

Frank Fischer Senior Center

RENTAL POLICIES

The main use of the Frank Fischer Senior Center facility is for activities sponsored and conducted by the Village of Lake Delton and other government sponsored events. This facility and portions thereof, when not in use in regularly scheduled activities, may be used by others on a first come, first reserved basis.

I. GENERAL INFORMATION

Verbal permission by any Village employee for the use of facilities, equipment or exceptions to any of these listed items will not absolve the renter of his/her responsibilities as outlined in this policy.

The Village of Lake Delton, or any of its officers, agencies, or employees, will not be responsible for injuries or loss of, or damage to personal property occurring as a result of your activity being conducted on Village property.

Violation of any segment of this policy and/or Village codes will be just cause for the denial of future reservations of facilities and the forfeiture of deposits made. Rowdy behavior or disturbances of the residential neighborhood adjacent to the facility will be just cause for immediate cancellation of the activity by Village officials or the Lake Delton Police Department.

RESERVATION OF DELTON ROOM

1. The Frank Fischer Senior Center activities & events have first priority of use.
2. Reservations will be taken six (6) months in advance.
3. Renters can place one (1) date on hold at a time.
4. A room can be placed on hold for two (2) weeks from the date placed.
5. The Senior Center building is available for public use from 9:00 a.m. to 10:00 p.m. weekdays and from 9:00 a.m. to 11:00 p.m. on weekends.
6. Reservations can be taken over the phone, by mail or in person. Mail reservations require a completed application & a full-payment with a refundable deposit.
7. Persons renting facilities must be 18 years of age or older.

B. FEES, DEPOSITS, REFUNDS AND SERVICE CHARGES

1. Rental fee of the Delton Room is based on the chart below. Fees are based solely on the rental of facilities, as is, and does not include special preparations, set-up or tear down.
2. To reserve a room, a deposit must be made in full.
3. The remaining balance (rental fee) must be paid two weeks before the date reserved.
4. Refund requests received 30 days in advance or more will receive a full refund minus a \$15.00 administration fee. Less than 30 full days' notice prior to the reservation date will receive a 50% refund minus a \$15.00 administrative fee. Less than 10 full days' notice will receive no refund. No refunds are given for circumstances beyond the control of the Village Clerk's Office (ie: weather).
5. If the facility is not cleaned up after the event or if it is determined that there is any damage to the facilities, the renter will be held accountable and may be charged for additional expenditures, penalties, and possible fines.
6. A \$200 refundable deposit is required at the time of the reservation.
 - a. A portion or the entire deposit shall be retained if:
 1. There is damage to the facility, equipment, or grounds;
 2. Litter, debris or supplies are left in or around the facility;
 3. The facility needs additional cleaning.
7. A resident is defined as any individual or business located within the boundaries of the Village of Lake Delton. If you are reserving the facility on behalf of a business/organization, residency is defined by the location of the business/organization, not the person reserving the facility, even if they are a Lake Delton resident.

2022 Senior Center Rental Fees				
Room	Fees		Maximum # of People	Amenities
Delton Room	\$300 per day for Village of Lake Delton residents rental fee, \$400 per day for non residents rental fee, \$200 deposit fee for all.		150	12 Circular Tables 90 Chairs Kitchen: Sink, Refrigerator, Freezer, Stoves, Counters
The rental fee is waived for non-profits, but a \$200 deposit fee is required unless waived by the Village Administrator.				

C. HOURS OF USE

1. The Senior Center building is available for public use from 9:00 a.m. to 10:00 p.m. weekdays and from 9:00 a.m. to 11:00 p.m. weekends.
2. When circumstances allow, and with the permission of the Village Administrator, a rental period may be extended. Requests must be made at least a week in advance of rental.

D. SALE OF REFRESHMENTS

1. If any types of refreshments are to be sold, appropriate Village licenses and permits must be secured, with copies attached to the signed facility agreement. The sale of refreshments shall follow the conditions of the beverage license obtained.

