

2025 ROOM RENTAL APPLICATION

Choose One: ☐ Single Event ☒ Multiple Event (# of meetings, days/times: Second Tuesday of every month)

Name of Organization: Boy Scouts Troop 43 Event Type: _____

Contact Person: Matt Schlatter - Scoutmaster Phone: 920-988-9619

Address: 916 South Street City: Watertown State: WI Zip: 53094

Email: Schlatter519@gmail.com Number of People: 10-15

Date of Reservation: 1/14, 2/11, 3/11, 4/8, 5/13, 6/10, 7/8 Time: 6pm to 8pm

Signature: 8/12, 9/9, 10/14, 11/11, 12/9 Today's Date: _____

<input type="checkbox"/> Park & Rec/Senior Center Groups/Watertown Govt (Class 1)	Free	
<input checked="" type="checkbox"/> Community Groups Administrative Fee (Class 2)	\$50 Annual Fee	
<input type="checkbox"/> Facility Use Agreement (Classes 2 or 3, by approval)	(Annual Max: 24 Meetings, 48 Hours)	
<input checked="" type="checkbox"/> Security Deposit (required with room rental) (Classes 2 & 3)	Resident \$200	Non-Resident \$300
Room/Occupancy	Description	Private Group (Class 3) Per Hour*
Upper Level		
Conley Hall (192)	12-8' tables, 8 round tables, 100 chairs	\$40.00
Conley Hall & Kitchen	Stove, Refrigerator (no other items)	\$50.00
Brandenstein (24)	6 round tables, 24 chairs (no food allowed)	\$20.00
Wisconsin (21)	6 square tables, 1 conference table, 21 chairs (no food allowed)	\$20.00
Lower Level		
Terrace (150)	3-8' tables, 32 chairs, refrigerator, microwave	\$30.00
Watertown (24)	6 square tables, 24 chairs (no food allowed)	\$20.00

General Purpose of Organization:

☐ Civic Improvement ☐ Recreation
☐ Educational ☐ Religious
☐ Fundraising ☐ Service Club
☐ Hobby Club ☐ Social Club
☐ Private Gathering ☐ Theater/Arts/Music
☐ Business Meeting

Equipment/Additional Fees:

☐ Projection Screen (\$5.00)
☐ Dry Erase Board (\$5.00)
☐ Easel (\$5.00)
☐ Portable Podium & Microphone (\$10.00)
☐ TV/VCR/DVD (\$15.00)
☐ Amplified Music (\$30.00)

OFFICE USE ONLY:

*TAX INCLUDED FOR ROOM RENTAL & EQUIPMENT FEES

Security Deposit: \$ 200-
 Room Rental Total: \$ 50-
 Equipment/Fees: \$ 0-
 Grand Total: \$ 250-

Paid by: ☐ Cash ☒ Check # 2131
☐ Credit Card (attach receipt)
 Office Initials: AMS Date Paid: 12/27/24
 Date Security Deposit Returned: _____

Entered on
Computer

2025 ROOM RENTAL APPLICATION

Choose One: 1 Single Event _____ Multiple Event (# of meetings, days/times: _____)

Name of Organization: Boy Scout 75th Anniversary Event Type: Reunion

Contact Person: Bonnie Len Phone: 920-988 6689

Address: 1400 Evergreen Dr #7 City: Watertown State: WI Zip: 53098

Email: dblen@charter.net Number of People: 100 +

Date of Reservation: Feb 15 2026 Time: 10am to 6pm

Signature: Bonnie Len Today's Date: May 2 2025

<input type="checkbox"/> Park & Rec/Senior Center Groups/Watertown Govt (Class 1)		Free	
<input type="checkbox"/> Community Groups Administrative Fee (Class 2)		\$50 Annual Fee	
<input type="checkbox"/> Facility Use Agreement (Classes 2 or 3, by approval)		(Annual Max: 24 Meetings, 48 Hours)	
<input checked="" type="checkbox"/> Security Deposit (required with room rental) (Classes 2 & 3)		Resident	Non-Resident
		\$200	\$300
Room/Occupancy	Description	Private Group (Class 3) Per Hour*	Private Group (Class 3) Per Hour*
Upper Level			
Conley Hall (192)	12-8' tables, 8 round tables, 100 chairs	\$40.00	\$60.00
Conley Hall & Kitchen	Stove, Refrigerator (no other items)	7 x \$50.00	\$75.00
Brandenstein (24)	6 round tables, 24 chairs (no food allowed)	\$20.00	\$30.00
Wisconsin (21)	6 square tables, 1 conference table, 21 chairs (no food allowed)	\$20.00	\$30.00
Lower Level			
Terrace (150)	3-8' tables, 32 chairs, refrigerator, microwave	\$30.00	\$45.00
Watertown (24)	6 square tables, 24 chairs (no food allowed)	\$20.00	\$30.00

General Purpose of Organization:

☐ Civic Improvement ☐ Recreation
☐ Educational ☐ Religious
☐ Fundraising ☐ Service Club
☐ Hobby Club ☐ Social Club
☐ Private Gathering ☐ Theater/Arts/Music
☐ Business Meeting

Equipment/Additional Fees:

☐ Projection Screen (\$5.00)
☐ Dry Erase Board (\$5.00)
☐ Easel (\$5.00)
☐ Portable Podium & Microphone (\$10.00)
☐ TV/VCR/DVD (\$15.00)
☐ Amplified Music (\$30.00)

OFFICE USE ONLY:

*TAX INCLUDED FOR ROOM RENTAL & EQUIPMENT FEES

Security Deposit: \$ 200.00
 Room Rental Total: \$ 350.00
 Equipment/Fees: \$ _____
 Grand Total: \$ 550.00

Paid by: ☐ Cash ☐ Check # _____
☒ Credit Card (attach receipt)
 Office Initials: ML Date Paid: 5/2/25
 Date Security Deposit Returned: _____



Payment Receipt

Print Date: 5/2/2025 8:24 AM

Watertown Parks & Recreation Department

514 South First Street

Watertown, WI 53094

920-262-8080

Payer: **General Patron**

99 Main Street

East Hartford, CT 06108

Payment Note: (R-****tCV7nZ)

Total Amount Paid: **\$567.01**

Payment ID: 18719

Date: Friday, May 2, 2025

Regular Fees: **\$550.00**

Sales Tax: **\$0.00**

Convenience Fee: **\$17.01**

Payment Method: **RecDesk Credit Card CP *****6203**

<u>Description</u>	<u>Registrant</u>	<u>Amount</u>
Sr Ctr Deposits		\$200.00
Room Rental		\$350.00