

# SENIOR CENTER RENTAL



## KITCHEN

Large counter space with serving window.

### Appliances available:

Refrigerator  
Microwave  
Coffee maker

### Items provided:

Garbage bags  
Water pitchers  
Table and serveware

## 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

## 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.

## 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.

To reserve call or stop by to check availability and pick up an application.

**Waupun Senior Center**  
301 E. Main Street

Phone: (920) 324-7930

E-mail: [parks@cityofwaupun.com](mailto:parks@cityofwaupun.com)

# SENIOR CENTER



“Wild Goose Center of Wisconsin”



**Waupun Senior Center**  
301 E. Main Street  
Waupun, Wisconsin 53963  
Phone: (920) 324-7930  
parks@cityofwaupun.org

## 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: _____

# SENIOR CENTER

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## Details of Arrangement

<p><b><u>Items available for use:</u></b></p> <ul style="list-style-type: none"><li>• Kitchen oven</li><li>• Refrigerator</li><li>• Microwave</li><li>• Garbage bags</li><li>• Kitchen tableware</li><li>• Snow shovel</li></ul> <p><b><u>Restrictions of the Senior Center:</u></b></p> <ul style="list-style-type: none"><li>• No alcohol</li><li>• No smoking</li><li>• No firearms or weapons</li><li>• No pets (other than service animals)</li><li>• No propping of doors or opening of windows</li><li>• No tampering with thermostat/temperature control or fuse box</li></ul> <p><b><u>Off Limit Areas:</u></b></p> <ul style="list-style-type: none"><li>• Reception desk</li><li>• Billiards Room</li><li>• The piano is not to be moved or used</li><li>• TV</li><li>• Main office</li></ul> <p><b><u>Decorations:</u></b></p> <ul style="list-style-type: none"><li>• Only freestanding decorations, nothing fixed to the walls, ceiling, windows, doors, etc.</li><li>• Balloons must be tethered</li><li>• Use of open flame candles is strictly prohibited</li></ul>	<p><b><u>Clean up required</u></b> (Cleaning equipment is found in utility closet):</p> <ul style="list-style-type: none"><li>• Put tables and chairs back in their original order</li><li>• Wipe kitchen counters and tables</li><li>• Sweep kitchen and dining room floors</li><li>• Vacuum carpet</li><li>• Place garbage in cans outside back door, please secure the lids of the cans</li></ul> <p><b><u>You must supply your own:</u></b></p> <ul style="list-style-type: none"><li>• Paper/Plastic tableware</li><li>• Napkins</li><li>• Dish towels</li><li>• Dish soap</li><li>• Coffee and coffee filters</li></ul> <p><b><u>Closing:</u></b></p> <ul style="list-style-type: none"><li>• Lock all doors</li><li>• Turn off all lights (Fans stay on)</li><li>• Return key by sliding it under the Senior Center office door.</li></ul>
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## 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: \_\_\_\_\_