



*Milwaukee Recreation's Playground on the Move!*  
**RESERVATION/ RENTAL FORM**

**Rental Fees**

**Rental I:** Includes small inflatable, arts & crafts, games and 3 staff members. Cost is \$325 for 3 hrs. (\$75 additional hours)

**Rental II:** Includes arts & crafts, games and 2 staff members. Cost is \$275 for 3 hrs. (\$50 additional hours)

**Payment is due once the site is approved, inspected and dates are confirmed.  
Please make checks payable to:  
MILWAUKEE RECREATION DIVISION**

**Rental I:**       **Rental II:**       **Amount of Check:** \_\_\_\_\_

Name of Organization/ Group/ Individual Responsible: \_\_\_\_\_

Type of Organization (if applicable): \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Person's E-mail: \_\_\_\_\_

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Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Location Address: \_\_\_\_\_

① Number of children to be served: \_\_\_\_\_  
Age range: \_\_\_\_\_ (Activities are geared towards youth ages 5-15. Parents are welcome to attend.)

② Are staff members from your organization available to assist MPS Recreation staff with activities?  
(Check one.)  YES  NO If yes, how many? \_\_\_\_\_

③ Is there a location on the grounds, or nearby that would be suitable for playground activities? (i.e., playground, parking lot, field, park, etc.)  
(Please describe.) \_\_\_\_\_

④ Where is the best place to park the Rec 'n' Roll Mobile? The Mobile is about 23' long x 7' wide.  
\_\_\_\_\_

⑤ Is there an electrical hookup available? (Check one.)  YES  NO

The distance from the Rec 'n' Roll Mobile to the electrical hookup at your event will be \_\_\_\_\_ feet.

How far from the play area is the electrical hookup? \_\_\_\_\_ feet

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## RETURN THIS FORM TO:

Milwaukee Recreation  
Attention: Playgrounds/Comm. Ctr. Supervisor  
5225 West Vliet Street, Room 56  
Milwaukee, WI 53208-2698  
FAX: (414) 475-8815

For questions, please call (414) 475-8811.

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### **For Office Use Only**

Site inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Date and time of request: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_ AM \_\_\_\_\_ PM

Request denied: \_\_\_\_\_ Reason: \_\_\_\_\_

If denied, possible alternative location: \_\_\_\_\_