City of De Pere

Community Center User's Guide

Adopted October 1999 • Revised February 1, 2021

(920) 339-4097 • www.deperewi.gov

THE DE PERE COMMUNITY CENTER 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. Your consideration of these policies is expected and greatly appreciated.

I. DESCRIPTION OF FACILITY

The De Pere Community Center provides available rental space on two levels consisting of seven rooms of various sizes and capacities. Each room is described below, as well as its general recommended uses:

A. UPPER LEVEL

Large Activity Room w/ Kitchen
(Pine Room)

This multi-purpose room is large enough to accommodate gatherings of 200 people *(maximum capacity)* or 160 banquet style seating. Chairs and banquet tables *(6' long and 48" round)* are provided. Typical uses of this room include recreation programs, large meetings, wedding receptions, baby/bridal showers, parties for any occasion, etc. Included in the room is a big-screen TV.

Adjacent kitchen facilities, complete with a stove, refrigerator, microwave, dishwasher and sink with disposal, are available for use by community center users and caterers renting the large rooms only. The facility is solely a warming kitchen and can't be used for major meal preparation. Kitchen utensils are not supplied.

Meeting Rooms (2)
(Hickory Room)
(Oak Room)

Two flexible rooms, each with maximum capacity of 50 *(seating capacity 45)* can both be divided into space for activities such as business/civic meetings, small gatherings, and educational/recreational classes. Rooms include 6' long banquet tables, padded cloth chairs and carpet.

B. LOWER LEVEL

Large Activity Room w/ Kitchen
(Spruce Room)

This area can be divided to serve two groups of 100 or used full size for maximum capacity of 200 people *(160 banquet style seating)*. This bright, friendly setting hosts senior citizen activities Monday through Thursday, 7:30 a.m.—5:00 p.m, Friday, 7:30—11:30 a.m.. At other times, this space is available for various organizations and rentals.

Game Room & Lounge

The Game Room and Lounge area is adjacent to the large activity room on the lower level and is available with the Spruce Room rentals only. The Game Room is equipped with a pool table & foosball table. The Lounge is provided with a large screen TV, & lounge furniture.

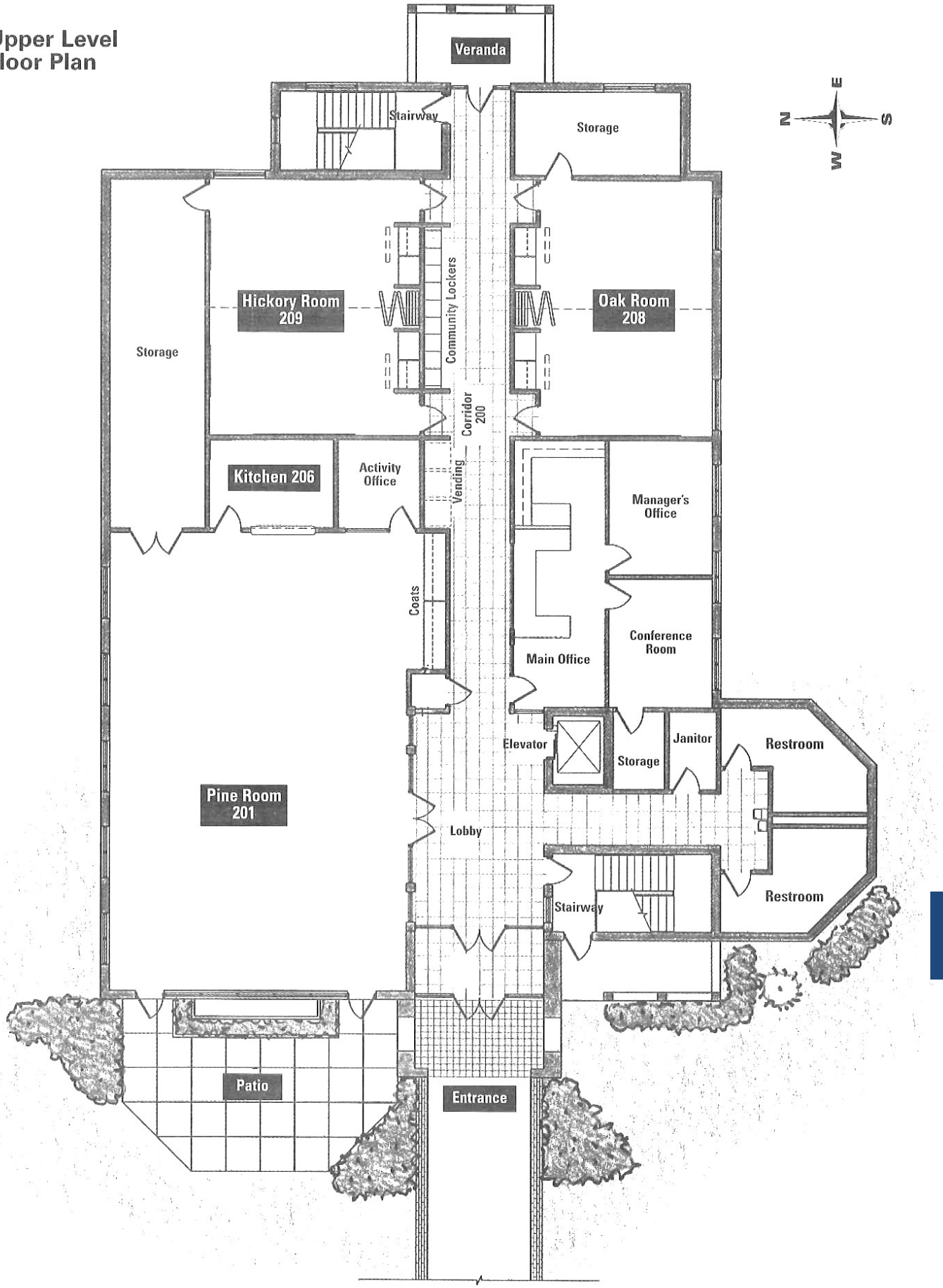
Arts/Crafts Room
(Maple Room)

