

City of Richland Center Community/Senior Center Facility Reservation Application

Richland Center Parks, Recreation & Grounds Department
1050 Orange Street Richland Center, WI 53581 (608) 647-8108

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. A formal application shall be filed at the Richland Center Parks, Recreation & Grounds office 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 a scheduled use of a 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.

Organization/Event Name _____

Contact Name _____

Phone _____ (days) _____ (evenings) _____ (cell)

Address _____

Street

(Apt)

City

State

Zip

Email _____

*Date of Meeting(s) _____

Reservation to begin at: _____ end at: _____ Block Circle One: 8AM-11AM, 11:30AM-4:30PM, 5:PM-10PM

Attendance –estimated total (required): _____

Describe activity planned (required): _____

Please circle or check

Is this event Non-Profit or Approved Fundraiser Yes No

Portion of the Facility Rooms used (as available) ***Prices are for each block of time

All Purpose Room: North (Kitchen side) / \$50 South / \$50 Both / \$70 AP Lights Dimmed?

Meeting Room: A / \$30 B / \$30 Both / \$50 Yes No

Kitchen (3 Stoves, Microwave, 2 Refrigerators including utensils) / \$25 daily (not per block)

Will alcohol be served Yes No If Yes, a permit must be obtained. (Separate \$400.00 check)

Please check the equipment you will need to use. (You must provide your own laptop & external speakers)

Microphone/Sound System _____ Projector/Screen _____ Sign Rental _____ Mac or PC?

If sign is rented what would you like it to read: _____

Have you been given and reviewed a copy of the Community Room Policy? Yes No

My Organization/Group will be responsible for the repair and replacement of any damages to the facility. We understand that repairs for damages may be taken from the deposit and any additional amounts will be invoiced to us by the City. My Organization/Group agrees to comply with the conditions set forth in the Community Room and Facility Policy. **A copy of said Policy has been given to me and I have reviewed it.**

****Office hours are Monday - Friday, 8:00AM - 5:00PM. Please pick up your keys in advance during these hours.****

Signature

Date