



Date Sent _____

Dear Community Center Renter:

Thank you for choosing the New Berlin Community Center for your event. We are proud of our Community Center and are hopeful that you will enjoy your scheduled event.

The Security Deposit and Rental Fees are due at the time of booking your event. The Security Deposit portion and Rental Fees must be paid by Visa or MasterCard. All fees must be paid in person at the Recreation Office.

Application forms are taken **no less than 7 business days** before the date of use.

The Security Deposit amount is based on the room you have rented as listed below:

ROOMS	Cleveland Room (with Kitchen)	Trailside (with Kitchen)	Lions (No Food Allowed)	Parkview Activity
Security Deposit	\$500	\$500	\$300	\$100

The enclosed Facility Permit requires your review and signature. Please sign the Facility Permit and return it to:
Recreation Department
3805 S. Casper Dr.
PO Box 510921
New Berlin, WI 53151-0921

We thank you for your cooperation.

Visit our Web site at www.newberlin.org
 E-Mail: recreation@newberlin.org
 Phone: (262) 797-2443
 FAX: (262) 797-2460

Community Center Fees

ROOMS	Cleveland Room (with Kitchen)	Trailside (with Kitchen)	Lions (No Food allowed)	Parkview Activity
Square Footage	4,687	1,614	1,176	480
Capacity	176	80	45	16
Minimum Hours Required	4 Hrs Fri-Sun 3 Hrs Mon-Thur	3 Hrs Fr-Sun 2 Hrs M-Th	3 Hrs Fr-Sun 2 Hrs M-Th	3 Hrs Fr-Sun 2 Hrs M-Th
Hourly Fee Resident	\$65 per Hour	\$50	\$30	\$20
Hourly Fee Non-Resident	\$85 per Hour	\$60	\$40	\$30
Security Deposit	\$500	\$500	\$300	\$100

Cleveland Room includes:

- Kitchen
- Refrigerator
- Microwave
- 2-Small Coffee Makers (10-12 Cups)
- PA System with Wireless Microphone
- Movie Screen
- Audio hook-up to PA
- Round Tables
- No Cable or Wi-Fi

Trailside Room includes:

- Kitchen
- Refrigerator
- Stove/Oven
- 2-Microwaves
- 2-Coffee Makers (each 42-Cups)
- PA System with Wireless Microphone
- Movie Screen (pull down)
- Audio hook-up to PA
- 6-foot Rectangular Tables
- No Cable or Wi-Fi

Equipment Available For Rental

Item	Rental Cost per use
LCD Projectors (2)	\$50
DVD/VCR Player	\$25
Television (1) (older tube TV on ATV stand)	\$25

NEW BERLIN COMMUNITY CENTER APPLICATION FORM

New Berlin Recreation Department - Phone (262-797-2443), Fax (262-797-2460)

Mail to: 3805 S. Casper Dr, PO Box 510921, New Berlin WI 53151

Email: recreation@newberlin.org Website: www.newberlin.org

APPLICANT NAME _____ GROUP/COMPANY NAME _____

ADDRESS _____ CITY _____ ZIP _____

PHONE (home) _____ (work) _____ (cell) _____

EMAIL _____

ALTERNATE CONTACT NAME _____

PHONE (home) _____ (work) _____ (cell) _____

EVENT DESCRIPTION _____

EVENT DATE: _____ EVENT START TIME (include setup): _____ EVENT END TIME: _____

ROOM(S) REQUESTED:

CLEVELAND COMMUNITY ROOM Capacity 176 (includes use of adjacent Kitchen)

Use of Kitchen will be needed (please ✓): Yes No

Food will be served: Yes No

If yes, will this be a Catered event? Yes No

TRAILSIDE ROOM Capacity 80 Banquet (includes use of adjacent Kitchen)

