



COMMUNITY CENTER POLICY

102 N. Rutland Ave, Brooklyn, WI 53521
ph 608-455-4201

Approved August 10, 2009
Amended Sept 14, 2009
Amended June 13, 2011
Amended July 11, 2011

The Brooklyn Community Center is made available for use by all groups through the generosity of the residents of the Village of Brooklyn. Rules and guidelines have been established to assure the maximum enjoyment of this facility. Your attention of these policies is greatly appreciated.

THANK YOU

USES

Individuals or groups utilizing the Brooklyn Community Center will be required to comply with the rules and policies governing same. Failure to comply with these rules could subject the group or individual to the loss of utilization privileges.

Activities Generally Permitted - Meetings, parties, receptions, dances, aerobic classes, school activities and other social or cultural activities. Certain uses may be allowed following the approval of the Village Board.

DESCRIPTION OF FACILITY

The Brooklyn Community Center provides available rental space on two levels, consisting of three rooms of various sizes and capacities. Each room is described below, as well as its generally recommended uses.

GYMNASIUM

This multi-purpose room is large enough to accommodate groups up to 356. This room is typically used for basketball, school programs, craft shows, meetings, summer recreation, receptions, parties and dances.

LOWER LEVEL - SOUTH ROOM

This room can accommodate up to 130 people. Located directly off the kitchen facilities, it is the perfect room for any type of activity where food and beverages will be served. Typical uses for this room include: receptions, parties, dinners, school functions, senior lunches, dances, craft shows, meetings, etc.

LOWER LEVEL - NORTH ROOM

Adjacent to the south room in the lower level and connected by an entryway at either end, this room is typically used for overflow from the south room. This room is designed to accommodate approximately 74 people. This room is most often used only when the south room is not large enough for the entire group; although, it is perfect for meetings.

KITCHEN

The kitchen and all contents are included in any Community Building rental. Contents include coffee pots, dishes, silverware, stove, microwave, refrigerator, sink, plenty of counter space and a large table for preparing meals. There is also a counter with doors that open into the south room for ease in serving. Kitchen rental will be on a first come, first serve basis.

USER FEES

The following fees apply to all users of the Community Center. To qualify for Brooklyn resident fees, the Lessee must be a resident of the Village. For a company to qualify for resident rates, that company must be located in the Village of Brooklyn. Proof of residency shall be provided. Rental facility for use by non-residents will require non-resident fees. Initialed lines by lessee indicate you have read, understand, and approve each specific item stated.

FEE SCHEDULE PER EVENT:

A) Meetings and Classes - 3 hour limit

	<u>Non-Profit</u>	<u>For Profit</u>
Resident, property or business owner -	no charge	\$25.00
Non-resident -	\$25.00	50.00

B) Non-Profit Fund Raiser (Clubs/Organizations)

Resident, property or business owner		
- lower level		\$ 25.00
entire building		\$100.00
Non-resident - lower level		\$ 50.00
entire building		\$150.00

C) Profit Groups/Receptions/Parties/Funeral gathering

Resident, property or business owner		
- lower level		\$150.00
entire building		\$350.00
Non-resident - lower level		\$350.00
entire building		\$550.00

D) Recreational Use

3 hour limit -

Resident, property or business owner	no charge**
Non-resident	\$50.00**

**A responsible adult must sign Hold-Harmless agreement and be present for the duration of use.

**Arrangements for use must be made in advance at the Clerk's Office during regular office hours.

_____ E) Security deposit for use of the building for all users \$500.00

_____ F) Fifty (\$50.00) per hour per person will be charged for clean up after the event if building is not in satisfactory condition. Total amount owed to the Village will be deducted from the security deposit. All users are subject to possible clean-up and/or damage fees.*

_____ G) Fees cover prescribed time limit. Decorating schedules shall be worked out with the Clerk's Office and not subject to fees depending on room availability.*

