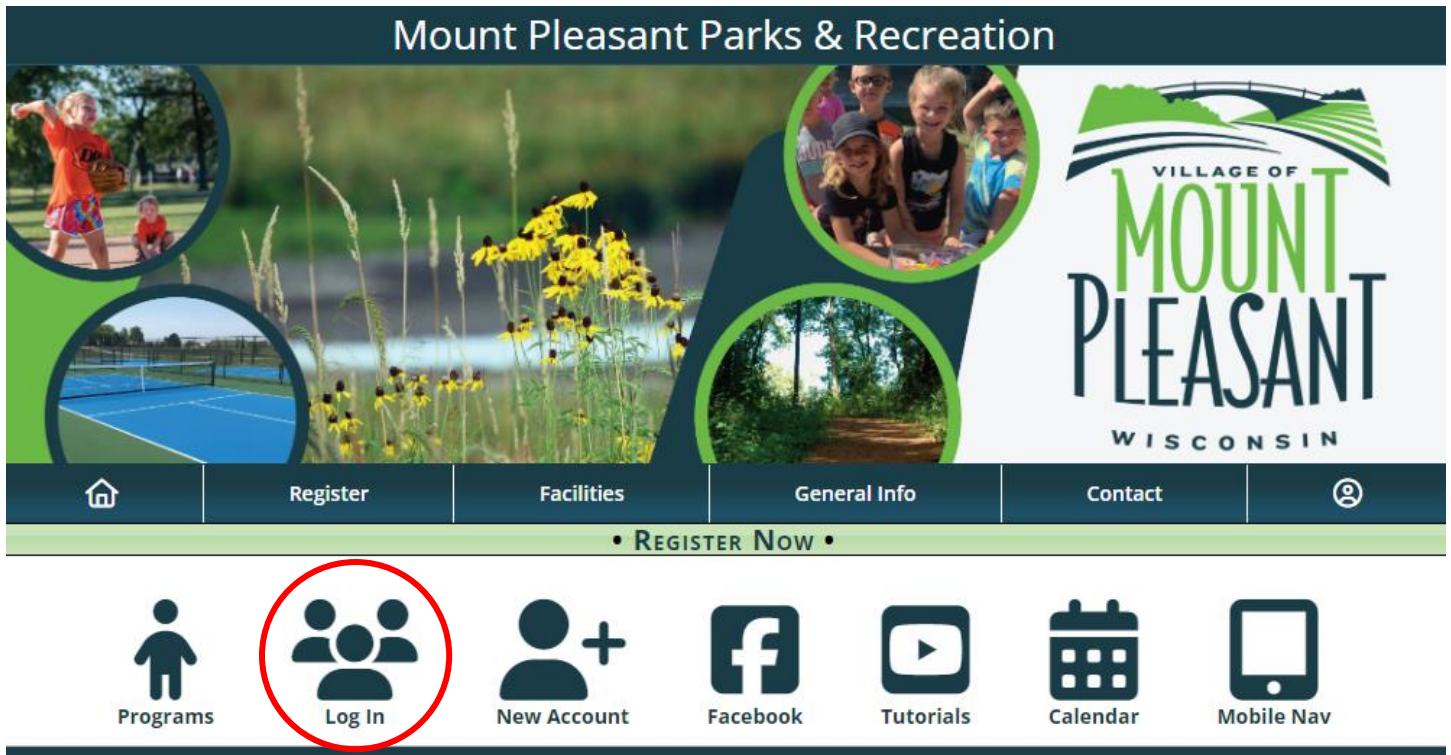


Parks & Recreation Handbook:

Submitting a Picnic Shelter or Parks Reservation



Log into your Account



Create a new account if necessary.
Refer to the “Create Your MyRec Account” handbook.

Online account required to submit a request.

Mount Pleasant Parks & Recreation

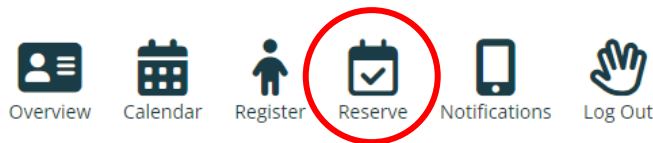
Submitting a Picnic Shelter or Parks Reservation

Reservation Request - Option 1

1. Click Reserve

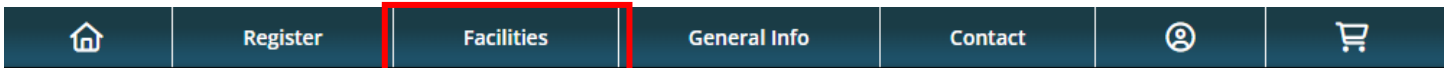


Recreation Household

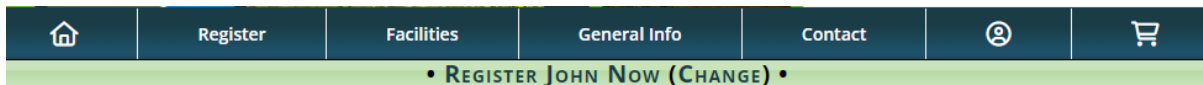


Reservation Request - Option 2

1. Click Facilities



2. Scroll and click "request" for the facility interested in reserving



Facilities

Welcome to our online reservation request system.

