THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

WATERTOWN PARKS, RECREATION, & FORESTRY DEPARTMENT
514 S. First St.
Watertown, WI 53094
920-262-8080

POLICIES GOVERNING USE OF THE SENIOR & COMMUNITY CENTER

PURPOSE

The Watertown Senior & Community Center (the Center) is a public facility which is designated to help meet the recreational, social, and cultural needs of the community. ~~As much as~~ When possible, ~~this facility~~ the Center will be made available for city ~~recreational~~ programming and meetings of community groups and organizations. Revenue generated by facility rentals is used to offset operational expenses.

The Center is designated for senior citizen activities and services as well as community and recreation programs. Senior programming has priority Monday through Friday, from 8 a.m. to 4 p.m. However, occasional use of the center for senior programming may take place after hours and weekends. Use of the facilities by outside groups ~~other than the seniors~~ during this time period will be based on availability.

City recreation activities ~~must~~ take priority for use of the facility~~. In an effort~~ To obtain maximum use for this facility, we schedule groups other than city recreation. However, as the demand for city recreation activities increases, the need to cancel groups may be necessary. Should it become necessary to cancel, the contact person will be notified not less than two weeks in advance so that other arrangements can be made.

Facility access, services, and administrative offices will be closed on designated city holidays, election days, and during scheduled maintenance. Advance notification for all planned closures will be posted on-site and online.

The center is owned and operated by the City of Watertown. All activities must comply with the City Policies and Ordinances to protect the rights of citizens and the City of Watertown from legal action.

CLASSIFICATIONS

Preference in scheduling will be given to class 1, subject to the approval of the Director of Parks, Recreation, and Forestry. Cancellation of activities of a lesser classification may be necessary to accommodate the functions of a higher class.

Class
1. Programs of, and provided through, the Parks, Recreation, and Forestry Department, and functions of the Watertown municipal government (e.g. elections).
2. Community groups or organizations which have purposes related to public improvement, including non-profit groups. *
3. Private groups, including political and religious services/gatherings, those which charge fees, and for-profit organizations.*

ROOM RENTAL FEES

All rentals are based on per-hour use, including set-up & clean up, and are updated annually according to the Room Rental Application. Taxes are included in fees. Fees and security deposit must be paid at the time of reservation. Resident and non-resident rates apply. Any proposal for reclassification or waiving of fees must be presented to, and approved by, the Parks, Recreation, and Forestry Commission.

- CLASS 1 is exempt from all rental fees and security deposits.
- CLASS 2 must pay an annual fee of $50 for administrative and custodial costs as well as a security deposit. Groups are approved for specific use (i.e. monthly meetings) and limited to 24 uses per year, not to exceed 48 hours total. Any other use may be subject to fees: party, dances, dinners, fundraisers, special events, etc.*
- CLASS 3 is subject to regular per-hour fees and security deposits according to the Room Rental Application.*

*Note: Certain Class 2 and 3 renters may be required to sign a Facility Use Agreement and may be subject to different and/or additional rental fees.

SECURITY DEPOSIT

Security deposits for city residents and non-residents are required by groups except for class 1 for the purpose of cleaning and damages. Security Deposits will be refunded in accordance with the policies and Department fee schedule. Non-residents will pay a 50% higher security deposit. If damages exceed the deposit amount, the renter will be billed for the additional costs with payment due ~~within~~ 30 days from invoice date.

ROOM RENTAL APPLICATIONS/FACILITY USE AGREEMENTS

Room Rental Applications are available at the Senior & Community Center office or online. ~~Groups falling into CLASSES 2-3~~ all groups ~~-~~are required to complete the Room Rental Application.

1. Application by groups for permission to use a room on a regularly scheduled basis should be submitted by November 1 for the upcoming year. Requests received after November 1 will be considered on a first-come, first-served basis, subject to availability, and requested dates and times are not guaranteed.
2. Groups and organizations wanting to use a room on random occasions should submit an application as soon as possible, and can be reserved up to one year in advance. Reservations are based on room and staff availability.
3. Applications will be issued to adults only. ~~There must be at least one adult for every 10 minors.~~
4. Rent and security deposit ~~must accompany the~~ are due in full with the application.
5. The Parks, Recreation & Forestry Commission reserves the right to limit the number of rentals or reservations for which each person, group or organization may request/apply each year.
6. **A Facility Use Agreement will be required for any organization or group in class 2-3 which requires long-term or extensive use of the facility, or storage of items or equipment.**

