

ROOM RENTAL APPLICATION

Choose One: ___ Single Event ___ Multiple Event

Name of Organization: _____ Event Type: _____

Contact Person: _____ Phone: _____

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

Email: _____ Number of People: _____

Date of Reservation: _____ Time: _____ to _____

Signature: _____ Today's Date: _____

<input type="checkbox"/> Park & Rec Dept/Senior Center Groups (Class 1)		Free	
<input type="checkbox"/> Administrative Fee (must get approval) (Class 3)		\$50.00 annual fee	
<input type="checkbox"/> Facility Use Agreement			
<input type="checkbox"/> Security Deposit (required with room rental) (Classes 4-7)		Resident	Non-Resident
		\$200	\$300
Room/Occupancy	Description	*Resident/Hour	*Non-Resident/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)	\$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 (Classes 3-7):

___ 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)
___ Alcohol Fee	(\$50.00-100.00)

OFFICE USE ONLY:

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

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

Paid by: ___ Cash ___ Check # _____
 ___ Credit Card (attach receipt)

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

Date Security Deposit Returned: _____

Activities of city recreation 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.

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 8:00 am to 10:00 pm. Set up and cleanup of event must be part of the rental hours. Rental outside of normal hours needs approval from the Director of Parks and Recreation. Set-up and take-down times must be included in rental hours. Use beyond stated rental time will result in additional fees.
2. **Entrance Doors** – Front doors will automatically be unlocked 15 minutes prior to your event and automatically lock 15 minutes after your scheduled event.
3. **Attendance Form** – An attendance form is placed in the room of your event and should be filled out and placed on the front reception desk or drop box outside the building entrance doors.
4. **Cleaning/Reset Room** – 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. Excessive trash will result in loss of the security deposit. Custodian is not available on the weekend. Additional fees may be imposed and future use restricted for any excessive cleaning beyond the normal cleaning timeframe. An additional fee for excessive cleaning and property damage will be billed to the renter at a rate of \$100/hour with a 2-hour minimum charge.
5. **Special Services/Equipment** - Each room is equipped with a designated amount of equipment and a basic equipment setup pattern. Certain 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 or parts thereof.
6. **Security of Building** – The renter is responsible for the security of the building 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) must remain on the premises until the rental end time.
7. **Room Assignment** – Participants of your event must stay in the assigned room to not disturb other renters in the building.
8. **Decorations** – Decorations may be hung using painter's tape. Taping, hanging, or tacking to walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited.
9. **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.
10. **Alcohol** – Alcohol is permitted if the renter is qualified and agrees to the terms of the Senior & Community Center Alcohol Policy. This policy is an addendum to the Room Rental Application.
11. **Prohibited Items** – Smoking, drugs, and glass are prohibited in the building. Only service animals and police canines are allowed inside the building.
12. **Prohibited Use** - Renters or groups may not use the center for their mailing address, return address, or letterhead. The facilities are not to be used for personal gain. Profit-oriented use of the city recreational facilities is prohibited. Solicitation of any kind is prohibited.
13. **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.
14. **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.
15. **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 Department, will forfeit the security deposit due to lack of supervision and security in the building.
16. **Non-Emergency** – If you have a non-emergency issue, please call the Police Department's non-emergency number at 920-261-6660.
17. **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 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 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 Senior & Community Center.