

# 2021 Richland Center Community Center Facility Use Application

RC Parks & Grounds Dept. ~ 1050 N. Orange St. ~ Richland Center, WI 53581 ~ Phone(608)647-8108 ~ Fax(608)647-8108 ~ Hours: M-F/8am-5pm

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. Application shall be filed 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 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. **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.**

Business/Group/Applicant Name & Address: \_\_\_\_\_

Contact Phone #(s): \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Rental: \_\_\_\_\_ Room(s) Used: \_\_\_\_\_

Reservation Block(s): (Circle all that apply) **6:00am-11:00am** / **11:30am-4:30pm** / **5:00pm-10:00pm**

Additional Hour(s) after 10:00pm @\$15 per hour: \_\_\_\_\_ Approx. # of People Expected: \_\_\_\_\_

**IMPORTANT:** After rental use, the party is expected to fully clean the facility completely before leaving. Checklists are given when you pick up your set of keys. If additional special requests are needed, it is the group's responsibility to secure them beforehand. See options below.

## Do you need ANY of the following items?

--Are you a Non-Profit group or are you doing a fundraiser? YES / NO (25% off) Form 501(c)3

--Will you need? (Circle all that apply) Projector or Microphone (\$10) / Stage (\$25) / Sign (\$10) / Lights / Hoops / Curtain  
Stage requires a key. Lights, hoops, curtain access require a key. Sign Message: \_\_\_\_\_

--Will you need Wi-Fi? RC- Public / Push through any security prompts / Cisco screen=Accept. (Won't connect? = a security issue with your computer)

--Do you need an Alcohol Permit? YES / NO (\$400) Covers Beer, Wine & Champagne. Permit allows you to serve, not sell alcohol. Alcohol is not permitted in the Building without a permit. You must obtain a permit that requires a \$400 check & pre-approval from the Parks & Grounds Board President. Once the permit is approved, you will receive a copy when you pick up your keys. Please keep this permit with you for the duration of your rental. If there are no damages after inspection, you will receive your deposit back. If there are damages, fees will be determined and discussed with you.

--Special Event: Selling Beer or Wine? YES / NO (\$10) Form AT-315

You must obtain an Application for Temporary Class "B" (Beer) / "Class B" (Wine) Retailers License from the City Clerk's office. The process may take up to 30 days and will need to be approved by the proper committees. 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.

--Special Event: Vendors selling Food or Goods, Collecting Donations, or Charging Admission? YES / NO Form S-240

You must fill out a Wisconsin Temporary Event Operator and Seller Information Form listing all vendors attending the event and submit it to the City Clerk a minimum of 5 days before the 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. The process may take up to 30 days and will need to be approved by the proper committees. Once all paperwork is turned in and all approvals are given, the City Clerk will grant approval for the event.

-- Special Event: Bringing items into the building? (Circle all that apply) (Inflateables, Climbing Wall, Animals) YES / NO

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. The Parks and Grounds Department will determine the location. If you have live animals in the building, you must fill out an Animal Permit prior to the event.

--Will you put up an additional Canopy Tent/Grill outside of the building? YES / NO Location: \_\_\_\_\_

You will need to let us know the location so we can call Digger's Hotline, if need be, prior to your event so underground lines can be located and marked.

## Rental Permit Terms and Conditions:

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.**

I understand that no facility is reserved until all stipulated fees of \$\_\_\_\_\_ have been paid and the Director or a Parks & Grounds Board Representative signs this form. Payment must be received within 7 business days after you reserved a shelter. Keys must be picked up in advance. Office hours are Monday-Friday, 8am-5pm. \$25 fee may be charged to you if we have to make a special trip.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RC Parks & Grounds Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Building Usage: (All monies go towards Building improvements)

Room Rental: Time Blocks = 8am-11am / 11:30am-4:30pm / 5pm-10pm	Cost	Group Size
All-Purpose Gymnasium (80 @ 8ft tables / 300 chairs)	\$70 per block of time	300
Warming Kitchen- Fully stocked (bring rags for cleanup)	\$25 per day with rental	-
Warming Kitchen- without room rental	\$25 per block of time	-
Meeting Room (A/B) (9 @ 2x6ft tables / 35 chairs / built in projector & screen)	\$50 per block of time	40
Youth Physical Fitness Groups (gym or meeting room)	\$10 per hour	TBD
Additional Hours after 10pm	\$15 per hour	-
Friday- last block, Weekends, Holidays	15% additional	-
Non-profit groups / Approved Fundraiser	25% off	-
A/V Equipment- Projector/Microphone / Outdoor Sign Message	\$10	-
Auction User Fee	\$100	-
Alcohol Permit Deposit- Monies will be deducted for damages or not cleaning up properly	\$400 - Damages / \$50 per hour	Comes out of deposit
Keys not picked up during office hours / Lost keys	\$25 / \$400	
Helium Balloons are not allowed- Lift Rental to retrieve from fans / ceiling	\$150	

Please circle the date(s) you will be using the facility.

**2021**

<u>January</u>							<u>February</u>							<u>March</u>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
<u>April</u>							<u>May</u>							<u>June</u>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
<u>July</u>							<u>August</u>							<u>September</u>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
<u>October</u>							<u>November</u>							<u>December</u>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				