



## **Community/Senior Center Rules & Regulations**

*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*

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The following rules and regulations apply to all Users of the Community/Senior Center. The User shall be responsible for any violations of these rules and regulations during his/her/its rental:

**1. Smoking:** Pursuant to City Ordinance smoking is prohibited in the building at all time.

**2. Supervision:** Sufficient supervisors, chaperones and crowd control personnel shall be provided by the User to satisfy the City that the event will be controlled. It shall be the responsibility of the applicant to make the members of the group or organization using the meeting rooms aware of the rules and regulations set forth herein.

**3. Noise:** Users are subject to Richland Center Ordinance which controls noises disturbing the public. Any loudspeaker, sound system or any other device that produces undue or unnecessary noises in any City Facility is not permitted unless specific permission is granted by the Parks and Recreation Department. Sound systems used for presentations will be allowed in both Community Rooms provided that they do not produce undue or significantly disrupting noise. Users should be aware that noise may carry over between rooms when multiple reservations are scheduled.

**4. Fastening Materials to Walls. Etc:** No signs, posters, wall hangings, presentation materials, or any other items may not be taped, stapled, glued or in any other way fastened or adhered to any walls, windows, ceilings or fixtures. The exceptions to the above is the use of temporary large post-it notes for meetings.

**5. Candles or Other Burning Materials:** There shall be no open flames including candles, votives, incense or any other burning materials allowed in the building.

**6. Alcoholic Beverages:** Beer, champagne or wine are the only alcoholic beverages which may be served or consumed in the Community/Senior Center building. All permitted alcoholic beverages must be consumed inside the building; there shall be no such consumption on the grounds outside the building.

a. Serving alcoholic beverages shall require a special permit. A permit to serve alcoholic beverages must be requested from and approved by the Parks and Recreation Director and Park Board President.

b. No alcoholic beverages shall be consumed by or furnished to any person who is not permitted by state law to possess or consume alcoholic beverages.

c. No User shall permit any person who is intoxicated to remain on the premises.

d. Alcoholic beverages may not be sold by any group or person in the building. The only permitted dispensing of alcoholic beverages is dispensing to guests free of charge.

e. A special alcoholic beverage deposit of \$500.00 will be charged when alcoholic beverages are served during a user's event. The alcoholic beverage deposit will be returned if the premises are clean and undamaged when the event is ended. In the event that the premises are not cleaned or are damaged, the alcoholic beverage deposit will be forfeited to and retained by the City.

**7. Helium Balloons:** No helium balloons are permitted in the building. If balloons are found after your rental, a penalty will be assessed in the amount of \$300.00 for removal.

**8. Fogging Machines or Similar Items:** No fogging machines or similar devices are permitted in the building, due to possible interference with the fire alarm system in the building.

**9. Dogs in the Building:** Dogs, with the exception of service animals, are not allowed in the Community/Senior Center except pursuant to a permit from the Park Board. [Added by Park Board Sept. 2013]

**NOTE:** Per sec. 106.52 (1)(fm) Wis. Stats: "Service animal" means a guide dog, signal dog, or other animal that is individually trained or is being trained to do work or perform tasks for the benefit of a person with a disability, including the work or task of guiding a person with impaired vision, alerting a person with impaired hearing to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

**10. Pop Machines:** Users are not permitted to close off or deny access to the building pop machines.

**11. Storage and Removal of Property from the Premises:** Storage on the Facility premises of any equipment, food, room setup, or other items belonging to the User outside the time block for which a room is rented is prohibited. All items involved in any sale or auction held at the Community/Senior Center shall be removed from the premises the day of the sale, whether such items are inside or outside the building. Such removal is the responsibility of the User. Although, special permission may be obtained considering the circumstance.

**12. City not Responsible for Personal Property:** The City of Richland Center does not assume any responsibility for any equipment or other items left at the Community/Senior Center at any time. It shall be the responsibility of the User to protect items brought to the Facility.

