

Great Room

Large space with 15 tables and seating for 70 people



Kitchen

Large counter space with serving window.



Appliances:

- Refrigerator
- Freezer
- Microwave
- 30 or 60 cup coffee maker

Items provided:

- Garbage bags
- Water pitchers
- Table and serveware
- Cleaning supplies

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.



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 Senior Center Facility Rental

301 E. Main Street
Waupun, WI 53963
(920) 324-7930 office
parks@cityofwaupun.org



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

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.

Availability

To check availability and/or schedule, please call 324-7930 and ask for Rachel.

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 at least day one business day prior to your event.
- Depending on your rental, you must supply paper/plastic tableware, napkins, dishtowels, dish soap, and coffee.
- 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 phone call. Deposit returned 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

- ◆ Main Office
- ◆ Billiards Room
- ◆ TV

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.

WiFi

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

WiFi Password: U214430059B0