This L-shaped room is provided with 6' long banquet tables and chairs, cabinets, counter space and sink. Maximum capacity is 50 *(seating capacity 45)*. Typical uses include baby/bridal showers, arts n' crafts classes, meetings, and other small gatherings.

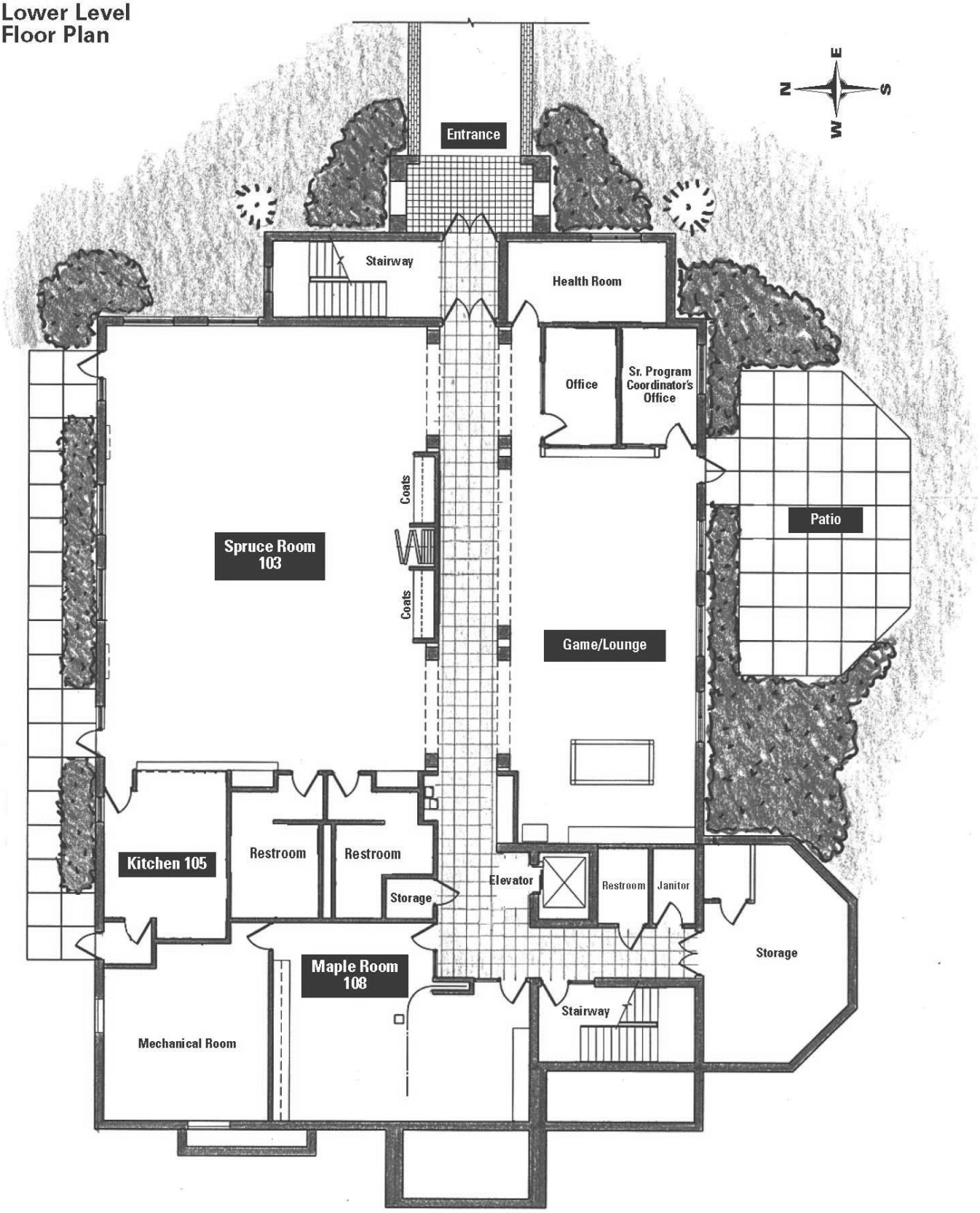
C. OTHER SURROUNDING FACILITIES

The Community Center has a panoramic view of one of the City's largest parks, V.F.W. Park. Located next to our beautifully landscaped building is a picturesque park, which includes a swimming pool, two open shelters and one indoor shelter that can be used for family reunions, wedding receptions, graduation parties, or company picnics. The shelters can be rented by calling the De Pere Park and Recreation Department at 339-4065.

Upper Level Floor Plan



Lower Level Floor Plan



II. CLASSIFICATIONS, FEES, AND FORFEITURE

A. CLASSIFICATIONS

1. The De Pere Community Center is available for rent to residents and non-residents. A resident is defined as any individual who lives in the City of De Pere. A non-resident is defined as any individual that resides outside the City of De Pere limits. This includes individuals who live outside the City limits yet are in a De Pere School District.
2. City of De Pere non-profit organizations comprised of 50% City residents and City of De Pere school youth groups through high school are allowed to utilize the facility free of charge, Mondays through Thursdays. Non-profit organizations/youth groups who rent free of charge are allowed to reserve rooms two (2) months in advance and only once per month. Groups must pay applicable rental fees for any additional dates unless otherwise approved by the Board of Park Commissioners.

B. FEES, DEPOSIT AND INSURANCE

1. Please refer to the Rental Fee Schedule for a complete listing of all fees and charges.
2. Fees must be paid in full when making your reservation. Dates will not be reserved until required payment is received.
3. All reservations require a minimum of 4 hours. Full day rates are available as well. A full day is considered 7:00 a.m.—10:30 p.m. Additional fees apply for full day rentals from 10:30 pm—midnight. Per hour charges are also available after the 4-hour minimum.
4. A security deposit will be charged to all users renting the facility, including City of De Pere non-profit and youth organizations for keys, equipment, damage, and/or cleanup costs and will be returned after the facility and/or equipment is inspected by City Staff and found in good condition. Security deposits will match rental fees except for non-profit and youth organizations where a flat fee will be charged. Security deposits are separate from the rental fee, accepted in the form of check, cash, or credit card, and are collected when picking up key card and keys.
5. Rentals open to the general public must provide a Certificate of Liability Insurance in the amount of $2 million naming the City of De Pere as an additional insured, prior to the scheduled event.

C. CANCELLATIONS

1. If a cancellation is made at least two (2) weeks prior to the scheduled event, a full refund will be issued, less a $35 processing fee; no refunds will be given within two (2) weeks of the scheduled event. All fees are non-transferable. Dates are transferable at any time for a $15 charge.

D. ADDITIONAL FEES AND CHARGES

1. Please refer to the Rental Fee Schedule for a complete listing of all additional fees and charges.
2. Storage space, which includes storage bins, hallway cabinets and kitchen cabinets, are available on a first come, first serve basis.
3. Audio-visual equipment is available for use by renters and accompanied by a non-refundable rental fee per unit per day. This equipment includes a 50" TV with VCR/DVD Player, LCD Projectors, Cordless Microphones, & Conference Phone.
4. The facility is equipped with WiFi access, however, streaming music, videos &/or movies is not allowed. Podiums, corded microphones, easels, dry erase boards, markers, projector screens, extension cords, power strips, and coffee makers are available for no extra charge.
5. The Game Room requires a small security deposit. Game room equipment may be used with lower level Spruce Room rentals only.
6. A service charge will be assessed if City personnel are called in to correct any problem created by the renter.

