



# DE PERE COMMUNITY CENTER

*Established in 1999*

## Facility Rental Information

Located in VFW Park, the De Pere Community Center is a 15,000 square foot facility that is made available for use by all groups through the generosity of the taxpayers of De Pere and donors.

Reasonable rules and guidelines have been established to assure the maximum enjoyment of this facility.

The facility has rental space available on two levels consisting of five rooms of various sizes and capacities. Reservations are accepted the first working day in October for the following year. Floor plans and descriptions of the rooms can be found in the Community Center User's Guide or on the City's website at [www.de-pere.org](http://www.de-pere.org). Click on *Departments/Park, Recreation & Forestry/Community Center*.

For more information on rates or to reserve a room, please call the Community Center at 920-339-4097.

### Hours of Availability

The Community Center can be rented seven days a week from 7:00 am - 10:30 pm. By written request, rooms may be rented until midnight for an additional fee. Premises must be cleaned and vacated by 10:30 pm or the ending time stated on the contract. Set-up and clean-up time must be included in your total rental time at the Community Center. Please refer to the Rental Fee Schedule for a complete listing of all fees and charges.

### Equipment

Audio-visual equipment is available for use by renters and accompanied by a non-refundable fee per unit per day. Equipment includes: LCD Projectors, Conference Phone, 50" TVw/ VCR/DVD Player, & Cordless Microphones (lavaliere & hand held). The facility is equipped with WiFi access, however streaming music, videos &/or music is not allowed. Podiums, corded microphones, easels, dry erase boards, markers, projector screens, extension cords, power strips, coffee makers & carafes are available for no extra charge. All rooms are equipped with chairs, 6' long rectangle tables, 48" and/or 60" round tables.

### Room Dimensions

#### **Lower Level:**

Spruce Rm. 53 ft. x 35 ft.  
*(140-160 seating)*

\*Access to kitchen, game room, lounge & patio.

Maple Rm. 31 ft. x 23 ft.  
*(40-45 seating)*

#### **Upper Level:**

Pine Rm. 53 ft. x 35 ft.  
*(140-160 seating)*

\*Access to kitchen & patio.

Oak Rm. 30 ft. x 21 ft.

Hickory Rm. 30 ft. x 23 ft.  
*(40-45 seating)*

### Smoking & Alcohol Policies

Smoking is prohibited inside and within 100 feet outside the facility at all times.

Alcohol may be served to guests as long as it is a private event and the amenity is provided free of charge. Beer/wine/wine coolers do not require a permit; all other alcohol beverages require a liquor permit application to be completed. There is no charge to obtain the permit.

### Donations

Show your support of the Community Center! Lobby granite tiles (12" x 12") and paving bricks (4" x 8") can be purchased in honor of or in memory of a loved one or purchased for family, friends, businesses and organizations. Bricks and tiles are engraved and sealed for longevity. See enclosed pamphlet or contact the Community Center for more information.

### Directions

**From Hwy. 41 – North or South:**  
Take Main St. exit heading east. Turn right on S. Ninth St. At roundabout turn left on Grant St. Community Center is located on the left about 1/2 mile in VFW Park. Turn into VFW Park entrance or use the driveway just before the railroad tracks.

**From 172 East or West:**  
Take Webster Ave. exit heading south into De Pere to George St, 1 1/2 miles. Turn right on George St. and turn left on S. Wisconsin St. to the roundabout. Cross over the Claude Allouez Bridge. Turn left on Fifth St., continue through stop light and turn right on Grant St. The De Pere Community Center is located on the right, first driveway after the railroad tracks. Follow drive along north side of the building to reach upper level parking lot.