ROOM USE RULES

1. **Hours of Rental** – Rentals may be requested from 8am to 10pm in half hour increments. Rentals outside of these hours require approval from the Director of Parks, Recreation, and Forestry. Set-up and clean-up time must be included in rental hours. Unauthorized use beyond stated rental time will result in additional fees.
2. **City Holidays** - Rentals are permitted provided they do not interfere with existing programs ~~(such as senior dining).~~ A Building Supervisor is required for all holiday rentals that are not conducted by an established organization with the Parks, Recreation, and Forestry Department.
3. **Entrance/Doors** – Front doors will be unlocked 15 minutes prior to your event and lock at the end of rental time. For public safety and facility security, all exterior and fire-rated doors must remain closed at all times. Propping doors open is strictly prohibited.
4. **Attendance Form** – An attendance form should be filled out and placed on the front reception desk or outside drop box.
5. **Cleaning/Reset Room** – ~~A half hour rental period will automatically be added to each room rental for the purpose of cleaning, beyond the rental time period.~~ Groups may rearrange tables and chairs as long as they are returned to their original position. All renters must clean up after their event. A cleaning sheet is attached to the attendance form. A cleaning cart is available in or near the room of rental. Trash must be deposited in the trash bins on the North side of the ~~building~~ Center.
6. **Excessive Cleaning/Damages -** Excessive trash, more than two bags, will result in loss of the security deposit. ~~Additional fees may be imposed and future use restricted for any excessive cleaning beyond the normal cleaning timeframe~~. An additional fee for excessive cleaning required by staff, and any property damage, will be billed to the renter at a rate of $100/hour with a 2-hour minimum charge, in addition to forfeiture of the security deposit. Future use of the Center may be restricted.
7. **Special Services/Equipment -** Each room is equipped with a designated amount of equipment and ~~a basic equipment~~ setup pattern. ~~Certain~~ Additional equipment may be rented as described in the Room Rental Application. The City of Watertown will not incur additional expense for any supervision, security, utilities, snow/ice removal, clean up, etc. It will be the responsibility of each group, organization, or individual to pay for any additional costs involved in the use of the ~~facility~~ Center or parts thereof.
8. **Security of Building** – The renter is responsible for the security of the ~~building~~ Center and should ask any unauthorized people to leave or contact the Police Department at 920-261-6660. The ~~renter (person to whom the Room Rental Application is issued)~~ rental contact person must remain at the ~~premises~~ Center ~~until the rental end time~~ the entire duration of the rental.
9. **Room Assignment** – Participants of your event must stay in the assigned room to not disturb other renters in the ~~building~~ Center.

10. **Decorations** – Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited. Failure to follow these requirements will result in the security deposit being retained.
11. **Kitchen** – Authorized kitchen users must clean sinks, stoves, oven, tables, counters, and floors. The dishwasher is not available for use. No utensils, plates, cups, napkins, towels, dish soap, etc. are supplied by the Center.
12. **Prohibited Items** – Alcohol, smoking (also within 25 ft of the ~~building~~ Center), drugs, and glass are prohibited in the building. Only service animals and police canines are allowed inside the ~~building~~ Center.
13. **Prohibited Use** - Renters or groups may not use the Center for their mailing address, return address, or letterhead. The Center is not to be used for personal gain. Profit-oriented use of City recreational facilities ~~is prohibited~~ and solicitation of any kind is prohibited without approval from the Parks, Recreation, and Forestry Department.
14. **Storage -** Renters or groups may not store items, equipment, paperwork, etc. on the premises unless a Facility Use Agreement is signed. The Center is not responsible for lost or stolen items. Take all belongings with you at the end of your rental, or will be discarded at the renter's expense.
15. **Excessive Noise** – Noise (loud talking, music, etc.) must be kept to a minimum to not disturb other renters in the building. Amplified music (band, DJ, sound system, etc.) must pay a $30.00 permit fee.
16. **Cancellations/Refunds** - Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.) No refunds are given for unused ~~reserved~~ time. Any group who has scheduled room use and does not arrive ("no show"), without 24 hours advance notice to the Center, will forfeit the security deposit due to lack of supervision and security in the building. Please call Watertown Police Dept for any after-hours cancellations at 920-261-6660.
17. **Non-Emergency** – If you have a non-emergency ~~issue~~ during your rental, please call the Police Department's non-emergency number at 920-261-6660.
18. **Failure to comply with the above rules will result in forfeiture of the security deposit and additional fees may be imposed. Room use privileges may be revoked for future rentals. The Parks, Recreation, and Forestry ~~Commission~~ Department reserves the right to revoke any application or agreement for any reason at any time.**

LIABILITY:

To the fullest extent permitted by law, any individual or organization using the Watertown Senior & Community Center, shall defend, indemnify and hold harmless the City of Watertown, its agents, representative, officers, directors, officials and employees from and against all allegations, demands, proceeds, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising to, arising from or out of, the use of the Watertown Senior & Community Center.