**13. Clean-up Policies and Building Checkout:** Facilities must be left in the same condition as when the group or individual took responsibility for the premises. The User will be responsible for all damages to the building, furniture and any extra cleaning. The following clean up procedures are expected to be followed prior to leaving the building:

- a. All garbage and recyclables must be taken out of the building and placed in the appropriate garbage receptacles found west of the building.
- b. All tables and chairs should be wiped down and returned to the storage room.
- c. Floors should be swept.
- d. All Users are responsible for the kitchen, which must be left in a very clean condition with all spills, stove, microwave, coffee pots, sink and counter tops completely cleaned up. See the check off sheet in the kitchen.
- e. The User is responsible for confirming that the stove has been turned off prior to leaving.
- f. The lobby must be clear of any personal items or garbage from the event.
- g. Restroom must be free of litter and personal items.
- h. All lights must be turned off and building doors to be locked if User is leaving outside of regular business hours. Lights in the gym, bathrooms, and janitor's closet have an automatic shut off.
- i. Failure to follow cleanup procedure will result in a possible loss of the deposit and or loss of future use of the Facility.
- j. Any items not picked will be billed \$200.00 an hour minimum for removal/clean-up.
- k. Access doors are to be locked at departure if after business hours. The User is responsible for making sure the kitchen is shut down.

**14. Cleaning and Damages:** Leaving the Facility in a condition requiring other than the City's customary cleaning will be sufficient reason to bill the utilizing individual or group to cover these added expenses. The applicant shall be responsible for any damage to City property and for the supervision of the use of the Facility. The City may charge for damages and/or janitorial expenses in excess of the City's customary cleaning at the actual cost for such additional services. Failure to pay may result in loss of utilization privileges, loss of possible deposit fee, and could result in additional administrative action. This may include but shall not be limited to, providing sufficient proof to require an advance deposit or an increased amount of deposit for any future use of the premises or loss of utilization privileges.

**15. Lights, Doors Etc:** At Building Checkout: On departure, all lights shall be turned off (Including storage rooms, entranceway, and halls) unless their checkout is during business hours of the Facility. Access doors shall be locked at departure if departure occurs after the normal business hours of the Facility. The User shall be responsible for making sure the kitchen lights are off and the oven, burners, and coffee pot have been completely turned off. Lights in the gym, bathrooms, and janitor's closet have an automatic shut off.

**16. Building Keys:** It is the responsibility of the applicant to return the keys for the use of the Community/Senior Center to a representative of the Parks and Recreation Department as follows:

a. Keys to the Community/Senior Center building shall be obtained from the Parks and Recreation office during normal business hours prior to use. Keys can be picked up Monday-Friday from 8am-4:30pm.

b. If keys are not picked up during business hours there will be a \$50.00 charge. Keys shall be returned to the Parks and Recreation office on the next business day. For evening and weekend use, after locking all doors prior to leaving, the keys must be deposited in the secured Drop Box located near front door.

c. Keys that are not promptly returned will be cause for additional administrative action, including potential forfeit of security deposit and possible denial of future use of the Facility. No person shall duplicate any key to the Facility.

d. If any key is lost or not returned there is a penalty of \$500.00.

**17. Third Party Fees for Emergency Services:** Should there be any fee assessed by Police, Fire or Emergency Medical Service due to violation of these rules and regulations or under any other circumstance during the duration of a rental (such as a guest becoming ill or making a false fire alarm), the User will be financially responsible for those fees.