Use of Kitchen will be needed (please ✓): Yes No

Food will be served: Yes No

If yes, will this be a Catered event? Yes No

LIONS CONFERENCE ROOM (No Food) Capacity 45

PARKVIEW ACTIVITY ROOM Capacity 16

Other Options:
Alcohol (Beer-Wine-Liquor) <input type="checkbox"/> Yes <input type="checkbox"/> No
Amplified Music (more than radio/iPod) <input type="checkbox"/> Yes <input type="checkbox"/> No
Microphone needed (Cleveland or Trailside only) <input type="checkbox"/> Yes <input type="checkbox"/> No

Equipment Options: (No Technical Support is available for this equipment) No Cable or Wi-Fi Requested (@ additional expense) Please ✓ items you would like the Department to provide:

DVD/CD/VCR Player \$25 LCD Projector \$50 Television \$25

Other Options: Please enter the number of items you need:

_____ Food Buffet Tables _____ Gift Table _____ Cake Table _____ Display Tables _____ Beverage Table
_____ Head Table setup for _____ people

Any changes to the rental application (less than 10 business days prior to event) will not be granted!

The undersigned applicant agrees on behalf of him or herself and all users of the New Berlin Community Center under the auspices of this application to indemnify and hold harmless and release the City of New Berlin its officers, elected officials, agents and insurers as and against any and all actions, demands, damages, causes of actions and claims of any kind or nature, including actual attorney's fees arising from, or in any way attributed to, in whole or in part, the granting of this application and/or the use of the New Berlin Community Center by the applicant or anyone participating in or involved with the event which is the subject of the application. Notwithstanding the foregoing the applicant shall not be required to indemnify the City against the City's own negligent or intentional conduct. By signing this agreement I/we acknowledge that I/we have read it (& Policies & Procedures) in its entirety, have given its terms due consideration, understand said terms and understand that I/we are freely and voluntarily giving up certain rights. I/we further intend that this agreement shall be binding upon all of our heirs' successors and assigns.

SIGNATURE OF APPLICANT _____ DATE _____

NEW BERLIN COMMUNITY CENTER BUILDING PROCEDURES & CLEANUP

- The Community Center will automatically have unlocked doors on the date(s) and time(s) of your rental. The Community Center doors are opened by a computer controlled locking system. The doors will automatically be unlocked by your designated arrival time, and will automatically lock within 15 minutes after your designated departure time.
- You may enter the Main entrance at the North side or South side of the building.
- As you enter the hallway, the light switch is just past the 1st set of doors on your right.
- As you enter your designated room, turn on the lights. Please make sure to turn off lights when your rental/meeting has concluded.
- Upon conclusion of your meeting, make sure that all areas you have utilized have been cleaned up. Each kitchen has cabinets marked with cleaning supplies for your use.
- The outside doors will be open for a designated period of time, and then will automatically be locked. If you are leaving more than **1 hour earlier** than the times listed on your rental, **please contact: Facilities Management: (Mon-Fri 8:00 am-3:00 pm at 262-797-2471) or (Nights & Weekends Cell at 262-527-4843).**
- Upon conclusion of your rental/meeting, please make sure all doors to rooms that you have utilized are shut.
- Make sure all outside doors are shut.

CLEAN-UP POLICIES

The policies listed below will serve to identify the responsibilities on the part of both City of New Berlin staff and the Permit Holder - User.

STAFF

The Primary function of City staff is to set up all tables and chairs **prior** to an event and to remove tables and chairs if necessary for the next event. The Community Center will have clean-up materials available on the premises to aid **PERMIT HOLDERS** in cleaning, such as mops and trash bags.

PERMIT HOLDER

The renter bears the responsibility of leaving the facility in the same condition as it was found. Failure to comply will lead to forfeiture of ALL or part of the permit holder's deposit.

In order to ensure a FULL reimbursement of the security deposit, the user must meet the following criteria:

- _____ All bottles, cans, cups, tableware, etc. placed into proper trash containers. **Remember, NO tableware or silverware is provided by the City of New Berlin.**
- _____ Tables and chairs wiped clean of food and beverage spills
- _____ Any "wet spills" on floor mopped (wet spills must be addressed at the time they occur). If you have a wet spill, there is a mop, pail, and wet sink located in the closet inside of the men's bathroom.
- _____ Trash is bagged and placed in wastebaskets. **Do not remove plastic bags from garbage receptacles!**
- _____ Kitchen area clean and cleared of any food or debris.
- _____ All decorations taken down and discarded properly or removed from the building.

IMPORTANT!!

Events must conclude at the time specified on the Facility Agreement. The City of New Berlin does not permit adding additional time to an event the day of the event. If for any reason the allotted time exceeds the designated departure times, the Permit Holder's deposit will be forfeited and the Police Department may be dispatched. As noted above, the Community Center has a building computer system that will identify whether the building is being used past the designated time of the facility agreement. **MAKE SURE YOU HAVE THIS INFORMATION AND YOUR FACILITY PERMIT DURING YOUR EVENT!**

COMMUNITY CENTER FACILITY RESERVATION INFORMATION

To reserve a room at the New Berlin Community Center, please contact:

New Berlin Recreation Department
3805 S. Casper Dr., PO Box 510921
New Berlin, WI 53151-0921
262-797-2443

City of New Berlin Recreation Department programs and other City of New Berlin Departments have first priority in scheduling use of rooms in the Community Center. The City of New Berlin reserves the right to limit the size of groups or available rooms based upon the capacity of the facilities, available parking, and to protect the public health and safety.

Facility Application:

Application forms are taken no more than 1 year and no less than 7 Days before the date of use, according to the Reservation Priority Policy. **Specific rooms of the Community Center may not be available for reservation until 4 months ahead of the requested date.** Commercial solicitation and transactions are prohibited. When facilities are not in use for scheduled Recreation Department activities, and are available to the public for rent, then use of facilities is available on a first come, first serve basis. The Applicant must be at least 21 years of age. The person or organization to whom the permit is issued assumes all responsibility for use of the facility. Permits cannot be transferred, assigned, or sublet. The rooms reserved for your activity are included on your permit. All other rooms in the facility are off limits.

Residents:

Includes Resident Private Events, New Berlin Businesses, Resident Commercial Events, City of New Berlin, and New Berlin Schools.

Non-Residents:

Non-Resident Private, Non-Resident Non-Profit Groups, and Non-Resident Commercial Groups.

New Berlin Based Non-Profit Organizations:

New Berlin Based Non-Profit Organizations are public and/or private organizations with an official New Berlin address.

Reservations:

To obtain a reservation application visit the Recreation Dept. Office at 3805 S. Casper Dr, or download/print the Rental Application Form from our website: <http://www.newberlin.org/DocumentCenter/Home/View/353>. Please complete the application form and return it by mail, or by fax: (262) 797-2460. Facility Applications will be reviewed and processed by department staff. Renter will be notified by mail or phone as to status of their rental request within 5 to 10 business days of receipt of application.

Reservation Status:

A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by City personnel. Rental applicants may not advertise any event until this time. Reservations will be confirmed and considered complete only after all required forms are signed and submitted and applicable fees and deposits are paid. No dates are held for any group who has not submitted a Facility Application Form.

Rental Security Deposits and Payment Information:

ALL Rentals must be paid for at time of booking by credit card (VISA or Master Card).

1. Rental Fee:

- a. Rental payment must be made in full at the time of the facility application approval.
- b. See New Berlin Community Center Fee Chart for Rental Fee Information.

2. Security Deposit:

- a. The security deposit fee varies by the room rented. MasterCard or Visa credit will be required to cover the Security Deposit. The Security Deposit is due when booking the event. The deposit is refundable if the conditions of the rental are met (processed within one week following event). If damage occurs, refund can be delayed.
- b. Conditions which lead to withholding part or all of the Security deposit include, but are not limited to, the following:
 - 1) Clean up is not completed as outlined in the facility rules and regulations.
 - 2) Use of the room exceeds the scheduled rental time.
 - 3) The number of persons attending the event exceeds the number of participants listed in the agreement.
 - 4) New Berlin Recreation Department equipment or the Community Center facility is damaged during rental period.
 - 5) If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. Damages could lead to losing future facility use privileges. The decision of whether the deposit shall be refunded is solely up to the Recreation Department and will not be refunded until the facility has been inspected by City personnel.
 - 6) Additional staff time charge required for special services or items not included in prepaid facility charge, but used by renter during the rental period.

Cancellation/Refund Policy

- a. For cancellation requests received at least 120 days prior to the event date for the Cleveland Community Room, and at least 60 days for all other available rooms, one half of the rental fee will be refunded plus the Security Deposit.
- b. For cancellation less than 120 days of the Cleveland Community Room event or less than 60 days for all other available rooms, only the Security Deposit portion of the rental fees will be refunded.
- c. Renter shall be liable for all costs of any additional services already performed.
- d. The person who signed the contract must submit all requests in writing for cancellation to New Berlin Recreation Department.

Available Rental Hours:

Sunday: 10:00 AM - 10:00 PM

Monday through Thursday: 8:00 AM - 10:00 PM

Friday: 8:00 AM - 12:00 Midnight

Saturday: 10:00 AM - 12:00 Midnight

Facility will be closed on all major holiday weekends and election weekends.

New Berlin Community Center Fee Schedule Category Definitions:

Resident:

- a. Any New Berlin resident, individual, residing within New Berlin city limits, resident business renting for non-commercial use, or resident group. To be considered a resident business, both the principal office and place of business must be located within the corporate limits of the city.
- b. New Berlin public or private elementary, middle school and high schools located within the corporate limits of the city.

Non-Resident:

- a. Any individual, business, non-profit, or for-profit group residing outside the New Berlin city limits.

Fee Waiver Policy:

New Berlin Based Non-Profit Organizations are eligible to apply for waiver of all fees; except the security deposit. To apply for a fee waiver please see and complete the "Facility Fee Waiver Policy and Application". Any public or private non-profit group, or municipal entity, which is sponsoring an organizational meeting or community special event or service must meet the following criteria to be considered for a waiver of fees:

- a. Youth & Adult Organization Meetings:
 1. Organizations must be based in New Berlin and be composed of at least 50% City of New Berlin residents.
 2. Organizations may not exclude any New Berlin resident from membership in their group.
 3. If fees are required for membership in the organization, they must be used for expenses directly related to the activities conducted.
 4. The sponsoring organization must be organized as a non-profit corporation in accordance with the laws of the State of Wisconsin, and shall provide, upon request, documentation of such status.
- b. Youth Athletic Organizations:
 1. - 4. Same as items a through d above.
- c. Community Special Events or Services:
 1. - 4. Same as items a through d above.
 5. The event must be open to attendance by the general public.
 6. Any profits realized from food sales, drawings, auctions or other revenue generating activities associated with the event must be used for the purpose of supporting a project which will benefit the community in general. Examples would include donations of equipment or funds to schools, donations of park equipment, construction of community facilities, and funding programs to assist community residents.
- e. There shall be no fee required, other than the Security Deposit, for any group using the facility Monday through Friday from 8:00 AM - 4:30 PM, or Monday through Thursday evenings from 4:30 PM - 10:00 PM. Organizations will be treated as "Resident" users when requesting use of the center on Friday evenings (any event after 4:30 PM); Saturday and Sunday, and will be required to pay a fee for usage, unless special approval is granted by the Recreation Commission.
- f. Any organization using the Community Center on a monthly basis should submit one completed application form for all dates requested for the upcoming year.

Fundraising Activities:

- a. Fundraisers are only permitted on behalf of Community Based Non-Profit Organizations, or on behalf of benevolent, philanthropic, patriotic, charitable organizations.
- b. Every charitable organization intending to conduct a fundraising activity must provide to the Department the following:
 1. Name under which the charitable organization intends to solicit contributions.
 2. Names and addresses of officers, directors, trustees, and executive personnel.
 3. Names and addresses of any professional fundraiser or professional solicitors.
 4. General purpose for which the charitable organization is organized and purpose for which the contributions to be solicited will be used.
 5. Where and when the organization was established and evidence of tax-exempt status.
 6. Whether the organization has ever been banned by any court from soliciting contributions or lost its authorization to solicit contributions.