



## Community Center Facility Use Application

City of Richland Center Parks & Recreation Department

1050 N. Orange Street

Mailing Address: 450 S. Main Street

Richland Center, WI 53581

Phone: 608-647-8108 ext. 1

This form is to be used by all groups and entitles them to the use of the Community/Senior Center building facility for an event that is not a primary City function. Application shall be filed at least 3 days before the required usage of the facilities. Permission for use of the Community/Senior Center building facilities shall be granted no more than one year prior to date. The City reserves the right to cancel scheduled use of the Community/Senior Center in the event of an anticipated violation of any rule, regulation, or law. Any misrepresentation on the application shall void any use for the facility. **In the case of a natural disaster, the entire Community Center will be taken over by Emergency Management Services to be used as an Emergency Shelter. If this happens, we will try to accommodate you with another location, re-schedule, or if there are no other options, we will completely refund your rental fees.**

**Business/Group/Applicant Name:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Contact Phone #(s):** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Date(s) of Rental:** \_\_\_\_\_

**Room(s) Used:** \_\_\_\_\_

**Reservation Block(s): (Circle all that apply)** 6:00am-11:00am / 11:30am-4:30pm / 5:00pm-10:00pm

**Additional Hour(s) after 10:00pm at \$30 per hour:** \_\_\_\_\_

**Approx. # of People Expected:** \_\_\_\_\_

**Nature of Rental:** \_\_\_\_\_

**IMPORTANT:** After rental use, the party is expected to fully clean the facility completely before leaving. A copy of the rules is given when you pick up your set of keys. **Keys must be picked up Monday-Friday from 8am-4:30pm.** If additional special requests are needed, it is the group's responsibility to secure them beforehand. **NOTICE: No helium balloons allowed inside of the Community Center.**

### **Do you need ANY of the following items?**

--Will you need? (Circle all that apply) **Projector or Microphone (\$15) / Sign (\$15) / Hoops / Curtain**

**Hoops and curtain access require a key.** Sign Message: \_\_\_\_\_

--Wi-Fi: Network: RC- Public / Password: Welcome2RC

--Do you need an Alcohol Permit? **YES / NO (\$500)** Covers Beer, Wine & Champagne. Permit allows you to serve, **not sell alcohol**. Alcohol is not permitted in the building without a permit. You must obtain a permit that requires a \$500 check & pre-approval from the Park Board President. Once the permit is approved, you will receive a copy when you pick up your keys. Please keep this permit with you for the duration of your rental. If there is no damage after inspection, you will receive your deposit back. If there is damage, fees will be determined and discussed with you.

--Special Event: Vendors selling Food or Goods, Collecting Donations, or Charging Admission? **YES / NO Form S-240**

You must fill out a Wisconsin Temporary Event Operator and Seller Information Form listing all vendors attending the event and submit it to the City Clerk a minimum of 5 days before the event. You will also need to provide a Certificate of Liability Insurance with a minimum general aggregate limit of \$1,000,000 naming the City of Richland Center as "Additional Insured" on the policy. Wisconsin Department of Revenue reporting must be completed no later than 10 days from event closing. The process may take up to 30 days and will need to be approved by the proper committees. Once all paperwork is turned in and all approvals are given, the City Clerk will grant approval for the event.

--Special Event: Bringing items into the building? (Circle all that apply) **(Inflatables, Climbing Wall, Animals) YES / NO**

You (if you own the item) or the Rental Company will need to provide a Certificate of Liability Insurance with a minimum general aggregate limit of \$1,000,000 naming the City of Richland Center as "Additional Insured" on the policy. The Parks and Grounds Department will determine the location.

**If you have live animals in the building, you must fill out an Animal Permit prior to the event.**

--Will you put up an additional Canopy Tent/Grill outside of the building? **YES / NO** Location: \_\_\_\_\_

You will need to let us know the location. **Please contact Digger's Hotline prior to your event to ensure all underground lines are clearly located and marked.**

