

# 2022 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: \_\_\_\_\_  
Contact 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: \_\_\_\_\_  
Nature of Rental: \_\_\_\_\_

**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) / Sign (\$10) / Lights / Hoops / Curtain  
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 (\$500) 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 \$500 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: 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) (Inflatables, 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. Digger's Hotline may need to be contacted 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 accept full responsibility for the terms and conditions of this application, and certify that it is accurate and complete. I understand that the fee paid is refundable to me if the notice of cancellation is received by the Parks & Grounds Department no less than 14 days prior to my scheduled event. I understand that the Parks and Grounds Board reserves the right to deny any application for any event that the expected attendance will exceed the safe capacity of the facility or involves activity as such that endangers public health and safety. I understand that inaccurate information is grounds for cancellation of any reservation granted to me and may jeopardize future reservations.

I understand that no facility is reserved until all stipulated fees of \$\_\_\_\_\_ have been paid and the Parks & Grounds Superintendent or a Parks & Grounds Board Representative signs this form. Payment must be received within 7 business days after you reserved the Community Center. 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)	\$75 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 / \$12 per hour	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:	-	-
-All-Purpose Gymnasium	\$90 per block of time	-
-Meeting Room	\$60 per block of time	-
Non-profit groups / Approved Fundraiser	25% off	-
A/V Equipment- Projector/Microphone / Outdoor Sign Message	\$10	Comes out of deposit
Auction User Fee	\$100	
Alcohol Permit Deposit- Monies will be deducted for damages or not cleaning up properly	\$500 - Damages / \$100 per hour	
Keys not picked up during office hours / Lost keys	\$50/\$500	
Helium Balloons are not allowed- Lift Rental to retrieve from fans / ceiling	\$150	

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

**2022**

January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			

April							May							June						
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	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

July							August							September						
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
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			