

## Great Room

Large space with 16 tables and seating for 70 people



## Kitchen

Large counter space with serving window. Tableware to serve up to 70 people including silverware, salad plates, dinner plates, coffee cups, and water glasses.



## Restrooms

Handicap accessible men's and women's restrooms

### Appliances available:

Kitchen  
Refrigerator  
Microwave  
30 cup coffee maker

### Items provided:

Garbage bags  
Water pitchers  
Table and serveware

## Parking

The Senior Center does not have reserved parking available. A shared parking lot is located behind the Senior Center with entrance on S. Mill Street. Surrounding street parking is available on E. Main Street and S. Mill Street.



## Deposit

If the rental key is not returned and/or any portion of the building or equipment is left in an unacceptable condition and/or damaged, the City of Waupun is authorized to withhold all or part of the security deposit.

## Emergency

In the case of a building emergency, please call 1-920-324-7911. Please call 911 in any situation that requires immediate assistance from the police, fire department or ambulance.

WAUPUN WISCONSIN  
*City of Sculpture*



# Waupun Senior Center Facility Rental

301 E. Main Street  
Waupun, WI 53963

(920) 324-7930 office

[parks@cityofwaupun.org](mailto:parks@cityofwaupun.org)

Business Hours: 8:00AM—4:00PM

Mondays, Wednesdays, and Thursdays  
8:00AM—2:00PM Tuesdays and Fridays



## Rentals Available

Monday—Friday

5:00pm—9:00pm

Saturdays, Sundays & Holidays

8 Hours or 4 Hours

## Waupun Senior Center...

### a wonderful place for...

- ◆ Holiday parties
  - ◆ Family reunions
    - ◆ Baby showers
      - ◆ Birthday parties
        - ◆ Anniversary parties
          - ◆ Wedding receptions

## Rental Days, Times, Fees

Monday—Friday  
5:00pm—9:00pm  
\$50.00

Saturdays, Sundays & Holidays  
4 hours—\$50.00  
8 hours—\$75.00

All rentals require a \$50.00  
Key/Cleaning Security Deposit

## WiFi

The Senior Center is equipped with WiFi and is free to use to our renters and guests.

WiFi password: 9203247930

## Renter Responsibilities

- Complete City of Waupun Senior Center Rental Application.
- Write two checks. One check is for the rental fee and the second check is for the key/cleaning security deposit.
- Submit rental application with payment to Waupun Program Director, Rachel Kaminski, at the Senior Center.
- Obtain facility key from the Senior Center one business day prior to your event.
- Depending on your rental, you must supply paper/plastic tableware, napkins, dishtowels, dish soap, coffee and coffee filters.
- Arrange the Great Room to your liking and have a party!
- Clean up is required. Cleaning equipment is in the utility closet. Renter is responsible for leaving the facility in the same condition it was found. Put tables and chairs back in their original order, wipe kitchen counters and tables, sweep floors, vacuum carpet, and place garbage in cans outside back door.
- Close the building by returning all tables and chairs to their original location, locking all doors and turning off all lights (fans stay on).
- Slide key under the office door.
- Wait for your deposit check in the mail, IF building is left in acceptable condition.

## Restrictions

- ◆ No alcohol
- ◆ No smoking
- ◆ No firearms or weapons
- ◆ No pets (other than service animals)
- ◆ No propping of doors or opening of windows
- ◆ No tampering with thermostat/temperature control or fuse box

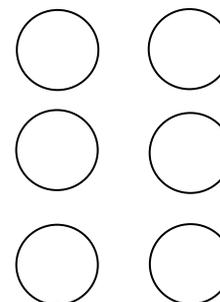
## Off Limit Areas

- ◆ Reception desk
- ◆ Main Office
- ◆ Billiards Room
- ◆ The piano is not to be moved or used
- ◆ TVs

## Decorations

- ◆ Only freestanding decorations, nothing fixed to the walls, ceiling, windows, doors, etc.
- ◆ Balloons must be tethered.
- ◆ Use of open flame candles is strictly prohibited.

## Great Room Original Table Order



Front Door