_____ H) Table and chair rental: one table \$5.00
ten chairs \$5.00

NOTE: Tables and chairs are included in building rental fee.*

FEES AND DEPOSITS

_____ Thirty (30) days prior to the event: Contract Signed by the Lessee
Hold Harmless Agreement Signed by the Lessee
Rental Fees Paid by the Lessee
Deposit Fee Paid by the Lessee

Keys to the Community Building must be picked up on Friday prior to the event by the Lessee signing the Contract and Hold Harmless Agreement. If the reservation is made less than one month before the date of the event, all fees, payable in cash, are due at the time the reservation is made. Failure to provide the Village with the required fees will result in automatic cancellation of the booking. Checks should be made payable to the "Village of Brooklyn" and either delivered or mailed to:

Brooklyn Community Building
102 N. Rutland Ave
PO Box 189
Brooklyn, WI 53521-0189

Fees listed in this policy are subject to change. Fees quoted to prospective users at the time of reservation will be honored.

_____ Additional deposits may be charged if the group or individual utilizing the facility has previously left the facility in a manner requiring other than customary clean-up. Any damages or repairs to the facility will be charged to the lessee. Failure to pay will result in legal action.

For those groups wishing to utilize the facility, proper notification is required. All reservations must be made through the Village Clerk's Office by telephoning (608) 455-4201 or in person at the Clerk's Office, 102 N. Rutland Ave. M/F 8 a.m. to 4 p.m. Reservations are made on a first come, first serve basis and will be accepted no more than one year in advance to allow all groups access to the facility.

If a cancellation occurs for any reason, the Village shall return all fees paid if notification of the cancellation is greater than two weeks prior to the event date. If less than two weeks notice is given, fifty percent (50%) of the rental fee will be charged and fifty percent (50%) returned.

GENERAL RULES AND REGULATIONS

The following rules shall be adhered to in order to insure the return of your deposit:

- _____ 1) No tape, push pins, staples, adhesive, etc., of any kind may be used on the walls.
- _____ 2) No helium balloons are allowed in the upper level.
- _____ 3) **Security is required if alcohol is on the premises with One Hundred (100) or more people in attendance at any time.** If alcohol is served, glass bottles shall not be allowed. There shall be no alcohol outside the Community Building or in the parking lot. It is the responsibility of the Lessee to contract independently with a security firm. A copy of the signed security contract shall be provided to the Village of Brooklyn Police Chief fifteen days in advance of the event. The security firm hired by the Lessee shall be registered in the State of Wisconsin with officers licensed by the State of Wisconsin.
- _____ 4) Lighted candles, except self contained votives and tea lights, are not allowed.
- _____ 5) There is no smoking in the Community Building per Ordinance 22.14.
- _____ 6) Groups are responsible for cleaning all areas utilized, removal of tablecloths and personal equipment, and assuring that the premises are in the same condition as when the group took responsibility for the premises. This includes the following:
 - a. Your own dish cloths and towels must be provided. Wash, dry and neatly stack all dishware, glassware, and silverware. Clean coffee pots, counter tops, tables, stove, refrigerator etc. (return refrigerator temperature to low setting).
 - b. All trash must be bagged, tied and placed outside in front of the garage door on the right at the lower level of the building.
 - c. Recycling all paper, cans, and cardboard, shall be placed in the blue recycling cart(s) or clear plastic bags found in the kitchen. This is a requirement by Village Ordinance, Chapter 40.
 - d. All floors must be swept and mopped, including the bathrooms, following posted instructions.
 - e. All decorations must be removed and disposed of properly.
 - f. **Heat temperature must be returned to original setting (60°)**
 - g All lights are to be turned off (including bathroom lights)
 - h. All windows shall be closed and secured
- _____ 7) Only those rooms reserved will be available for use. Decoration preparation before the event is only available if the building is not rented the previous day.
- _____ 8) **Clean-up after the event must be completed and the building vacated and locked by 12:00 a.m. (midnight).**

