

**NEW BERLIN COMMUNITY CENTER APPLICATION FORM**

**New Berlin Recreation Department - Phone (262) 797-2443**

**3805 S Casper Dr, New Berlin, WI 53151**

**Email: [recreation@newberlin.org](mailto:recreation@newberlin.org) Website: [www.newberlin.org](http://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: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

**ROOM(S) REQUESTED:**

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

Use of Kitchen will be needed:  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 Kitchen)

Use of Kitchen will be needed:  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

<b><u>Other Options:</u></b>
Alcohol (Beer/Wine/Liquor) <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you charging for alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you charging an entrance fee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Amplified Music (more than Bluetooth speaker) <input type="checkbox"/> Yes <input type="checkbox"/> No

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

\_\_\_\_\_ Food & Beverage Tables    \_\_\_\_\_ Display/Gift Tables    \_\_\_\_\_ Seating Tables    \_\_\_\_\_ Diagram Attached

**Any changes to the rental application (less than 5 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:** \_\_\_\_\_

## Community Center Fees

ROOMS	Cleveland Room (with Kitchen)	Trailside (with Kitchen)	Lions (No Food)	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
- Movie Screen (must be requested)
- No Wi-Fi

**Trailside Room includes:**

- Kitchen
- Refrigerator
- Stove/Oven
- 2 Microwaves
- Movie Screen (pull down)
- No Wi-Fi

### **Tables & Chairs**

**CLEVELAND ROOM**

- 17 6-foot Round Tables w/8 chairs
- 7 5-foot Round Tables w/6 chairs
- 5 6-foot Rectangular Tables

**TRAILSIDE ROOM**

- 16 6-foot Rectangular Tables w/4 chairs  
(2 tables pushed together w/10 chairs)

**LIONS ROOM**

- 1 5-foot Round Tables w/5 chairs
- 10 4-foot Round Tables w/4 chairs

**PARKVIEW ROOM**

- 7 6-foot Rectangle Tables

**Room Set-up  
Configuration**

The Renter Applicant is responsible for choosing a room set-up configuration no later than two (2) weeks prior to the rental. If no room set-up configuration is submitted, staff will set-up a general configuration according to number of guests listed on the permit.

## **NEW BERLIN COMMUNITY CENTER BUILDING PROCEDURES & CLEANUP**

- The Community Center doors are operated on an electronic locking system. Doors will automatically unlock at the start time listed on your permit, and automatically lock at the end time listed on your permit.
- You may enter the Main entrance at the North side or South side of the building.
- 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.
- 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 Call 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 the City of New Berlin staff and the Permit Holder.

### **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 security 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.

## **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.,  
New Berlin, WI 53151-0921  
262-797-2443

City of New Berlin Recreation Department programs and other City of New Berlin events 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:**

**Rooms at the Community Center may not be rented more than four (4) months in advance. This ensures all City of New Berlin events are scheduled before accepting private rentals.** Commercial solicitation and transactions are prohibited. When facilities are not in use for scheduled City of New Berlin activities, and are available to the public for rent, then use of facilities is available on a first come, first served 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.

### **Reservations:**

Reservations are only accepted in-person at the Recreation Department office located on the second floor of New Berlin City Hall (3805 S Casper Dr). Hours are Monday-Friday, 8 AM – 4:30 PM.

### **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. The Recreation Department does not hold dates for any individual, businesses, groups, or organizations.

### **Rental Security Deposits and Payment Information:**

**ALL Rentals must be paid for in full at time of booking.**

#### **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. A credit or debit card 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 60 days prior to the event date for all available rooms, all (100%) of the rental fees will be refunded plus the Security Deposit.
- b. For cancellation requests received less than 60 but more than 30 days prior to the event date for all available rooms, one-half (50%) of the rental fees will be refunded plus the full Security Deposit.
- c. For cancellation requests received less than 30 days prior to the event date, only the security deposit will be refunded. None (0%) of the rental fees will be refunded.
- d. Renter shall be liable for all costs of any additional services already performed.
- e. The person who signed the contract must submit the request for cancellation to the 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:**

- a. Please contact the Recreation Department to request the facility fee waiver policy.

**Fundraising Activities:**

- a. Fundraisers are only permitted on behalf of Community Based Non-Profit Organizations, or on behalf of benevolent, philanthropic, patriotic, or 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.

**NEW BERLIN COMMUNITY CENTER**  
**2022 DATES UNAVAILABLE FOR RENTALS**

**2022 Holiday Closures**

- Friday, December 31<sup>st</sup>, 2021 thru Monday, January 3<sup>rd</sup>, 2022  
**New Year's Holiday**
- Friday, April 15<sup>th</sup> thru Sunday, April 17<sup>th</sup>  
**Easter Holiday**
- Friday, May 27<sup>th</sup> thru Monday, May 30<sup>th</sup>  
**Memorial Day Holiday**
- Friday, July 1<sup>st</sup> thru Monday, July 4<sup>th</sup>  
**4<sup>th</sup> of July Holiday**
- Friday, September 2<sup>nd</sup> thru Monday, September 5<sup>th</sup>  
**Labor Day Holiday**
- Wednesday, November 23<sup>rd</sup> thru Sunday, November 27<sup>th</sup>  
**Thanksgiving Holiday**
- Thursday, December 22<sup>nd</sup> thru Tuesday, December 27<sup>th</sup>  
**Christmas Holiday**
- Friday, December 30<sup>th</sup>, 2022 thru Monday, January 2<sup>nd</sup>, 2023  
**New Year's Holiday**

**2022 Election Closures (affects Cleveland Room only)**

- Friday, February 11<sup>th</sup> thru Wednesday, February 16<sup>th</sup>  
**Spring Primary**
- Friday, April 1<sup>st</sup> thru Wednesday, April 6<sup>th</sup>  
**Spring General**
- Friday, August 5<sup>th</sup> thru Wednesday, August 10<sup>th</sup>  
**Fall Primary**
- Wednesday, November 2<sup>nd</sup> thru Thursday, November 10<sup>th</sup>  
**Fall General**

**Please note that additional "Unavailable Dates" may be added throughout the year. Contact the Recreation Department for the most up-to-date schedule.**