



DE PERE COMMUNITY CENTER RENTAL CONTRACT
600 GRANT STREET, DE PERE, WI 54115
(920) 339-4097 Fax: (920) 339-6348
 Email: deperecc@deperewi.gov

RESERVATION DATE: _____ **EVENT:** _____

The following areas will be included in the contract:

Upper Level

- _____ Pine Room/Kitchen, (Large)
- _____ Oak Room, (Small)
- _____ Hickory Room, (Small)

Lower Level

- _____ Spruce Room/Kitchen, (Large)
- _____ Maple Room, (Small)

**NOTE: When renting Spruce Rm., the Maple Rm. remains available for other rental reservations unless reserved and paid for with Spruce Rm. rental.*

Start time: _____ **End time:** _____ **Estimated Attendance:** _____

Additional Special Arrangements (see equipment listed on back): _____

COMMUNITY CENTER FEES

Spruce & Pine Rooms (includes kitchen)

Residents: \$170/4 hrs. \$255/full day
Non-Residents: \$200/4 hrs. \$305/full day

Maple, Oak & Hickory Rooms

Residents: \$80/4 hrs. \$110/full day
Non-Residents: \$105/4 hrs. \$140/full day

Additional Per Hour Charges After 4 Hours

\$30/hr. – meeting rooms

\$50/hr. – large activity rooms

Additional Charges for Full Day Rentals

10:30 pm – midnight - \$75

The Lessee agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods. The Lessee hereby agrees to remit the applicable rental fee and security deposit and be held responsible for any and all damage to persons, property and premises.

Lessee shall indemnify and hold harmless the Lesser from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways or walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act or omission, neglect, or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the Lessee to the premises. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lesser against any and all such claims or demands, including attorney's fees.

Person in Charge (Must be at least 18 years of age): _____

Address: _____ **Zip Code:** _____

Primary Phone: _____ **Secondary Phone:** _____

Organization: _____ **Email Address:** _____

The preceding information is correct to the best of my knowledge. I have received a copy of the De Pere Community Center Policies and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I acknowledge overall supervision of and responsibility for this event. I acknowledge that the City of De Pere has no responsibility, express or implied, for any damage or injury arising out of, or connected in any way with my/our use of the Community Center facilities.

SIGNED _____ **DATE** _____

TO BE COMPLETED BY COMMUNITY CENTER PERSONNEL

Rental Fee	\$ _____	Date Pd./Receipt	_____	Key Card	_____
Equipment/Storage Fee	\$ _____			Key(s)	_____
Additional Time Fee	\$ _____	Date Pd./Receipt	_____	Date Issued	_____
Date Transfer Fee	\$ _____	Date Pd./Receipt	_____	Date Returned	_____
Total Amount Due	\$ _____	Security Deposit Pd.	_____		
Room Security Deposit	\$ _____	Game Room SD Pd.	_____		
Game Room Deposit	\$ _____	Date SD Returned	_____		

Approved By: _____ Date: _____ Revised 3.18.2022

DE PERE COMMUNITY CENTER RENTAL POLICIES & REGULATIONS

HOURS: The De Pere Community Center is available for rental between the hours of 7:00 am – 10:30 pm. By written request, rooms may be rented until midnight for an additional \$75. Premises must be cleaned and vacated by 10:30 pm or the ending time stated on this contract. **It is important to allow for set-up and clean-up time when deciding your hours of usage because the rental fee is based on your total time at the Center.**

FEES: The rental fee must be paid in full when making your reservation. Dates will not be reserved until required payment is received. There shall be no fee for a City of De Pere non-profit organization comprised of 50% City residents or City of De Pere school youth groups through high school, Monday through Thursday. 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.

The kitchen is included with large room rentals only. Groups/individuals may use a catering service. A Caterer's Agreement must be completed by the caterer and renter and returned to the Community Center with the signed rental contract and payment.

A service charge of \$45 will be assessed if City personnel are called in to correct any problem created by the renter or if the facility is left unsecured.

