



# Ledgeview Community Center

## COMMUNITY CENTER RENTAL & USE POLICY



Ledgeview Community Center  
3700 Dickinson Road  
De Pere, WI 54115  
(920) 336-3360

– Adopted April 2019 –

## **ELIGIBILITY**

The Ledgeview Community Center is available for rent to residents and non-residents ages 21 and over. Rentals are open for reservations on November 1<sup>st</sup> for the following calendar year.

### **1. Resident**

A Resident is defined as any individual whose permanent address is in the town and who pays property taxes to the Town of Ledgeview.

### **2. Non-Resident**

A non-resident is defined as any individual that resides outside the Town of Ledgeview limits.

## **HOURS OF OPERATION**

The following rental hours may be available:

Monday-Thursday	8:00am – 4:00pm
Friday	12:00pm – 12:00am (Midnight)
Saturday & Sunday	10:00am – 12:00am (Midnight)

Note: Rental time must include set-up, take-down and clean-up. All guests **must vacate** the building and all rental clean-up must be completed by closing time/end of permit time. The security system will **automatically activate at 12:00am (midnight)**.

## **BOOKING TIMELINES**

The Ledgeview Community Center is available for booking on November 1<sup>st</sup> for events in the upcoming calendar year. Rentals will be done on a first come, first served basis. Renters are encouraged to call ahead to gather rental information, visit the facility, and discuss the details of the rental process.

## **SALES AND SOLICITATION**

No sales or solicitation of sales may be conducted on the Community Center premises.

## **CANCELLATIONS**

A thirty (30) day notification is required to cancel the rental. When a cancellation occurs with the thirty (30) day notification minimum, the Town shall return all fees paid less fifty percent (50%) of the total room reservation fee. Failure to give a minimum thirty (30) day notification will result in the loss of your entire rental fee.

## **AVAILABLE ROOMS AND FEES**

The following rooms are available for reservation after all Town activities are scheduled:

- Community Room – Seats approximately 112 people at 8' round tables
- Prep Kitchen
- Restrooms
- Lobby Gathering Area
- Outdoor Patio

All rentals require a minimum four (4)-hour rental. Fees must be paid in full at time of reservation. Dates will not be reserved until required payment and cleaning deposit is received in full.

**FEES for 2024 Rentals**

	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>
<b>Community Center Up to 4 hours</b>	\$100	\$200	\$400
<b>Additional Hours after 4 hour minimum</b>	\$25/hour	\$50/hour	\$100/hour

Refundable Deposit Resident & Non-Resident \$500  
Additional Cleaning above customary cleaning services \$75/hour  
Use of cordless microphone No charge

All other applicable fees are as listed in Community Center Rental Agreement contract and are not eligible for discounts.

**Category 1:** Government Agencies, Non-Profit Organizations

**Category 2:** Town of Ledgeview Residents, Schools, Community Based Organizations located in Ledgeview

**Category 3:** Non-Residents of Ledgeview, For-Profit Businesses

Examples:

**Government Agency:** Department of Transportation, Department of Natural Resources, Brown County Library

**Non-Profit Organization:** (any group with official 501(c)(3) status) Boy/Girl Scouts, YMCA, nationally recognized service clubs, American Heart Association

**Community Based Organizations Located in the Town of Ledgeview:** a group without 501(c)(3) status for the following: church organizations, special interest groups, sports teams/clubs

**Schools:** Unified School District of De Pere, Northeast Wisconsin Technical College, University of Wisconsin-Green Bay

**Non-Residents of Ledgeview:** Any individual who lives outside the Ledgeview municipal boundaries

**For-Profit Businesses:** Any group or individual who operates for a profit

**CLEANING**

Renters are solely responsible for cleaning and returning all the tables and chairs to the storage areas after their event. Users leaving the facilities in a manner that requires more than customary cleaning will be billed \$75.00 per hour to cover added costs and may result in loss of building use privileges.

Customary cleaning includes:

- Cleaning of the restrooms.
- Take-down and cleaning of tables and chairs. The room should be left in Meeting Style set-up. See Exhibit A at the end of this document.
- Mopping of the floors, vacuuming of carpeted spaces.
- Trash removal.

The renter’s responsibilities include:

- Removal of any and all items brought into the community center by the renter.
- Cleaning of the kitchen.
- Any damage to the facility noted upon inspection by Town staff will be billed to the renter, including all time and materials for the repair.

- All actions and/or inaction of chosen caterer, if applicable.
- The renter is ultimately responsible for ensuring the caterer cleans the facility properly.
- Additional cleaning charges will be taken from the renter's security deposit, if applicable.

