

City of New Holstein Community Center Rental and Usage Rules and Regulations
 Located at 1725 Silvermoon Lane, New Holstein, WI 53061 Phone: 920-898-5766, Ext. 216
 Visit www.ci.new-holstein.wi.us for photos and more information.

The Community Center is a non-smoking community facility and should be available to anyone that lives or works within the City.
Therefore:

- ⊗ **The Community Center may be used for municipal and civic purposes by patriotic, civic/service and educational organizations.**
- ⊗ **The Community Center may be used by any person, company, or corporation located within the City limits for entertainment, recreation, or any other project of community interest.**
- ⊗ **The Community Center may be used by any individual who resides within, or works within the City limits, for wedding receptions, family receptions, or any other gathering.**

RESERVATIONS

- ⊗ All reservations must be made with the City Clerk’s office. Reservations must be made at least 10 days in advance and no earlier than 15 months in advance.
- ⊗ Reservations will be on a first come first serve basis. Repeating reservations will be allowed on weekdays only.
- ⊗ The deposit and fee must be paid to reserve a date. The City Clerk’s office shall be notified of any reservation that is to be cancelled. Cancellations made 10 days prior to the rental period are allowed. No refunds of the **fee** paid shall be made for any cancellation after that time.
- ⊗ Deposits will be returned if the building is cleaned and picked-up after your event.
- ⊗ Keys for access to the building must be arranged for with the City Clerk’s Office.

RENTAL & DEPOSIT FEES

All renters of the Community Center will be required to make a deposit. The deposit and fee will be required with each reservation application. A reservation shall only be secured after a rental agreement has been signed and the deposit and fee paid.

Groups with repeating weekday reservations will be required to make a one time \$100.00 deposit for their activity year, refundable at the end of their activity year. Non-resident workers shall be charged an additional fee of \$20.00 on the fees shown below, **unless said non-resident worker owns property in the City of New Holstein.** Rental & Deposit Fees are as follows:

	Refundable	
	<u>Deposit</u>	<u>Fee</u>
Not-For-Profit Organizations¹	\$100	\$0
Profit Organizations/ All Others:	\$100	\$75
Non-Resident Worker (non property owner)	\$100	\$95

¹ Not-For-Profit Organization is a corporation or entity for which no part of the income is distributable to its members, directors or officers. The corporation or entity must be an organization or entity operated exclusively for one or more of the following purposes: Religious, Charitable, Scientific, Testing for Public Safety, Literary, Educational, Prevention of Cruelty to Children or Animals, Foster National or International Sports, Civic, Athletic, Agricultural, Horticultural, Professional/Commercial or Industrial Trade Associations.

ACTIVITIES & SUPERVISION

- ⊗ Any fund raising activity must receive permission to do so from the Park and Recreation Commission.
- ⊗ Music is permitted inside the Center only. Decorations are permitted, however, no decorations shall be hung from fixtures, and masking tape is the only acceptable fastener to be used on walls. No tape is permitted on the ceiling acoustical panels; however, decorations may be hung from the ceiling grid work on hooks provided by the City. Decorating and removal of decorations must be accomplished within the time period reserved and shown on the rental agreement.
- ⊗ Smoking is prohibited.
- ⊗ Animals (except Seeing Eye dogs) are not allowed in the Center.
- ⊗ The facility must be cleaned, vacated and locked by 11:00 p.m.
- ⊗ The person in charge must be 18 years of age or older for non-alcoholic activities. For activities that include alcohol, the person in charge must have attained the age of 21.
- ⊗ No sale, admission fee, donation, contribution or other charge shall be collected when intoxicating liquor or fermented malt beverages are consumed without permission from the Park & Recreation Commission. At any event considered a youth activity, intoxicating liquor or fermented malt beverages are not allowed.
- ⊗ It shall be the responsibility of the renter to obtain any necessary permits or licenses required, and to abide by all state laws, as well as all city ordinances, resolutions and policies.
- ⊗ It shall be the responsibility of the renter to ensure that the size of the group assembling does not exceed the maximum capacity of 320, or 200 if both chairs and tables are being used for the large meeting room and 45/32 for the small meeting room. A City of New Holstein Police Officer or any other employee of the city shall have the right to enter the premises at any time. The City of New Holstein is not responsible for any articles left, lost or stolen on the rented premises.

- ⊗ Chaperones shall be provided as follows: Civic Activity: 50 minors or less – 2 chaperones; 51-100 minors – 3; 101-150 minors – 4; 151-200 – 5. Social Activity: 25 minors or less – 2; 26-75 minors – 3; 76-100 minors – 4; 100 or more – 6. Alternative Option: 2 Chaperones and 1 Police Officer, that would satisfy total requirements. Co-ed groups must have sufficient male and female chaperones.
- ⊗ The City of New Holstein shall not be liable for any injuries, death or property damage arising out of the use by the renter of the Center and the renter agrees to hold the City harmless.

