

Clintonville Park & Recreation Department

Facility Request Form – Community Center – 30 S. Main Street

Event Applicant's Name:		Organization:	Today's Date:
Address:		Phone:	E-mail:
City, State Zip:		Date(s):	Time Requested:
Room(s): <input type="checkbox"/> 101 <input type="checkbox"/> 102 <input type="checkbox"/> 103 <input type="checkbox"/> Kitchen <input type="checkbox"/> Conf. Rm.		Type of Activity:	
Rental Fee: (\$ _____ + \$75.00 "security deposit" = \$ _____) (Checks written out to the "City of Clintonville", mailed or dropped off at City Hall - 50 10 th St., Clintonville, WI 54929)			
Note: Fee includes applicable sales tax unless exempt organizations have on file with the City of Clintonville the proper sales tax exemption form. A \$5.00 refund fee applied to rentals canceled not due to any fault of the city.			
Use: 1. Will you be serving food? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to food, please understand that food is only allowed in the Kitchen, Rooms 101, 102 & 103. Everything needs to be cleaned-up after the event. (Dry Mop & Wet Mop is located in the Maintenance Room). 2. City Ordinance 9.08 (2) (e) requires you to obtain the authorization of the Park & Recreation Department to possess and/or consume alcoholic beverages at the Community Center. Do you intend to have alcoholic beverages at your activity? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. The Park and Recreation Department hereby grants authorization to possess and consume fermented malt beverages and/or intoxicating liquor during this rental. Authorized by: _____ <div style="text-align: center;">Park & Recreation Director's Signature/Date</div>			
Equipment: <input type="checkbox"/> Sound System w/microphone <input type="checkbox"/> Coffee Maker(s) <input type="checkbox"/> Extra Tables/Chairs <input type="checkbox"/> Other: _____			
Conditions: 1. Reservations are not confirmed until payment has been received. 2. Event Applicants are responsible for any necessary setup and cleanup related to their activity. The cost of cleanup necessary by Park & Recreation Department staff and cost of repairing damage to the facility from your use will be deducted from the security deposit before returning it. If the security deposit is not enough to cover these costs, the Event Applicant will be billed for the balance. 3. It is to be understood that the Individual(s)/Organization(s) using the Community Center accept(s) responsibility of governing the conduct of the people in attendance at their event(s). 4. Profit making businesses must provide a Certificate of Liability Insurance Coverage naming the City of Clintonville as an additional insured. 5. Smoking is not allowed inside the Community Center. Smokers outside the facility are expected to dispose of their cigarette butts properly. 6. The Community Center key can be picked up at City Hall prior to the event for weekday rentals between 8am and 4:30pm. For weekend rentals the key can be picked up Friday at City Hall between 8am-4:30pm. 7. Please notify the Park & Recreation Department if there is a cancellation as soon as possible by calling the department at (715) 823-7660 or e-mailing the Director at jmcauly@clintonvillewi.org .			

Agreement: The undersigned hereby makes application to the City of Clintonville for the use of the facility described above and certifies that the information given in the application materials is correct. The undersigned further states that he/she has the authority to make this application for the Event Applicant and agrees that the Event Applicant will observe the rules, regulations, policies and procedures of the City of Clintonville & Park & Recreation Department. The Event Applicant agrees to exercise the utmost care in the use of the premises and property and to hold the City of Clintonville harmless from all liability resulting from the use of said facilities. The event applicant further agrees to reimburse the City of Clintonville for any damage arising from the Event Applicant's use of the said facility. The Event Applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period.

I have read, understood, and agree to comply with all procedures in the City of Clintonville Facility Rental Guidelines and the Facility Request Form for the Clintonville Community Center.

SIGNATURE (REQUIRED): Event Applicant: _____ Date: _____

SIGNATURE: Park & Recreation Director: _____ Date: _____

In addition to this form please read through the Community Center Usage Instructions sheet. For additional information please contact the Park & Recreation Director, (715) 823-7660 or e-mail at jmcauly@clintonvillewi.org.

Clintonville Park & Recreation Department

Community Center Usage Instructions

City Hall – (715) 823-7600

Park & Recreation Director – (715) 823-7660

- 1) Please pay attention that people involved in your activity are not causing any damage to interior/exterior parts of the facility.
- 2) All consumable supplies, i.e., coffee, sugar, napkins, foam cups, etc., stored at the facility are not for your use.
- 3) With all problems, concerns or emergencies, please call the Clintonville Police Department (715) 823-3117; they will be able to contact someone to assist you.
- 4) If you have a weekday rental the staff at City Hall will arrange a time to pick-up the key at City Hall (8am-4:30pm) and if you have a weekend rental you can pick-up the rental key at City Hall the Friday before (8am-4:30pm) . After usage of the facility you must drop the key off at the City Hall drop-off box (located on the left side of the front doors).
- 5) Main Entrance doors have a panic bar system. When the panic bar is out the door is locked and when the panic bar stays in the door is open. Gently push the bar in and turn the key in order to open the panic bar system and do the reverse to lock it.
- 6) All interior lights which you turned on must be turned off before leaving the facility.
- 7) Wireless Internet Access: The Community Center is WIFI enabled!
- 8) Do not attempt to move the dividers between the rooms. If you want them open or closed than you must arrange this with City Hall before renting the facility.
- 9) In order to use the phone in the kitchen and hallway you must dial “9” and then the number.
- 10) If you need any extra equipment please check with City Hall for availability before renting the facility.
- 11) Smoking is not allowed in the building.
- 12) Please check the building over before you use the facility. Please note any damage or lack of cleaning of the facility at the time of arrival and discuss any issues with City Hall after the rental has concluded.
- 13) You are welcome to use dishes/silverware, refrigerator, oven/stove, coffee pot (please ask for it) during your rental. We ask that you clean/dry them and put them away after using them.
- 14) All garbage must be bagged and put outside in the fenced area on the west side of the building. Please put them in the trash cans or near them/on top of them if they are full.
- 15) Extra garbage bags are located in the lower cabinet drawer in the kitchen to the left of the desk. If gone please check the maintenance room.
- 16) Please separate glass, aluminum, tin/steel, & #1 & #2 plastic. All recyclables need to be separated and placed in the appropriate recyclable bins in the hallway under the coat rack.
- 17) If you overload a circuit or trip a breaker than you must reset the breaker in storage room #1 or #3.
- 18) If the temperature seems off than please check the thermostats located in each room.
- 19) **YOU MUST CLEAN EVERY ROOM YOU USE AFTER THE EVENT HAS CONCLUDED!!!** There are dry mops and wet mops in the maintenance room. Please clean tables, floors, walls, counter tops, etc. Check bathrooms & hallways for extra messes. **IF YOU DECIDE NOT TO CLEAN THEN WE WILL DEDUCT FROM YOUR SECURITY DEPOSIT!!!**