**APPLICATION PROCESS**

1. Applicants must complete and submit a “Community Center Room Application” form in advance of the requested date during regular Community Center office hours (M-Th 7:30am – 4:30pm and F 7:30am – 11:30am). No telephone or email reservations will be accepted.
2. The application is to be completed by an individual 21 years of age or older, who will assume primary responsibility for compliance with Community Center rules during the rental.
3. Payment of all fees and deposits in full is required at the time of the application. Reservations are confirmed only after payment is received and the signed form is on file at the Town Office.

**ALCOHOLIC BEVERAGES**

Fermented malt beverages (beer and wine products) are allowed with rentals, however shall **NOT** be sold on site **at any time**. Beverages may be given out at no charge by the renter or served by a caterer as an open bar. Payment for alcohol service done by a caterer, **must be done off site**. The renter shall ensure that minors are not served alcohol and assumes **all** responsibility for any incidents/damages arising out of underage consumption of alcohol. Alcoholic beverages shall not be distributed or consumed within the premises of the Community Center after **midnight (12:00am)**.

**LITTER/REFUSE**

The applicant will be responsible for any and all damage to the Community Center. Any litter or refuse generated by the event must be collected and must be removed from the Community Center premises for proper disposal at the renter's home at the conclusion of the reservation. The Town may assess a fee for damages or additional cleaning if the area is not returned to its original condition and reserves the right to deny future applications if these conditions are not met.

**OTHER RESPONSIBILITIES**

Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the activity and prior to building closing time. Items such as soda, beer, food, etc., purchased from a caterer/vendor, must not be delivered to rented facility prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless the renter or a representative is on premises to receive the delivery.

**RENTAL TIMES**

**The requested rental times should include set-up and take-down time of the event.** This includes decorating, meal preparation, table and chair set-up, kitchen clean-up, sweeping, rubbish disposal, wet mopping, take down of all decorations, etc. Please plan accordingly when reserving your time slot. You and all guests must vacate the building by the end of your scheduled rental time.

**ON-CALL PHONE NUMBER**

There will not be an on-site employee at the building during the event. Please call one of the following numbers depending on the situation:

- In case of emergencies, please dial 911.

- Guest maintenance or issues: Brown County Sheriff's Department at 391-7450.
- For any building problems or troubles: After hours on-call employee **920-606-9897**.
- **A service charge of \$100 will be assessed if Town personnel is called to correct any problem created by the Renter, or if the facility is not locked and is left unsecured.**

#### **DISCLOSURE**

The Community Center is equipped with both indoor and outdoor security cameras throughout the entire building. Any security footage can and will be used to determine the source and/or the cause of any damage, spills, or inappropriate behavior occurring during the event. The video footage is exclusively and solely property of the Town and may be obtained through the open records process.

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## **COMMUNITY CENTER RENTAL RULES**

### **1. GENERAL RULES**

- The person signing the rental contract must be present from the time the building is opened, while the event is in progress, and must wait until all event guests have vacated the premises and has signed the Ledgeview Community Center Rental Checklist.
- For youth events, permits will be issued only to responsible adults who chaperone the party. An adult chaperone is required for every 20 youths. A list of chaperones with addresses must be presented when the Rental Use Application is completed. The chaperones must remain on site until the event is completed.
- The Town of Ledgeview is not responsible for any equipment or other items left at the Community Center at any time.
- Smoking is prohibited on the premises and grounds at all times.
- The renter assumes all responsibility for injuries or damages that may occur to persons or participants or their property.
- Firearms are not permitted in the Ledgeview Community Center.

### **2. FOOD SERVICE**

- Food may be prepared at home and brought to the Community Center or prepared in the kitchen when renting.
- A prep kitchen is available for the renter's use. Included is the use of all major kitchen equipment including refrigerator, freezer, oven, stove top, coffee maker and carafes, microwave, and sink. There is no garbage disposal, so please refrain from putting or letting food go down the drains. No service ware, glassware, or utensils are provided. If the kitchen is used, it must be cleaned and ready for the next renter. The cleanup checklist will be completed by the Town employee after the rental.
- Food may be provided by a caterer. A caterer is defined as providing food and service for events at a professional capacity.

### **3. BUILDING ACCESS**

- Community Center access is gained through the front entrance card reader located in the vestibule. The access card shall be picked up at the Community Center front desk before 4:00pm on Thursday the week of the rental. The access card will be programmed according to the rental times indicated on the application. The keycard will automatically deactivate, and the security alarm will activate at the designated ending time indicated on the Rental Agreement. If there are problems on rental day, please contact the On-Call Employee at **920-606-9897**. A \$100.00 fee may be assessed against the security deposit or billed to the Renter if the alarm is triggered.
- To unlock the entrance doors to allow for free entry/exist, the follow the access card directions below
  - Swipe key card reader once (light will turn green). Open left door and walk inside. