

# COMMUNITY CENTER RENTAL PERMIT

Rental User Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Room(s): \_\_\_\_\_

Date reserved for: \_\_\_\_\_

Hours of Use: \_\_\_\_\_ Number of people expected at event: \_\_\_\_\_

\*\*\*Recreation Board/ City of Waupun reserves the right to require a security officer for large events.

Do you plan on selling alcohol? \_\_\_\_\_ Do you plan on consuming alcohol? \_\_\_\_\_

\*\*\*A liquor license is not required unless you are selling. For a Liquor License contact the Clerk's office at (920) 324-7900.

Are there any additional activities planned for your event? Ex: Bands, DJ's, etc.

\_\_\_\_\_

\_\_\_\_\_  
Rental User Signature & Date

\*\*\*Rentals are nonrefundable.

\_\_\_\_\_  
Program Director Signature & Date

## Section 3 – Facility Rental

### Rental Fees

Fees are charged to off-set ongoing maintenance and program costs and minimize public subsidy for this building. All fees and deposits must be paid at time of reservation. Fees covered under these policies are subject to change. Those fees quoted to prospective users at the time of reservation will be honored.

If the Community Center Director determines that damage has occurred to the facility or that there is a need for extraordinary clean-up measures, the cost of these damages will be deducted from the room deposit paid. If charges are more than the room security deposit received, the user will be billed the additional charges. Failure to follow rental rules and policies may result in loss of utilization privileges and could result in additional administrative and/or legal action. All renters must adhere to Waupun Community Center Code of Conduct.

The current list of rentable rooms and fees can be found in Appendix D of this manual.

ROOM	DESCRIPTION	SEATING CAPACITY
Conference Room Only	Large tables with seating and TV, wi-fi access	12
Multi-Purpose Room Only	8 ft banquet tables with chairs and TV	140
Dining Room Only	8 ft banquet tables with chairs	60
Kitchen	Refrigerators, Freezers, Microwave, 30 or 60 cup coffee maker, water pitchers, table and serve ware, 2 serving windows	
Gymnasium Only	Full basketball court with 2 hoops, 3 pickle ball courts	266

### Room Rental Scheduling

The Waupun Community Center rooms and facility are available for rent any day of the week, Monday through Sunday depending on activity schedules. The Waupun Community Center will close no later than 9:00pm. The Waupun Community Center will not be available for rentals on holidays.

The Waupun Community Center is available for booking a maximum of 18 months in advance for residents and 12 months in advance for non-residents. Renters are encouraged to call ahead to gather rental information, visit the facility and discuss the details of the rental process. Reservations will not be confirmed until application and payment have been received.

Proper reservation notification is required for any group using the Waupun Community Center outside of business hours and apart from City of Waupun Recreation Department sponsored programs. There are no holds for rentable rooms. Reservation fees must be paid at the time of the reservation via online payment or check. Make checks payable to: City of Waupun. To reserve rooms and to check room rental availability, call 920-324-7930. Rentals are approved and permitted on a first-come, first-served basis.

## Rental Damage Deposit

Facility rentals require a damage deposit. Charges will be charged to the credit card used to make the deposit. If no damages occur, the fee will be refunded to the credit card. Charges are defined in Appendix D of this manual.

## Rental Cancellations

- If a cancellation occurs for any reason more than 1 month prior to the rental date, 50% of the deposit will be withheld. All other paid fees will be returned.
- If a cancellation occurs for any reason less than 1 month prior to the rental date, 50% of all fees (rental fee & deposit) will be withheld with the remaining balance returned.

## Rental Rules and Guidelines

### **CURFEW**

All events must end by their scheduled end time (latest time being 9:00pm). All guests must vacate the premises. Final clean up and take down of personal property (decorations, gifts, etc.) must also be done at the scheduled end time.

### **NOISE**

Users are subject to Waupun Police Department Code of Ordinance 8.02, which controls noises disturbing the public. No person shall make or cause to be made any loud, disturbing, or unnecessary sounds or noises such as may tend to annoy or disturb another in or about any public street, alley or park, or any private residence.

### **KITCHEN USE**

All food and beverage must be removed from the kitchen after rental. The stove must be turned off. All utensils and roasters must be cleaned and put away.

### **CANDLES**

Open flame candles of any kind are not allowed in the Waupun Community Center.

### **FOOD**

Food is allowed in the multi-purpose room, dining room, and kitchen. Food is not allowed in all other areas unless with the approval of the Director.

### **RECYCLING & TRASH**

All trash and recycling must be placed in designated containers with garbage bags. Garbage bags are provided.

### **DECORATIONS**

The use of nails, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is prohibited. Glitter, rice, confetti and the like are also prohibited. Fog machines are not allowed. Balloons must be tethered.

## **ANIMALS**

Pets are not allowed except for service animals.

## **ALCOHOL**

Alcoholic beverages may be provided by the rental host and served or consumed within the Waupun Community Center or on the surrounding property, but not on public sidewalks. The sale of alcohol is not permitted anywhere on the premises.

- Consuming allowed alcoholic beverages that are provided by rental host or invited guests of the rental is permitted.
- Serving allowed alcoholic beverages for as part of a non-profit fundraising event with proceeds towards 5013c must be approved by the Recreation Program Director upon rental reservation.
- Serving allowed alcoholic beverages for fundraising event requires a permit from Waupun City Hall. A permit to serve alcohol must be requested 30 days prior to rental. City Hall phone number, 920-324-7930 ext. 1.
- No alcoholic beverages shall be consumed by or served to any person who is not permitted by state law to possess or consume alcoholic beverages.
- No rental host shall permit any person who is intoxicated to remain on the premises.
- A City of Waupun staff member will be present on premises during hours of rental.
- A special alcoholic deposit of \$ 100 will be charged when alcoholic beverages are consumed during a rental. The alcohol beverage deposit will be returned if the premises are clean and undamaged. If the premises are not cleaned or are damaged, the alcoholic beverage deposit will be forfeited to and retained by the City of Waupun.
- No alcohol consumption is permitted in the gymnasium.

## **Clean-Up/Damages**

Cleaning up is required. Cleaning equipment and supplies are located on the cart in the dining room. Renter is responsible for leaving the facility in the same condition it was found. All cleaning supplies/equipment and garbage bags are provided. Renters must stay on site until all items brought into the building are removed and vacated, including all attendees, contracted entities, decorations, supplies, and equipment.

- Wipe down all countertops, tables, chairs, and other surfaces used during rental.
- Dispose of all garbage into “indoor” trash cans.
- Sweep all floor surfaces.
- Vacuum all carpeted areas.
- Tables, chairs, and other furnishings shall be returned to their original place.
- Flush toilets.
- Remove all food and beverages from refrigerators and freezers.
- Clean any garbage from around the outside of the facility that your group may have caused.

## Appendix D – Rentable Rooms

### Waupun Community Center Rental Fees

Effective for 8/1/25

	<b>Monday through Friday Four Hour Limit</b>	<b>Friday Evening and Saturday Six Hour Limit</b>	<b>Sunday Six Hour Limit</b>
<b>Individual Room Rental City of Waupun Resident Users</b> Must have a current address within the City of Waupun. Resident listed on the contract is the responsible party and must be onsite during the duration of the rental.	<u>Conference Room</u> <b>\$25</b>  <u>Multi-Purpose or Dining Room</u> <b>\$60</b>  <u>Kitchen</u> <b>\$40</b>	<u>Conference Room</u> <b>\$25</b>  <u>Multi-Purpose or Dining Room</u> <b>\$80</b>  <u>Kitchen</u> <b>\$60</b>	<u>Conference Room</u> <b>\$25</b>  <u>Multi-Purpose or Dining Room</u> <b>\$70</b>  <u>Kitchen</u> <b>\$50</b>
<b>Individual Room Rental Non-Resident Users</b> All users outside of the City of Waupun	<u>Conference Room</u> <b>\$35</b>  <u>Multi-Purpose or Dining Room</u> <b>\$80</b>  <u>Kitchen</u> <b>\$60</b>	<u>Conference Room</u> <b>\$35</b>  <u>Multi-Purpose or Dining Room</u> <b>\$110</b>  <u>Kitchen</u> <b>\$80</b>	<u>Conference Room</u> <b>\$35</b>  <u>Multi-Purpose or Dining Room</u> <b>\$95</b>  <u>Kitchen</u> <b>\$70</b>
<b>Full Facility Rental of Multi-Purpose Room, Dining Room &amp; Kitchen</b>	<u>Resident</u> <b>\$160</b>  <u>Non-Resident:</u> <b>\$270</b>	<u>Resident</u> <b>\$500</b>  <u>Non-Resident:</u> <b>\$750</b>	<u>Resident</u> <b>\$350</b>  <u>Non-Resident:</u> <b>\$650</b>
<b>Additional Hours</b>	\$50 per additional hour over 4-hour limit	\$100 per additional hour over six-hour time limit	\$100 per additional hour over six-hour time limit
<b>Non – Profit Rate</b>	\$25/hour	\$25/hour	\$25/hour
<b>Gym Rental</b>	Residents \$50/hour Non-Residents \$80/hour	Residents \$50/hour Non-Residents \$80/hour	Residents \$50/hour Non-Residents \$80/hour
<b>Outside Grounds</b>	Residents \$50/hour Non-Residents \$90/hour	Residents \$100/hour Non-Residents \$175/hour	Residents \$100/hour Non-Residents \$175/hour

<b>Damage Charges</b>	
Failure to remove trash from facility	\$50
Carpet cleaning other than customary	\$200
Kitchen cleaning other than customary	\$100
Misc cleaning other than customary	\$50/hour, actual time billed
Replacement of table	\$350
Replacement of chair	\$100
Service of alcohol without prior permission	2x the fee
Misc. repairs to facility	Actual costs incurred