WAUSHARA-WAUTOMA SENOR CITIZENS, INC.
W8220 COTTONVILLE AVE.
WAUTOMA, WI 54982
920-787-2055

CONTRACT FOR USE OF THE W-W ACTIVITY ROOM

I HEREBY APPLY FOR USE OF THE WAUSHARA-WAUTOMA SENIOR CENTER

NAME _____WWSC MEMBER _____NON-MEMBER_____

DATE_____FROM _____(AM)(PM) TO _____(AM)(PM)

PURPOSE OF GATHERING_____

NAME OF GROUP, ORGANIZATION, OR INDIVIDUAL_____

ESTIMATED NUMBER ATTENDING_____

HALL TABLES AND CHAIRS FOR 160
USE OF TWO (2) COFFEE POTS
$100 MEMBERS, $150 NON-MEMBERS – 6 HOURS
Plus $100 Security Deposit
$20/HOUR AFTER 6 HOURS

THESE FEES REPRESENT A ONE (1) TIME CHARGE FOR A ONE TIME USE. A $100 DEPOSIT (SEPARATE CHECK) REQUIRED AND WILL BE RETURNED IF NO DAMAGE WHEN KEY IS RETURNED.

PAYMENT

PAYMENT IS REQUIRED TO BE PAID WITHIN FIVE (5) DAYS AFTER APPROVAL OF YOUR CONTRACT. APPLICANT AGREES, TO NOTIFY THE CENTER AT LEAST ONE (1) WEEK IN ADVANCE, IN THE EVENT OF CANCELLATION OF THE EVENT FOR A FULL REFUND. CONTRIBUTIONS TO DEFRAY OPERATING EXPENSES WILL BE WELCOMED AND APPRECIATED.
*** A $100 DEPOSIT (SEPARATE CHECK) REQUIRED AND WILL BE RETURNED IF NO DAMAGE WHEN KEY IS RETURNED.**

CANCELLATIONS

ANY CANCELLATIONS MUST BE MADE AT LEAST ONE WEEK IN ADVANCE. IF NOTICE IS NOT RECEIVED, THE SECURITY DEPOSIT WILL BE CASHED.

WAUSHRA-WAUTOMA SENIOR CENTER

RULES & REGULATIONS

1. **ELIGIBILITY** – Any member in good standing, any civic group, or individual may use the facility at the discretion of the president and the staff. All applications to be on a first come, first served basis. Center programming and/or continuing regular use by other organizations shall take precedence over one-time use by individuals or groups.

2. **PROCEDURE** – Applications for ACTIVITY ROOM use shall be made in person at the center and the form "CONTRACT FOR USE OF THE WW ACTIVITY ROOM" shall be submitted. If approved, permission shall be granted upon payment and the required deposit. A signed copy of the application will be given to each approved applicant.

3. **ACTIVITIES PERMITTED** – Activities permitted include meetings (except as listed below in "ACTIVITIES NOT PERMITTED"), parties and other social, recreational, educational, or cultural activities by individuals or organized civic groups. No activity is allowed that might be harmful to the vinyl floors.

4. **ACTIVITIES NOT PERMITTED** – Activities not permitted include political meetings, (including gatherings for the purpose of furthering the candidacy of a person or political party), or gatherings for the purpose of advertising, sales promotion, or solicitation.

5. **RESERVATIONS** – If application for ACTIVITY ROOM use is approved, a tentative reservation will be held for (5) days. If the required deposit is not received during that period, the reservation will be cancelled, all reservations must be confirmed at least one week in advance of the reservation date. A key will be issued at that time.