CANCELLATIONS: **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 given within two (2) weeks. Room changes and dates are transferable at any time for a \$15 charge.**

KEY CARDS & KEYS: The person in charge of the rental will be issued a key card to an outside entrance and key(s) to the appropriate room(s) being rented. **Access to the building is granted at the start time stated on the signed contract.** The key card and key(s) may be picked up the week of the rental date between the hours of 7:30 am – 4 pm, Monday thru Thursday. Key card and keys should be placed in the drop box (located by upper-level entrance doors) upon closing the facility.

SECURITY DEPOSIT: A security deposit will be charged to all groups renting the facility for keys, equipment, damage and/or clean-up costs and will be returned after the facility and/or equipment is inspected by City staff and is found in good condition. The security deposit will match the rental fee (except for non-profit and youth organizations where a flat fee of \$135.00 will be charged for a security deposit) and must be paid in full when picking up the key card and key(s). **A separate check or cash required for the security deposit.**

DECORATING INFORMATION: All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, or blinds. **Nails, tape, tacks, staples, and screws are prohibited. White mounting putty is permissible but must be completely removed after use. No open flame devices allowed, which includes candles, hurricane lamps, lanterns, chafers, etc. Fog machines not allowed. Dance wax or any other type of dancing compounds are not allowed. Confetti is not allowed. Piano must not be moved.** The renter must remove decorations immediately following the event.

SET UP, CLEAN UP & DAMAGE POLICY: The renter is required to set up and take down all tables, chairs and personal equipment. Renter is responsible for cleaning the kitchen and all areas utilized, including wiping off tables & chairs, sweeping, taking care of spills, mopping floors, placing garbage and recyclables in appropriate bins outside and removing all decorations, personal equipment, etc. Caterers will share in the responsibility for the use and cleanup of the premises. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses, or damages as well as be subject to loss of rental privileges for one year. **The City of De Pere is not responsible for any equipment or other items left at the Community Center at any time.**

EXIT DOORS: **The exit doors in the large activity rooms (Pine & Spruce) & main entrance doors are not permitted to be propped open.**

EQUIPMENT: The Community Center has the following audio-visual equipment available for use to renters for a nominal fee per unit per day; 50" TV with VCR/DVD player \$16.00, LCD Projectors \$36.00, Cordless Microphones (lavaliere & hand held) \$16.00 & Conference Phone \$16.00. The facility is equipped with WiFi access, however, **streaming music, videos &/or movies is not allowed.** Podiums, microphones, easels, dry erase boards, projector screens, extension cords, power strips and coffeemakers are available at no charge. Game room equipment includes a pool table & foosball table, and may be used with the Spruce Room rentals only. A \$50.00 security deposit will be required and a key issued.

STORAGE BINS/CABINETS: Storage bins are located on the upper level and will be available on a first come, first served basis. Rental fees for storage bins are \$82.50 for 6 months or \$165.00 per year. Cabinets are available throughout the facility. Rental fees for cabinets are \$13.00 per month per cabinet.

ACCESSIBILITY: Organizers using De Pere Park property or facilities agree to comply with the Americans with Disabilities Act and will seek to locate or relocate their activities to more accessible locations upon the reasonable request from a person with disabilities.

SMOKING POLICY: Smoking is prohibited inside and within 100 feet outside the building at all times.

ANIMALS: Dogs and other animals are not permitted in the Community Center at any time.

ALCOHOL BEVERAGES: De Pere Municipal Code 30-2 (g) (h)

(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 possession any intoxication liquor in any park without first obtaining an official permit.

Alcohol beverages may not be sold on the premises nor served to minors.

SALES: Gatherings for the purpose of advertising, sales, solicitations, or the display of articles for sale permitted by **invitation only; not open to the general public.** Prior to any retail or wholesale sales, the vendor must provide copies of permits required by City Ordinance.

INSURANCE: 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.

If a problem arises during your rental time, please call the Dispatch Center at 639-8344. MAKE SURE TO HAVE YOUR CONTRACT WITH YOU ON THE DAY OF YOUR RENTAL. Call-in staff/police will not allow your party access into the facility without verification of your contract. A service charge of \$45 will be assessed if City personnel are called in to correct any problem created by the renter or if the facility is left unsecured.

By initialing this contract I agree that I have read and understand the rental policies and regulations.