### Building Usage: (All money goes towards Building improvements)

Room Rental: Time Blocks = 6am-11am / 11:30am-4:30pm / 5pm-10pm	Cost	Group Size
All-Purpose Gymnasium (80 @ 8ft tables / 300 chairs)	\$90 per block of time	300
Warming Kitchen	\$35 per day with rental	-
Warming Kitchen- without room rental	\$35 per block of time	-
Meeting Room (A/B) (10 @ 2x6ft tables / 35 chairs / built in projector & screen)	\$60 per block of time / \$15 per hour	40
Physical Fitness Groups (gym or meeting room)	\$15 per hour	-
Additional Hours after 10pm	\$30 per hour	-
Friday- Last block, Weekends, Holidays:	-	-
-All-Purpose Gymnasium	\$100 per block of time	-
-Meeting Room	\$70 per block of time	-
A/V Equipment- Projector / Microphone	\$15	-
Outdoor Electronic Sign	\$15	-
Auction User Fee	\$120	-
Alcohol Permit Deposit- Monies will be deducted for damage or not cleaning up properly	\$500 - Damages / \$200 per hour	-
Keys not picked up during office hours / Lost keys	\$50/\$500	-
Helium Balloons are not allowed- Lift Rental to retrieve from fans / ceiling	\$300	-
Large Party Deposit (Multiple Blocks/Days) Wedding/Quinceañera – no alcohol permit	\$250	-

Please circle the date(s) you will be using the facility.

**2026**

#### January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

#### March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### April

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12	13	14	15	16	17	18
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#### May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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31						

#### June

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#### July

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#### August

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30	31					

#### September

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#### October

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#### November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

#### December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
27	28	29	30	31		

**City of Richland Center  
Waiver and Release of Liability**

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In consideration of being permitted to use the facilities, equipment or otherwise property of the City of Richland Center, the Undersigned, agrees and represents that he/she shall, upon entering the facility or property and use of equipment, shall inspect and consider the safety and suitability of such property for the purpose of their use. Further, the subsequent use of the facilities, equipment or property shall constitute an acknowledgement by the Undersigned of the inspection, safety and suitability of the facility, equipment, or property for the purpose of the use.

1. By signing this Waiver and Release of Liability (Agreement), I, the Undersigned, waive and release the City of Richland Center, its agents, servants, employees, insurers, successors and assigns (collectively referred to as the "City") from any and all claims, demands, causes of action, damages or suits at law and equity of any kind, including but not limited to claims for personal injury, property damage, medical expenses or loss of services, on account of or in any way related to or growing out of my presence or involvement at the facility or property of the City. I also understand the City is not responsible for any lost, stolen, or damaged valuables or property.
2. This waiver and release are intended to and does release the City from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties or negligence of the City.
3. I, the Undersigned, further covenant and agree not to institute any claims or legal action against the City for any claim released by this Agreement. I further agree that should any claim be made against the City, in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) the City for any such claim and expenses including attorney's fees and costs incurred by the City in defending themselves or security indemnity hereunder.
4. I, the Undersigned, am responsible for being familiar with the rules and regulations governing the use of the facility which are available online or at the Parks and Recreation office at 1050 N Orange Street. I agree that I will fully comply with all rules and regulations and with any amendments.
5. I, the Undersigned, will be responsible for the repair and replacement of any damages to the facility. I understand that repairs for damages may be taken from the deposit, and any additional amounts will be invoiced to us by the City. I understand that our rental may be cancelled or re-scheduled in the event of an emergency.
6. I, the Undersigned, understand that the fee paid is refundable to me if the notice of cancellation is received by the Parks & Recreation Department no less than 14 days prior to my scheduled event. I understand that the Park Board reserves the right to deny any application for any event that the expected attendance will exceed the safe capacity of the facility or involves activity as such that endangers public health and safety. I understand that inaccurate information is grounds for cancellation of any reservation granted to me and may jeopardize future reservations.

I understand that no facility is reserved until all stipulated fees of \$\_\_\_\_\_ have been paid and a Parks & Recreation Representative signs this form. All bookings of the Community Center must pay 50% down at the time of the booking. Phone booking is fine, but you will have (7) working days in which to pay 50% for the booking. Failure to do so means your booking will be removed from our calendar. Keys must be picked up in advance. **For the Community Center and Meyer Building: Keys must be picked up Monday-Friday from 8am-4:30pm.** A \$50 fee may be charged to you if we must make a special trip.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue the City for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by the City, will void, and terminate this Agreement and may result in loss of the ability to use the facility.

**I am signing this Agreement freely, voluntarily, and competently and am at least eighteen (18) years of age.**

**Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**RC Parks and Recreation Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

1050 N. ORANGE ST.  
RICHLAND CENTER, WI 53581  
608-647-8108