THE CITY OF WATERTOWN
PARKS, RECREATION, & FORESTRY

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

## Watertown Senior & Community Center

# ROOM RENTAL APPLICATION

**Choose One:** ____Single Event ____Multiple Event (# of meetings, days:_____)

Name of Organization:_____ Event Type:_____

Contact Person:_____ Phone:_____

Address:_____ City:_____ State:____ Zip:_____

Email:_____ Number of People:_____

Date of Reservation:_____

Set-Up Time:_____ Event Start:_____

Event End:_____ Clean Up/:_____
Out of Building Time

Signature:_____ Today's Date:_____

| | | | |
|---|---|---|---|
| ☐ **Parks, Rec, Forestry Dept/Watertown Govt (Class 1)** | | **Free** | |
| ☐ **Community Groups Administrative Fee (Class 2)**<br>☐ **Facility Use Agreement (Classes 2 or 3, by approval)** | | **$50 Annual Fee**<br>**(Annual Max: 24 Meetings, 48 Hours)** | |
| ☐ **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, 10 round tables, 100 chairs | $40.00 | $60.00 |
| Conley Hall & Kitchen | Stove, Refrigerator (no other items) | $50.00 | $75.00 |
| Brandenstein (24) | 6 round tables, 24 chairs (no food) | $20.00 | $30.00 |
| Wisconsin (21) | 12 rectangle tables, 21 chairs (no food) | $20.00 | $30.00 |
| Snack Shop (20) | 5 round tables, 20 chairs | $20.00 | $30.00 |
| **Lower Level** | | | |
| Terrace (150) | 4-8' tables, 32 chairs, refrigerator, microwave | $30.00 | $45.00 |
| Watertown (20) | 4 square tables, 16 chairs (no food) | $20.00 | $30.00 |
| Meeting Rm 1 (8) | Conference table, 8 chairs | $10.00 | $15.00 |

**Equipment/Permits:**

__Projection Screen ($5.00)
__Easel ($5.00)
__Portable Podium ($10.00)
__TV (cable not provided) ($15.00)
__Amplified Music Permit ($30.00)

**Presentation Questions:**

1. What is the topic?
2. Room/equipment requirements?

***TAX INCLUDED FOR ROOM RENTAL & EQUIPMENT FEES**

## OFFICE USE ONLY:

**Security Deposit:** $_____
**Room Rental Total:** $_____
**Equipment/Permit:** $_____
**Grand Total:** $_____

**Paid by:** ___Cash ____Check #_____
___Credit Card (attach receipt)

**Office Initials:**_____ **Date Paid**:_____

**Date Security Deposit Returned**:_____

~~Activities of city recreation~~ City activities ~~must~~ take priority for use of the facility. I~~n an effort~~ to ~~obtain maximum~~ maximize use of the Center ~~for this facility~~, we schedule outside 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. 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.

## 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.

**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.