III. RENTAL RULES AND DECORATING INFORMATION

A. RULES

1. Smoking is prohibited inside the building and within 100 feet outside the building at all times.
2. Alcohol: De Pere Municipal Code 9.02 (7) (8)
   (7) Beer/wine may be brought to and consumed in public parks. Restriction may be set forth to discontinue consuming beer/wine and to remove beer/wine from the public park if the presence and consumption of beer/wine is detrimental to the purpose of the public park.
   (8) No person shall have in his/her possession any intoxicating liquor in any park without first obtaining an official permit.

3. The person/organization signing the rental contract is responsible for:
   a. Picking up key card & keys within the week of the rental date between the hours of 7:30 a.m. - 4 p.m., Monday through Thursday.
   b. Set up/take down/clean up
   c. Security deposit
   d. Locking the facility
   e. Return of all equipment
4. Renters must clean up and remove all items used by their group prior to leaving the building the day of the event, unless prior authorization is granted by the Recreation Superintendent.
5. The City of De Pere is not responsible for any equipment or other items left at the Community Center at any time.
6. The building must be vacated by 10:30 p.m. unless prior approval is received. The Recreation Superintendent can grant additional hours until 12:00 am.
7. A caterer's agreement will be required when applicable.

B. DECORATING INFORMATION

1. All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. Nails, tape, tacks, and screws are prohibited. Mounting putty is permissible but must be completely removed after use. Pianos must not be moved.
2. No open flame devices allowed, which includes candles, hurricane lamps, lanterns, chafers, etc. Dance wax or any other type of dance compounds are not allowed.
3. Groups will be responsible for cleaning the kitchen and all areas utilized, removal of tablecloths, personal equipment, and assuring that the premises are in the same condition as when the group took responsibility for the premises. Caterers will share in the responsibility for the use and clean up of the premises.

IV. RESTRICTED USES

Special provisions or requests may require Park Board approval. Alcoholic beverages are not permitted with any of these restricted uses.

A. POLITICAL MEETINGS

This includes gatherings for the purpose of furthering the candidacy of a person or persons.

1. Any individual running for political office and/or an activity sponsored by a political organization may utilize the Community Center.
2. Candidates may rent a room and must conduct all political business within that room.

B. GATHERINGS FOR THE PURPOSE OF ADVERTISING, SALES, SOLICITATIONS, OR THE DISPLAY OF ARTICLES FOR SALE

1. Prior to any retail or wholesale sales, the vendor must provide copies of permits and licenses required by City Ordinance.
2. The city may require the vendor to give notice to all purchasers that the City of De Pere in no way warrants or guarantees any product or service being offered for sale at the De Pere Community Center.
3. Gathering for the purpose of advertising, sales, solicitations, or the display of articles for sale permitted by **invitation only; not open to the general public.**

C. FUNDRAISING ACTIVITIES

1. Fundraisers are only permitted to benefit individuals/organizations from the City of De Pere.
2. Every fundraising activity must provide the following:
   a. Name under which the individual/organization intends to conduct the fundraising.
   b. Names and addresses of all responsible parties.
   c. General purpose for which the organization/group is organized and purpose for which the contributions will be used.
   d. Other information as may be necessary or appropriate in the public interest or for the protection of contributors.

TELEPHONE NUMBERS

Community Center & Recreation Staff	**Phone Number**
Recreation Superintendent	(920) 339-2471
Recreation Supervisor	(920) 339-4066
Activity Coordinator	(920) 336-6054
Recreation Supervisor	(920) 339-4097
Administrative Assistant	(920) 339-4097
Park & Forestry Department Staff	
Director	(920) 339-8358
Administrative Assistant	(920) 339-4065

DIRECTIONS TO DE PERE COMMUNITY CENTER

From Highway 41—North or South: Take Main St. exit heading east. At third stop & go light, turn right on S. Ninth St. At roundabout, turn left on Grant St. The Community Center is located on the left about 0.5 miles in V.F.W. Park. Turn into V.F.W. Park entrance, or use the driveway just before the railroad tracks.

From Highway 172—East or West: Take Webster Ave. exit heading south into De Pere to George Street, 1.5 miles. Turn right on to George Street and go 0.6 miles, then turn left onto S. Wisconsin St. at the stop & go light right before De Pere Cinema. At the roundabout, take the second exit to go straight across and onto Main Ave (the bridge). Continue on Main Ave. for 0.5 miles, then turn left onto 4th St. Turn right onto Grant St., and turn into the first driveway on the right after crossing the railroad tracks.

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