- _____9) The Community Building keys must be placed in the drop box outside the front door after the event or returned to the Village Clerk's Office no later than 8 a.m. the Monday following the event. Keys are to be returned by the person signing the rental contract if not left in the twenty-four hour drop box.
- _____10) Any group or individual bringing in outside equipment or furnishings shall be responsible for setting up and removing same without damaging or scratching the floor.
- _____11) Any expenses resulting from the issuance of a Class B Picnic Beer License, or the rules governing same, will be charged to the lessee, unless the event will benefit the community and such charges have been waived by the Village Board. No sales of alcohol are allowed unless a Class B Picnic License has been obtained
- _____12) Users are subject to Brooklyn Ordinance 22.02(d) which controls noise disturbing the public.
- _____13) No appliance generating an open flame is allowed. Because this is an old building, please follow posted outlet appliance usage.
- _____14) Facilities must be left in the same condition as when the group or individual took responsibility for the premises. Lessee will be responsible for all damages to building, furnishings and any extra cleaning required after event.
- _____15) The Village of Brooklyn reserves the right to revoke utilization privileges to any individual or group not in compliance with these general rules and regulations.
- _____16) Deposit (check/cash) can be picked up in the Clerk's Office seventy-two (72) hours of the event following proper inspection of the building by Village personnel.
- _____17) A building condition check list will be completed before the event. Before the security deposit is released, a post event check list will be completed

I hereby state I have read the above contract, understand the contract, accept all conditions as stated, and will abide by it as a condition of leasing the Community Building. I hereby also state I have received a copy of this signed contract.

Dated this _____ Day of _____, 2011.

SIGNATURE OF LESSEE

ADDRESS OF LESSEE

Dates of Rental

(Y) _____
(Lower Level)

(Y) _____
(Entire Building)

(Lessee's Telephone)

(Witness)

RENTAL FEE PD _____ KEY DEPOSIT PAID: _____ RECEIPT# _____

KEY NUMBER: _____ ISSUED TO: _____

DATE ISSUED: _____ DATE

RETURNED: _____

ISSUED BY: _____

Clerk/Deputy Clerk

VILLAGE OF BROOKLYN

PRE-APPROVED BUILDING USER LIST

(This list is not intended to be all-inclusive, but rather a guide)

The following local groups are exempt from rental fees for meeting use only and are also exempt from table and chair rental fees. Deposit is required along with a signed Hold Harmless agreement.

1. Any Village government connected committee/group (takes precedence over any other rental)
2. American Legion and Auxiliary
3. VFW and Auxiliary
4. Girl Scouts/Boy Scouts
5. 4H Club
6. Lions
7. Optimists
8. Brooklyn Chamber
9. Brooklyn Sno-Hornets
10. Fire Department and EMS
11. Area Soccer, Baseball and Softball Associations
12. Government entities
13. Political gatherings
14. Area sponsored youth and children activities with adult supervision
15. Any school oriented or parent sponsored group (both public and private school groups)

HOLD HARMLESS AGREEMENT
Brooklyn Community Building

I, _____, ("Lessee"), hereby state that I shall defend, indemnify and hold the Village of Brooklyn, its trustees and employees (hereafter collectively referred to as the "Village of Brooklyn) harmless from and against any and all claims, demands, penalties, fines, liabilities, settlements, damages, costs and /or expenses of any kind or nature from or arising out of any act, omission, or negligence of any person or organization, or of any occupant, visitor, or user of any portion of the Community Building facility, including legal fees and expenses for expert witnesses and consultants, arising out of, or in any way connected with, the rental and/or use of the Village of Brooklyn Community Building facility by Lessee. This indemnification shall survive the end of the term of the use of said facility, and any extensions thereof, and shall inure to the benefit of the Village of Brooklyn.

Dated this _____ Day of _____, 2011.

SIGNATURE OF LESSEE

ADDRESS OF LESSEE

WITNESS:_____

Clerk/Deputy Clerk