CLEAN-UP & LOCK-UP

Activities must be over and the facility cleaned, vacated and locked within the time period reserved. It shall be the responsibility of the Renter to clean the facility as follows:

- a. Wipe, clean & dry all tables, chairs, counters and appliances so they are clean.
- b. Put all tables and chairs away in the proper storage carts and storage room.
- c. Take down and put away all tables and chairs.
- d. Garbage bags are provided. Gather garbage from the interior cans and take out to the dumpsters located outside of the building. New, clean bags should be placed into all waste containers located inside the building. (Recyclables can be bagged and put into these outside containers as they will be properly disposed of by the Public Works Crew.)
- e. Sweep and mop all floors.
- f. All food must be removed.
- g. Refrigerator and freezer must be wiped down.
- h. Stove top and oven must be wiped down.
- i. All decorations are to be removed.
- j. All lights are to be turned off.
- k. All doors and windows should be closed and properly locked.

When you are finished, the building should look clean for the next group that has it reserved. The renter agrees to pay for additional damages from misuse or failure to properly lock the building and/or additional time required to clean and/or restore the facility. Charges will first be deducted from the deposit. If all of the above mentioned are taken care of the deposit will be returned to the renter within the week following your event. If you should find the Center in poor condition, please contact the New Holstein Police Department.

COMMUNITY CENTER USER INSTRUCTIONS

1. Unlock and Lock Entrance Doors with Hex Key. Push in Bar and Insert Key in Hole and turn to lock.
2. Thermostat Instructions – Push Button and Wait for a Minute – Hit button only ONCE. (Temperature will automatically adjust to either the heat or air-conditioning depending on the temperature outside.) **IN THE SUMMER** – Press the thermostat button **at least 3 hours** before your event to allow for adequate cooling time.
3. Occupied/Unoccupied Switch in Maintenance Room (where tables and chairs are located). Turn switch to ON so that the fan starts (it takes a minute) -- this will have the heat or air-conditioning circulate in the room rather than just from the ceiling units.
4. Tables and Chairs are in the Maintenance Room. (THEY ARE **NOT** TO LEAVE THE BUILDING.)
5. Phone Use Instructions – self-explanatory (for local, emergency calls only).
6. **COOLER**– DO NOT TURN KNOB. Temperature is properly set.
FREEZER – is located in kitchen island – across from the cooler. What look like shelves, are actually the cooling units and cannot be moved.
STOVE – is self-explanatory – PLEASE CLEANUP ANY SPILLS IN OVEN.
MICROWAVE – is self-explanatory – PLEASE CLEANUP ANY SPILLS.
COFFEE MAKER – Instructions are on countertop at the coffee maker
7. Kitchen Exhaust Fan – Switch in the MIDDLE is OFF. TOP or BOTTOM is ON.
8. There is a First Aid Kit and Surge Protector in the kitchen in the first drawer to your right as you enter the kitchen.

In the maintenance room, the mop, scrubber, etc. are located. The plastic bags to be replaced in the garbage cans are in the wooden cabinet in the maintenance room. Please take your garbage from your event to the large green refuse containers located outside. The small containers should be left inside the building. The keys for the restroom towel cabinets are located in the wood cabinet in the maintenance room. The blue towels and keys, if needed to be replaced, are located on the shelving unit in the maintenance room, **just follow the instructions inside the dispenser**.

You need to bring your own plates, tablecloths, cups, silverware, and utensils to prepare/serve your food. You also need to bring your own dish soap, towels, etc. for cleaning up.

RETURN KEY TO CITY CLERK'S OFFICE THE MONDAY FOLLOWING YOUR EVENT.

City of New Holstein Community Center Rental Agreement

_____ **Deposit on File**
_____ **Paid in Full**

This rental agreement is made and entered into by and between the City of New Holstein, Wisconsin, referred to as "City" and _____ referred to as "Renter."

RENTAL PERIOD: The above facilities shall be rented to Renter by City on _____, 2____, for the time period from 8:00 AM to 11:00 PM on said date.

RENTAL FEE: Renter hereby agrees to pay the City the established rental fee and deposit at the time of application.
Rental _____ Deposit _____

PURPOSE:

1. Premises are rented for the following reason _____
2. Will the use of the Center involve any type of fund raising? Yes/No
If yes, has Park & Recreation Commission granted permission? Yes/No
3. Will alcohol be served? Yes/No If yes, has the person in charge attained the age of 21?
4. Will alcohol be sold? Yes/No If yes, has the Park & Recreation Commission granted permission? Yes/No
5. Approximate Size of Group: _____

RULES & REGULATIONS: The Renter agrees to abide by all the rules and regulations as described in this document and the Community Center Rental and Usage Rules and Regulations document and accepts the conditions as written.

I (Renter) have received a copy of the Community Center Rental and Usage Rules and Regulations.

Renter: _____
Person in Charge Signature **Today's Date**

Address **City, State & Zip**

Phone Number

Office Use:
Sign only after deposit and rental fee have been received by City Hall.

Signature of City Employee Date