

RENTAL POLICY AND USER FEE SCHEDULE

CITY OF WISCONSIN DELLS COMMUNITY CENTER 620 ELM STREET

For those who wish to make use of the Community Center Multi-Purpose rooms, the following rules shall apply in addition to completion of the reservation application or approved contract.

- 1st Preference-** City of Wisconsin Dells based non-profit organizations.
- 2nd Preference-** Any other group provided no other comparable facility is available from the private sector.

I. RENTAL PROCEDURE

- A. A written application for rental must be completed and submitted.
- B. Cancellation of reservations must be made at least 48 hours prior to the scheduled event otherwise no refund of fees will be considered.
- C. Requests should be made well in advance to assure the availability of the facilities.

II. NORMAL OPERATING HOURS

Normal operating hours are Monday through Thursday 9:00 A.M. to 8:00P.M. and Fridays 9:00A.M. to 5:00 P.M. Facility is not available afterhours or on weekends.

III. RESPONSIBILITY FOR DAMAGES

Any group renting the facilities is responsible for any damage to the facilities and shall notify the City Clerk's Office within 24 hours of any known or related incident of damage during their scheduled events. Misuse or damage to the facilities may be sufficient cause to cancel the Renters Contract or future use of the facility by the Finance Committee.

IV. ALCOHOLIC BEVERAGES PROHIBITED

There shall be no alcoholic liquors brought to or consumed in city facilities.

V. SMOKING PROHIBITED

There shall be no smoking in the Community Center/Library Building. This includes the bathroom facilities and hallways.

VI. ANNUAL REVIEW OF RENTERS CONTRACTS

Annually, groups renting municipal facilities on multiple dates throughout the year shall advise the City Clerk of their intentions as to the continued use of the facilities for the following year by October 31.

VII. CITY RETAINS RIGHT TO PREEMPT ANY SCHEDULE OF EVENTS

- A. The Mayor or City Common Council shall retain the right to preempt any schedule of events to permit the use of the facilities when it is in the interest of and/or welfare for the general public.

- B. Governmental Elections shall have an overriding priority for the use of municipal facilities and the City Clerk's Office shall so notify the group(s) in advance of the day and hours during which elections or other special events are scheduled.
- C. Whenever there is a conflict in the use of municipal facilities, any function authorized by the City Common Council or Finance Committee shall have first priority for the use thereof.

VIII. CITY PROPERTY

No City property located on or within the premises of the Municipal Building and the Community Center facilities may be removed without the express consent and approval of the City Common Council, Mayor or City Clerk.

IX. RENTERS PROPERTY

The City of Wisconsin Dells assumes no responsibility for the property brought to, left at or stored in the Municipal Building and Community Center facilities by the renter. The renter assumes this liability.

X. DECORATING, SETUP, & CLEANUP

- A. No tape or pins of any kind shall be used on any wall, door, and/or ceiling. Please bring an easel or something comparable if you need to display anything. If you have any questions or concerns, please contact the City Custodian.
- B. Any group renting the facilities is responsible for general cleanup. There will be additional charges for any group leaving the facilities dirty beyond normal use. The groups contact person renting the facilities will be notified if any problems arise.
- C. Garbage shall be removed from the building and placed in the dumpster behind the Wisconsin Dells Police Department (712 Oak Street). The garbage cans and bags are located in the table closet. In the table closet there is also a broom and a dust mop.

XI. KITCHEN RULES

Groups must bring their own cookware and utensils if they plan to serve or cook food. The utensil & cookware items currently in the kitchen belong to the Senior Center & Columbia County Nutrition Program. The utensils and cookware may not be used by anyone else.

XII. SCHEDULE OF USER FEES FOR RENTAL OF COMMUNITY CENTER FACILITIES

- A. Senior Citizens Hot Meal Program
FEE...**\$150/month** as approved by the City Common Council.
- B. Job Service
FEE...**\$35/day** or as negotiated and approved by the City Common Council.
- C. 1st Preference Group
FEE...**\$25** for the first hour and \$5.00 for each additional hour.
*Note: In addition, any group that remains in the center beyond its scheduled time shall be subject to a surcharge of the first hourly rate.

2nd Preference Group
FEE...**\$50.00** for the first hour and \$15.00 for each additional hour.
*Note: In addition, any group that remains in the center beyond its scheduled time shall be subject to a surcharge of the first hourly rate.

- D. Full service kitchen rental fee (the group renting must provide a qualified person to operate the kitchen) at a base rate of **\$25.00 per hour** to a maximum charge of \$100.00. Partial kitchen rental privileges negotiable with requests submitted to the City Clerk or Finance Committee.
- E. Closet or storage rental shall be **\$25.00 per month.**
- F. The City Clerk or the Finance committee shall reserve the right to reduce the charges upon the request and appearance of representative(s) of any group for a single special event. The decision may be appealed to the Common Council.