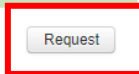
An online account is required and users must be logged in to submit a request.
Allow two (2) business days for staff to review submitted requests

Click "Display by Type" to sort facilities by type (ex. Picnic Shelters, Courts, etc).

[Display Full List](#) [Display By Type](#)

Facility	Address	City, State, Zip	Status
Campus Park	8500 Campus Drive	Mount Pleasant, WI 53406	Open
Campus Park - Picnic Shelter - Pond	8500 Campus Drive	Mount Pleasant, WI 53406	Open

Fees: Resident \$225/day - Non-Resident \$300/day



Select a Facility

Reservation Request

[View Calendar](#) [Help Guide](#)

Select a Type		Select a Facility	
<input type="text" value="-- All Types --"/>	<input type="text" value="-- Select Location --"/>		
Start Date	End Date	Start Time	End Time
<input type="text" value="01/06/2025"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Recurring	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat		
<i>All requests must occur between Tuesday, January 7, 2025 to Saturday, April 19, 2025. If you need dates beyond these then please contact us.</i>			

Your request will be processed in the order received and is not a reservation until approved.
Please contact the office if you have any questions.

Tip: click white blocks in the availability chart or calendar to carry times into your request.

Click Next to add additional dates. Not seeing the next button? Log In.

Mount Pleasant Parks & Recreation

Submitting a Picnic Shelter or Parks Reservation

Checking Facility/Date Availability - Option 1

Reservation Request

[View Calendar](#) [View Availability](#) [Help Guide](#)

Select a Type: -- All Types --

Select a Facility: Smolenski Park - Pavilion - All Sections (3)

[View Availability](#) [View Rental Information](#)

Drag and Select the time you would like to use the facility

[View Calendar](#)

[Return to Request](#) [List Version](#) [Mobile Version](#) [Facility Request Guide](#)

Search By: Locations Location Types

Smolenski Park - Pavilion - All Sections (3) [View Availability](#)

-- All Types --

Start Date: 01/01/2025 End Date: 01/01/2026 [Go](#)

Show Location Names

today June 2025 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Smolenski Park - Pavilion - All Sections (3) [View Availability](#)

-- All Types --

Start Date: 01/01/2025 End Date: 01/01/2026 [Go](#)

Show Location Names

today June 21, 2025 month week day

Saturday

all-day
5am
6am
7am
8am
9am 9:00 - 5:00
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm

If nothing appears on the calendar, the date is likely available.

Only one reservation is allowed per date.

Mount Pleasant Parks & Recreation

Submitting a Picnic Shelter or Parks Reservation

Checking Facility/Date Availability - Option 2

Reservation Request

[View Calendar](#) [View Availability](#) [Help Guide](#)

Select a Type: -- All Types --

Select a Facility: Smolenski Park - Pavilion - All Sections (3)

[View Availability](#) [View Rental Information](#)

Start Date	End Date	Start Time	End Time
06/22/2025		09:00 AM	08:00 PM

Recurring

Sun Mon Tue Wed Thu Fri Sat

*All requests must occur between **Tuesday, January 7, 2025** to **Wednesday, December 31, 2025**.
If you need dates beyond these then please contact us.*

Click Submit

If the facility is unavailable, the following message will appear:

Reservation Request

We're sorry but the facility is not available for all of the Dates/Times you have selected

Dates	Times	Location	
Tuesday, January 21, 2025	9:00 AM - 4:00 PM	Parks & Recreation Building - Community Room	<input checked="" type="checkbox"/>

[Remove Selected](#)

Click remove selected and choose a new date.

Mount Pleasant Parks & Recreation

Submitting a Picnic Shelter or Parks Reservation

Review your request information and click next

Reservation Request

[View Calendar](#) [View Availability](#) [Help Guide](#)

Select a Type		Select a Facility	
-- All Types --		Smolenski Park - Pavilion - All Sections (3)	
		View Availability View Rental Information	
Start Date	End Date	Start Time	End Time
06/21/2025		09:00 AM	05:00 PM
<input type="checkbox"/> Recurring			
Sun Mon Tue Wed Thu Fri Sat			
<i>All requests must occur between Tuesday, January 7, 2025 to Wednesday, December 31, 2025. If you need dates beyond these then please contact us.</i>			
Facility Fee Schedule			
Resident \$325; Non-Resident \$400 Deposit \$100 Alcohol Permit - \$15 Tent Permit - \$50 Inflatable Permit - \$15			
Cancellation Policy			
<ul style="list-style-type: none">No refund or deposit will be made without written request to the Park and Recreation Office.A written cancellation notice must be done at least 30 days prior to the event applicant will receive 90% of rental fee.A written cancellation notice must be done at least 29 days prior but not less than 7 days prior to the event applicant will receive 50% of rental fee.			
Your request will be processed in the order received and is not a reservation until approved. Please contact the office if you have any questions.			