6. **FOOD AND REFRESHMENTS** – In the kitchen – the sink and counters can be used and must be cleaned and restored to their original condition upon completion of the activity. The group using the center must furnish dish towels, hot pads, serving dishes including flatware, plates, cups, etc. Personal Nesco roasters can be used and plugged in outlets in the kitchen. All cabinets and drawers marked **MEALSITE**

and **BINGO** are **OFF LIMITS**. THE KITCHEN SHOUD BE LEFT IN THE SAME CONDITON THAT IT WAS FOUND. ALL GARBAGE GENERATED BY THE ACTIVITY MUST BE REMOVED AT THE COMPLETION OF THE ACTIVITY. THE GROUP USING THE CENTER MUST FURNISH GARBAGE BAGS. ALCHOLIC BEVERAGES for personal use and consumption only are permitted. No sales of alcoholic beverages can occur during the activity. No alcoholic beverages are to be left at the center, including empty or partially filled containers. BEER IN CANS ONLY.

7. **MISCELLANEOUS** – ACTIVITY ROOM cannot be reserved on the days that **BINGO** games are scheduled, the **2nd & 4th SATURDAYS** of each month. (Except Dec. & Jan.)

   ACIVITY ROOM cannot be reserved on the days that continuing regular use by other individuals or organizations is scheduled, if a time conflict occurs. Every effort, however, will be made to resolve such conflicts. No exception will be made which interferes with center activities.

8. **ACTIVITY ROOM HOURS** –Room is available between the hours of 9 a.m. to 9 p.m. with a maximum 6-hour limit. Children must be always supervised and controlled in and around the building. Chairs and tables are available for use. Room arrangement (Diagram) should be set up at the time the contract is signed. Location of furniture and furnishings of a permanent nature in the Center cannot be changed without permission. No decorations are permitted on the walls, woodwork, ceilings, or draperies. Any debris in the parking lot or Center grounds generated by the group using the center must be removed. **Pool Room & Basement are strictly off limits.**

9. **AT COMPLETION OF ACTIVITY** – Itemization of any damaged appliances or fixtures, broken dishes, missing items, etc. is required. The $100 Deposit (separate check) will be returned if there is no extra cleanup or damage when the key is returned on the next business day. Upon leaving the building, the renter is responsible to clean, restore hall to its original condition, furniture, fixtures, utensils, etc. are back in place as found and garbage is removed and lock up building. **The $100 Deposit (separate check) will be returned if there is no extra cleanup or damage when the key is returned on the next business day.**

NO SMOKING IS ALLOWED IN THE ENTIRE SENIOR CENTER BUILDING. RULES, REGULATIONS, AND FEE SCHEDULE ARE APPENDED TO THIS APPLICATION. APPLICANT AFFIRMS THAT HE OR SHE HAS READ AND UNDERSTANDS THESE RULES, REGULATIONS, AND FEES. IF THIS APPLICATION IS APPROVED. THE APPLICANT AGREES TO ABIDE BY IT.

LIABILITY

APPLICANT OR ORGANIZATION AGREES TO HOLD THE SENIOR CENTER HARMLESS FOR ANY ACCIDENTS AND/OR MISHAPS OCCURRING DURING THE SCHEDULED ACTIVITY AND TO ASSUME ANY LIABILITY. SEVERALLY OR OTHERWISE, ARISING FROM SUCH ACCIDENTS AND/OR MISHAPS.

AGREEMENT

I HAVE READ THE FOREGOING AND, AS AN INDIVIDUAL OR AS AN AUTHORIZED REPRESENTATIVE OF THE APPLYING ORGANIZATION NAMED HEREIN, I AGREE, IN THE EVENT THAT THIS APPLICATION IS APPROVED, TO ABIDE BY THE FOREGOING RULES AND REGULATIONS, TO ASSUME THE RESPONSIBILITIES CONTAINED THEREIN AND IN THE APPLICATION, AND TO CONDUCT THE AFORESAID GATHERING AT THE DATE AND THE TIME SCHEDULED IN THE DECOROUS AND MATURE NATURE.

SIGNED THIS _____DAY OF _____, 20_____ AT WAUTOMA, WISCONSIN

NAME_____

ADDRESS_____

PHONE _____

SIGNATURE & TITLE_____

APPROVED BY_____**DATE**_____
(AUTHORIZED AGENT OF WWSC)
DATE TO RETURN KEY _____
ROOM ARRANGMENT DIAGRAM