II. GENERAL CONDITIONS OF USE

A. FACILITIES

1. The Senior Center building is available for public use from 9:00 a.m. to 10:00 p.m. weekdays and from 9:00 a.m. to 11:00 p.m. weekends.
2. No animals are allowed unless specifically permitted by the Village Administrator.
3. The renter will be held responsible for leaving the facility in as good of condition as it was found. Please observe these rules:
 - a. Smoking is NOT allowed in the facility.
 - b. **Do not staple, nail or tack anything to the interior or exterior of facility.**
 - c. Do not pour cooking grease down sink or floor drains.
 - d. Do not overload electrical outlets.
 - e. Use fire extinguishers only in an emergency.
 - f. Remove all decorations.
- g. **No use of glitter permitted in any shape or form on decorations or other items!**
- h. Do not push tables up against walls.
- i. Tables and chairs should be wiped off and returned to their proper places.
- j. Sweep and vacuum floors.

- k. All kitchen facilities must be cleaned, including refrigerator, stove, sink and counter tops.
- l. Renters must provide their own cooking supplies.
- m. The Village retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with its policies.
- n. Village personnel must have free access to meeting rooms at all times and no entry or exit door may be locked or barred.

B. INSURANCE

- 1. If, in the opinion of the Village, the activity requested implies any form of hazard, risk, or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Village of Lake Delton. Such insurance must name the Village of Lake Delton as "Additional Insured" and have a rider on endorsement, requiring ten days' notice to the office of Senior Center in the event of cancellation of the policy or policies for any reason.

C. OTHER RESPONSIBILITIES

- 1. Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the rental, unless written permission has been granted.
- 2. Items such as soda, beer, food, etc., purchased from dealers, may not be delivered to the rented facilities prior to the reserved date and time as specified on the agreement.
- 3. Individuals or groups renting Senior Center will be held responsible for the conduct of the people admitted to their activity.
- 4. Renters are responsible for leaving the building and room in the same condition as they found it.

USE POLICY

- 1. No single group may have more than three (3) meetings reserved in advance in a six month period. Exceptions are Village, Sauk County or Kilbourn Library or any other government sponsored and co-sponsored activities who are generally exempt rental fees.
- 2. The use of meeting and study rooms that involve the sale, advertising, solicitation and/or promotion of commercial products and services is prohibited.
- 3. No fees of any kind, including entrance fees or participation fees, shall be charged by a user or attendee of a program in the Senior Center. This policy does not apply to fundraising activities by nonprofit organizations and for fees associated with participating in village sponsored functions.
- 4. The Village reserves the right to modify and alter these policies when it is deemed appropriate by the Village Administrator.

**Village of Lake Delton
Facility Rental Agreement
Frank Fischer Senior Center Delton Room**

Date of Rental: _____ **Day of Week:** _____

Purpose of Rental: _____ **Estimate Attend** _____

Rental Period: (include set-up & clean up time) **Start time:** _____ **End time:** _____

Name: _____ Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-mail _____ DOB _____

Serving alcohol? Yes No Selling alcohol? Yes No *(You are responsible for determining whether or not your group needs a Class B permit, which is available through the Village Clerk's Office).*

This rental agreement is made and entered into by and between the Village of Lake Delton, Wisconsin, hereinafter called "Village" and the above-named individual, hereinafter called "Renter": The parties agree as follows: **The Renter understands his/her responsibility is to set up, clean up and restore premises** within the time period listed above. **Damages incurred to the property will be billed to the Renter or withheld from deposit.** _____ **(initial)**

Limitation of Use: Renter agrees that the number of persons shall not exceed the capacity of the room rented (see reverse side) and that no intoxicating liquor or fermented malt beverages shall be served to minors. In the event this Limitation of Use is not complied with, renter shall be charged and agrees to pay an additional rental fee of \$200. _____ **(initial)**

REFUND POLICY: I understand and agree that refund requests received in writing (30) full days prior to the reservation date, will receive a refund minus a \$15.00 administrative fee. Less than (30) full days notice prior to the reservation date, will receive a 50% refund minus a \$15.00 administrative fee. Less than (10) full days notice - No refunds are given. No refunds given for circumstances beyond the control of the Village Clerk's Office (ie: weather). _____ **(initial)**

Deposits – will automatically be mailed to the address on the reservation form, unless arrangements have been made for pick up at the Village Clerk's Office. Renter agrees to abide by the rules and regulations contained in this agreement. **My signature and/or payment indicates my agreement with these terms.**

Signature of Renter

Date

Approved:

Clerk or Treasurer

Date

Fees and Charges Schedule:

Room	Capacity	Time Total hrs.	Resident Rate	Non-Resident Rate
Delton Room – Frank Fischer Senior Center	150		\$300.00	\$400.00
\$200.00 Deposit required for Rentals/Parties/Events				

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