Tip: click white blocks in the availability chart or calendar to carry times into your request.

[Next](#) [Cancel](#)

Click Next to add additional dates. Not seeing the next button? [Log In](#).

Mount Pleasant Parks & Recreation

Submitting a Picnic Shelter or Parks Reservation

Enter the purpose, headcount, answer required questions, check disclaimer, and submit.

Reservation Request

Dates	Times	Location
Saturday, June 21, 2025	9:00 AM - 5:00 PM	Smolenski Park - Pavilion - All Sections (3)

Add More Remove Selected

Contact Information

* First Name John	* Last Name Recreation
* Street Address 123 PARKSIDE LN	* City MOUNT PLEASANT
* State/Province: Wisconsin	* Zip Code 53406
* Phone (123) 123-1234	* Country U.S.A.
* Email mpleasantparkswi@gmail.c	

Request Information

Additional Info

* Purpose of Reservation	* Head Count
<input type="text"/>	<input type="text"/>

Additional Questions

Questions

Do you need a tent permit? (\$50) *** Required**

Do you need an alcohol permit? (\$15) *** Required**

Do you need an inflatable permit? (\$15) *** Required**

Policies and Information

Forms & Links	Location
Park Permit Rules	* All Locations
Inflatable Permit	Pavilion - All Sections (3)

Fee Schedule and Notes

Pavilion - All Sections (3) Resident \$325; Non-Resident \$400 Deposit \$100 Alcohol Permit - \$15 Tent Permit - \$50
--

Disclaimer

Smolenski Park

The applicant hereby certifies that all of the information provided above is true and correct to the best of his/her knowledge & understands falsification of information may result in termination of use/permit, revocation of partial or full deposit refund and furthermore could result in denial of future use of Village of Mount Pleasant parks or facilities. Applicant also certifies he/she has read and understands the park policies, conditions and guidelines for use of park.

The applicant agrees to have an authorized representative in attendance at the event at all times the event is in progress, who shall supervise the reserved areas to ensure that the event is conducted in a safe and orderly manner.

The permit holder agrees at all times during the existence of this permit to indemnify the Village of Mount Pleasant for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to this permit, based on any injury, damage or loss being caused by any wrongful, intentional, or negligent acts or omissions of the permit holder, its agents or employees. The permit holder shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys.

I have read and agree to the Disclaimer statement.

Mount Pleasant Parks & Recreation

Submitting a Picnic Shelter or Parks Reservation

Request has been submitted and a copy of your request will be emailed for your records.

Thank You for Your Request

[Return to Account](#)
[Print Request](#)

The following Facility Reservation Request has been submitted and will be processed on a first come first serve basis.
 ⓘ This request is not a reservation until it has been approved. ⓘ

Contact Information

First Name	Last Name	
John	Recreation	
Street Address	Address 2	City
123 PARKSIDE LN		MOUNT PLEASANT
State	Zip Code	Country
WI	53406	US
Phone	Email	
(123) 123-1234	mtpleasantparkswi@gmail.com	

Request Information

Additional Info	
Purpose of Reservation	Head Count
birthday party	50

Additional Questions

Do you need a tent permit? (\$50):
Yes
Do you need an alcohol permit? (\$15):
Yes
Do you need an inflatable permit? (\$15):
Yes

Policies and Information

Forms & Links	Location
Park Permit Rules	* All Locations
Inflatable Permit	Pavilion - All Sections (3)

Requested Dates

Date(s)	Times	Location
Saturday, June 21, 2025	9:00 AM - 5:00 PM	Smolenski Park - Pavilion - All Sections (3)

[Return to Account](#)
[Print Request](#)

Mount Pleasant Parks & Recreation

Submitting a Picnic Shelter or Parks Reservation

Email Copy Example



Mount Pleasant Parks & Recreation <noreply@receipts.myrecdeptm... 1:21 PM (2 minutes ago) ☆ 😊 ↶ ⋮
to me ▾



Reservation Request

The following request has been submitted and will be processed on a first come first serve basis.
This request is *Not* a reservation until it has been approved.

Name		Address	
John Recreation		123 PARKSIDE LN	
City	State	Zip Code	Country
MOUNT PLEASANT	WI	53406	US
Email		Phone	
mtpleasantparkswi@gmail.com		(123) 123-1234	
Additional Info			
Purpose		Head Count	
birthday party		50	

Forms & Links	Facility
Park Permit Rules	* All Locations
Inflatable Permit	Pavilion - All Sections (3)

Questions
<i>Do you need a tent permit? (\$50):</i> Yes
<i>Do you need an alcohol permit? (\$15):</i> Yes
<i>Do you need an inflatable permit? (\$15):</i> Yes

Dates	Times	Location
Saturday, June 21, 2025	09:00 AM - 05:00 PM	Smolenski Park - Pavilion - All Sections (3)