KITCHEN
Large counter space with serving window.

<table>
<thead>
<tr>
<th>Appliances available:</th>
<th>Items provided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigerator</td>
<td>Garbage bags</td>
</tr>
<tr>
<td>Microwave</td>
<td>Water pitchers</td>
</tr>
<tr>
<td>Coffee maker</td>
<td>Table and serveware</td>
</tr>
</tbody>
</table>

RENTAL FEES
Weekdays: 5:00pm-9:00pm, $50.00
Weekends and Holidays: $50.00 (4 Hours) or $75.00 (8 Hours)

DEPOSIT
All rentals require a separate $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.

GREAT ROOM
Large space with 17 tables and seating for 70 people.
Free Wi-Fi.
A great place for:
- Holiday parties
- Family reunions
- Baby showers
- Birthday parties
- Anniversary parties
- Wedding receptions

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.
- Return key to the drop box on the west side of City Hall on the Forest Street entrance immediately after your event.
- Wait for your deposit check in the mail, if building is left in acceptable condition.
- Other responsibilities listed in rental brochure and application.

Waupun Senior Center
301 E. Main Street
Phone: (920) 324-7930
E-mail: parks@cityofwaupun.com

To reserve call or stop by to check availability and pick up an application.
SENIOR CENTER RENTAL APPLICATION

Name of Applicant (Print): ________________________________________________________________

Address: ____________________________________________________________________________ City: __________________ State: _____ Zip: ______

Phone Number: _________________________________________________________________________ Email: ________________________________________

Type of Event: _________________________________________________________________________ (ex: wedding, reunion, shower, etc.)

Number of people in attendance: ______________________________

Date(s)/Time(s) you will be occupying the Senior Center. Please circle a rental time.

4 Hour Rental Fee $50.00; 8 Hour Rental Fee $75.00

Event date: _________________________________________________________________________ From: __________ am/pm to __________ am/pm

Facility Key
Key is to be picked up on the business day, prior to your event from the Waupun Senior Center. Key is to be placed under the Waupun Senior Center office door immediately following your event.

Payment
Make two separate checks payable to: City of Waupun. First check will be for your rental fee and Second Check will be a $50.00 security deposit fee. Your security deposit check will be returned after key has been dropped off after your event AND after the building has been inspected for cleanliness and damages.

Supervision
An adult at all times while using this building must supervise children under the age of 18 years. Children must be supervised at all times. The pool room will serve as an entrance and exit only. Use of the pool table is strictly prohibited.

Office Use Only

Issued: ______ Key Date: ______________ Returned: ______ Key Date: ______________ By: ______

$50.00 (4 Hour Rental Fee) Date: ______________ By: ______

$75.00 (8 Hour Rental Fee) Date: ______________ By: ______

$50.00 Key/Cleaning Security Deposit Date: ______________ By: ______

Revised 2/25/2016
Details of Arrangement

Items available for use:
- Kitchen oven
- Refrigerator
- Microwave
- Garbage bags
- Kitchen tableware
- Snow shovel

Restrictions of the Senior Center:
- 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
- Billiards Room
- The piano is not to be moved or used
- TV
- Main office

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

Clean up required (Cleaning equipment is found in utility closet):
- Put tables and chairs back in their original order
- Wipe kitchen counters and tables
- Sweep kitchen and dining room floors
- Vacuum carpet
- Place garbage in cans outside back door, please secure the lids of the cans

You must supply your own:
- Paper/Plastic tableware
- Napkins
- Dishtowels
- Dish soap
- Coffee and coffee filters

Closing:
- Lock all doors
- Turn off all lights (Fans stay on)
- Return key by sliding it under the Senior Center office door.

Understanding & Acceptance of Responsibility

I hereby accept the responsibility to maintain the area during the event, and prior to leaving the building, to restore all areas and facilities to the condition they were in prior to the event. I understand I am responsible for removal of all equipment brought into the building prior to the end of the rental period.

If any portion of the building, facilities, 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. The security deposit will be held until such time the condition is rectified and/or the repairs have been made and then apply such portion of the security deposit towards that expense. I shall, within five days after the corrections are made, pay the City of Waupun the remainder of these incurred costs.

I understand that the control and management of the group is my responsibility and that I must adhere to the laws of the State of Wisconsin, the Waupun Municipal Code, and the Senior Center Policies.

Signature of Applicant: ___________________________________________ Date: ____________________