

Germantown Senior Center
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Germantown, WI 53022
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RENTAL POLICIES

The main use of Senior Center facility is for activities sponsored and conducted by the Germantown Senior Center. This facility and portions thereof, when not in use in regularly scheduled Department 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 Germantown, 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 park facilities and the forfeiture of deposits made. Rowdy behavior or disturbances of the residential neighborhood adjacent to the park facility will be just cause for immediate cancellation of the activity by Department officials or the Police Department.

A. RESERVATION OF FACILITY

1. The Germantown Senior Center activities & events have first priority of use.
2. Reservations will be taken twelve (12) months in advance.
3. Renters can place one (1) date on hold at a time.
4. A room can be placed on hold for one (1) weeks from the date placed.
5. The Senior Center building is available for public use from 4:30 p.m. to 10:00 p.m. Fridays and from 8:00 a.m. to 10:00 p.m. on weekends.
6. Reservations can be taken over the phone, by mail or in person.
 - a. Mail reservations require a completed application & a full-payment with a refundable deposit.
7. Persons renting facilities must be 21 years of age or older.

B. FEES, DEPOSITS, REFUNDS AND SERVICE CHARGES

1. Fees are based on rental of facilities, as is, and does not include special preparations, set-ups, or use of equipment which does not ordinarily belong to the Senior Center.
2. To reserve a room a payment must be made in full, plus a \$250 refundable deposit. In addition a 5.6% sales tax is added to all rentals.
3. A 50% service charge is assessed for cancellations made up to two (2) weeks prior to the rental date; otherwise the entire rental fee is forfeited.
4. Inclement weather is not a valid reason for a refund.
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 maybe charged for additional expenditures, penalties and possible fines.
6. A \$250 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.
8. A resident is defined as any individual or business located within the boundaries of the Village of Germantown. 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 shelter/facility, even if they are a Germantown resident.

Senior Center Rental Fees				
Room	Res. Fee	Non-Res. Fee	# of People	Amenities
Main Room	\$300 for 5 hours, \$35/hour each additional hour	\$375 for 5 hours, \$35/hour each additional hour	160	17 4' Round Tables 9 8' Rectangle Tables 6 5' Round Tables 160 Chairs Kitchen: Sink, Refrigerator, Freezer, Stoves (2), Counters
A 5.6% sales tax is added to all rentals, plus a \$250 refundable deposit				

C. HOURS OF USE

1. The Senior Center building is available for public use from 5:00 p.m. to 10:00 p.m. Fridays and from 8:00 a.m. to 10:00 p.m. weekends.
2. With permission from the Department Director, a rental time may be extended. Requests must be made two (2) months 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.
2. Beer, wine and wine coolers are permitted. NO Hard Alcohol.

II. GENERAL CONDITIONS OF USE

A. FACILITIES

1. The Senior Center building is available for public use from 5:00 p.m. to 10:00 p.m. Fridays and from 8:00 a.m. to 10:00 p.m. weekends.
2. NO animals are allowed with the exception of guide dogs with certified license.
3. The renter will be required to review & sign the facility checklist with the facility supervisor both before and after usage of the center. Renter shall agree in writing to all items found on checklist, and will address all items to the satisfaction of the Germantown Senior Center Staff.
4. The renter will be held responsible for leaving the facility in as good condition as it was found. Please observe these rules:
 - a. Smoking is NOT allowed in the facility or outside the doorways, only in your vehicle.
 - 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 from the Center after event is done. Balloons must be deflated before being placed in the garbage.
 - g. Tables and chairs should be wiped off and returned to their proper places.
 - h. Sweep and vacuum floors.
 - i. All kitchen facilities must be cleaned, including refrigerator, stove, sink and counter tops.

- j. Renters must provide their own cooking supplies including coffee pots.
- k. No glitter or table sprinkles are allowed.
- l. No flames from candles, etc.
- m. There is a rental attendant on duty during the rental.

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 Germantown. Such insurance must name the Village of Germantown 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.
- 2. No Bouncy houses or water tanks inside building.

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.

III. ADMINISTRATION OF POLICY

- A. The Senior Center Advisory Committee recognizes that there are exceptions to all rules, thus, under special circumstances, reserves the right to modify and alter these policies by a majority vote of said Committee.