**18. Other Prohibited Actions:** The following activities are prohibited in or on the grounds of the Facility:

a. Remove, destroy, break, injure, mutilate or deface in any way structure, monument, walls, furniture, amenities, or other property in or upon the Facility.

b. Indulge in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disturbing conduct under circumstances in which such conduct tends to cause or provoke a disturbance.

c. Be in any other areas of the building except for the designated rental area.

d. Be intoxicated or engage in any violent, abusive, loud, boisterous, vulgar, obscene or otherwise disorderly conduct, tending to create a breach of peace, or to disturb or annoy others, in or upon the Facility.

e. Park, stop or leave standing whether attending or unattended, any vehicle in any manner so as to block, obstruct or limit the use of any road, or outside any designated parking area, or contrary to posted notices.

f. Allow any unauthorized person to enter the Facility or any area within the Facility that is locked or closed to public uses or contrary to a posted notice.

g. Have in his/her possession or under his control any explosives or fireworks of any kind or discharge any of the same while in or upon the building premises.

h. Have in attendance a number of persons which exceeds the maximum capacity limit set forth by the fire code.

i. Move or alter the layout of Community Room dividers.

j. Commit any act which constitutes a violation of a City ordinance or of a state or federal law.

k. Any other questionable activity may be referred to the Parks and Recreation Dept. The Dept. shall have the right to prohibit any other conduct which endangers the Facility or persons using it.

**19. Building Emergencies Before and or After Business Hours:** If an emergency relating to the building arises during business hours where a User may need to speak to someone reference a problem regarding the rental of the Community Room (such as heating/air conditioning problems, doors are not staying unlock/locked, power outage, etc.), the User should check with the front desk. If an emergency arises after business hours where a User needs to speak to someone reference an emergency relating to the rental of the community room, look for and use the emergency number located in the janitor's closet located in front lobby to the left of the trophy case.

**20. Liability:** The person or persons signing the application and any group which they represent shall be jointly and severally liable for any loss, damage or injury sustained by the Facility or the City or by any person whatsoever by reason of the negligence of the person or persons to whom such application has been issued or for any damages caused by persons using the Facility with their consent or attending their event.

**21. Appeals:** Any decision of the Parks and Recreation Department relating to use of the Facility may be appealed to the Park Board. However, the decision of the Parks, Recreation & Grounds Department shall stand until/unless such time as the Park Board overrules or modifies such decision.

**22. Emergency Shelter Usage:** 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, will completely refund your rental fees.

**23. Special Events:** If you are hosting an event with vendors selling food or goods, collecting donations, or charging admission, you must submit a Wisconsin Temporary Event Operator and Seller Form S-240 in advance, for all vendors, a minimum of 5 days before 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.

**24. Inflatables:** 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.

**25. Large Party Deposit:** (Multiple Blocks/Days) A \$250.00 deposit is required for large party reservations without alcohol deposits. (E.g., Wedding/ Quinceañera)

**26. Cancellation Policy:** All reservations for the Community Center require a **50% deposit** of the total rental fee to be paid at the time of booking to secure the date. Phone reservations are permitted, but the required 50% deposit must be received within **seven working days** of the phone call. Failure to submit the deposit within this timeframe will result in the automatic cancellation and removal of the booking from the calendar. Regarding cancellations, any booking canceled **within fourteen days** of the scheduled event date will result in the **forfeiture of the entire amount paid**. If the cancellation is made **more than fourteen days** prior to the event date, a full refund will be issued.

Revised 12/23/24

Effective 01/01/25



## **Community/Senior Center Booking & Cancellation Policy**

*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*

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### **Richland Center Community/Senior Center Booking Policy:**

- **Deposit Requirement:** A non-refundable **50% deposit** of the total rental fee is required at the time of booking to secure your reservation.
  - **Phone Bookings:** If you reserve the facility by phone, the 50% deposit must be received within **seven (7) working days** of the booking date.
  - **Deposit Forfeiture:** Failure to submit the required deposit within the specified period will result in the **automatic cancellation** and removal of your booking from the calendar.
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### **Cancellation Policy:**

- **Cancellations < 14 Days:** If the reservation is canceled **within 14 days** of the scheduled event date, the entire amount paid (100% of the rental fee) will be **forfeited**.
- **Cancellations > 14 Days:** If the reservation is canceled **more than 14 days** prior to the scheduled event date, a full refund of any payment made will be issued.

Revised 12/11/23

Effective 01/01/24