SENIOR & COMMUNITY CENTER POLICIES

The Senior Center Advisory Board is ~~additionally~~ organized and governed by the Senior Center Advisory Board By-Laws. The By-Laws ~~also~~ set Senior Center membership eligibility. Membership and other fees are set by the Parks, Recreation & Forestry Commission through the Fees & Charges Policy.

RULES OF CONDUCT

Watertown Senior & Community Center rules of conduct are for the benefit of Center participants and staff. The Center welcomes everyone to enjoy the facility. It is the policy of the Center to provide an environment that is safe, pleasant, and comfortable for all ~~participants~~. Because the Center is owned and operated by the City of Watertown, behavioral activity must be regulated to protect the rights of citizen users and protect the City of Watertown from legal action.

The Senior & Community Center will not tolerate aggressive and abusive behavior, including:

1. Physical threats of harm or assault.
2. Verbal harassment or threat of harm.
3. Abusive or foul language.
4. Sexual harassment and inappropriate sexual behavior.
5. Failure to respond to staff instructions.

Additionally:

1. Participants will not promote ~~racism, ageism,~~ or any ~~other~~ type of discrimination against others.
2. Participants will display good sportsmanship.
3. Participants will settle personal discrepancies among themselves, unless threats of harm to self or others are made. In this case, staff will determine if the police should be called.
4. Participants will act in a nonaggressive and nondisruptive manner, be honest, trustworthy, courteous, and will have patience and understanding for other participants living with aging challenges.
5. Participants must maintain acceptable habits of personal hygiene and cleanliness.
6. Participants must be able to toilet themselves, feed themselves, and be oriented to their current surroundings, unless a caregiver is present (see Caregiver Policy).
7. Participants will be held responsible for any damage or loss resulting from the negligence of users.
8. Participants will avoid unnecessary noise which might disturb other groups using the facility.
9. Gambling is prohibited.
10. Smoking, illegal drugs, and weapons are prohibited.
11. Individuals under the influence of ~~intoxicating beverages~~ alcohol or drugs are not permitted.
12. Any activities involving children shall have adult supervision.
13. Only service animals and police canines are allowed inside the building.
14. Any crime, misdemeanor, or violation of City Ordinance is prohibited.

CANCELLATIONS

All cancellations and delays will follow the same schedule as the Watertown Unified School District for all programming located at schools and the Watertown Senior & Community Center.

~~All outdoor programming playability will be determined by the department by 3pm each weekday. After 3pm and on weekends, playability is determined by the program field supervisor, coach, or renter per the facility use contract.~~

When the Senior & Community Center is designated as a warming/cooling center (with or without extended hours), warming/cooling shelter, or Family Assistance Center, all programming and activities ~~will~~ may be cancelled at that location; the Center will remain open in accordance with the designation.

VOLUNTEERS

All potential volunteers are required to submit a volunteer application on an annual basis. All volunteers over the age of 18 must pass a background check before they begin volunteering.

GUEST & CAREGIVER POLICY

"Guest" is defined as anyone age 50 or older and is not a current member of the center and who wishes to participate in any senior program or activity (e.g. bingo, sheepshead, euchre). "Guests" can participate in any senior program or activity the first time at no charge. Guests who participate in any future senior program or activity will be charged a $1.00 activity fee or asked to join the Center at the current membership rate.

"Caregiver" is defined as anyone who assists a member, or someone eligible to be a member, with participation in a senior program or activity. "Caregivers" can assist a member, or someone eligible to be a member, with participation in any senior program or activity at no charge. The "Caregivers" role is strictly to assist the member, not to participate as an individual. "Caregivers" cannot participate in any senior program or activity on their own merit. Example: "Caregivers" can help members play their bingo cards and assist with marking cards. "Caregivers" can help members play their cards during other card games such as sheepshead or euchre.

GUIDELINES FOR PROGRAM LEADERS

1. The ~~Director~~ Senior Center Manager will make determinations regarding the ability of all program and activity leaders to lead and can appoint or remove a leader from their role.
2. Each program leader must follow, and has the ability to enforce, the above Senior & Community Center Rules of Conduct and ask participants to leave the program if not in compliance.
3. Each program leader must make unbiased decisions and determine fairness.
4. Each program leader must determine standards of game play for each game type and must follow the same standards if multiple leaders oversee the same game type.

Individuals who fail to comply with these rules will be told to leave the building or the police will be summoned. If recurrence, further discipline shall result.

Discipline shall proceed from one level to the next higher level.

1. Verbal warning
2. Written warning
3. Suspension from the Center facilities for 30 days
4. Membership revoked and will not be renewed

To dispute a decision, you may attend a Watertown Parks, Recreation & Forestry Commission meeting to state your case. ~~At least one week advance notification is required.~~

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Parks, Recreation, & Forestry Commission approved 9/21/2026