

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 to 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.

Organization/Event Name (if applicable) _____

Contact Name _____ Phone _____

Address _____

Street (Apt) City State Zip

Email Address _____ (for office contact purposes only)

Date of Event _____

Reservation Block: (Circle all that apply) **8:00AM-11:00AM** / **11:30AM-4:30PM** / **5:00PM-10:00PM**

Additional Hours needed after 10:00PM @\$15 per hour: _____

Attendance –estimated total (required): _____ Activity planned: _____

Is this event Non-Profit or Approved Fundraiser: ____ Yes (Copy of 501(c)3 / Park Board approval for fundraisers)

Facility Rooms being used (Prices are per each block of time):

Gymnasium: ____ Full Room (\$70) ____ 1/2 North (\$50) ____ 1/2 South (\$50) **Need Gym Lights Dimmed?**

Meeting Room: ____ Full Room (\$50) ____ 1/2 A (\$30) ____ 1/2 B (\$30) ____ Yes (key is needed)

Warming Kitchen: ____ \$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) \$10

Microphone/Sound System/DJ _____ Projector/Screen _____ Mac or PC? _____

Sign Rental: \$10 _____ What would you like it to read: _____

Stage Rental: \$25 _____ (A key is needed to unlock them for use)

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.

We understand that our rental may be cancelled or re-scheduled in the event of an emergency.

Keys must be picked up in advance during office hours.

Office hours: Monday - Friday, 8:00AM - 5:00PM

Office Contact: (608)647-8108 ext. 1

Signature

Date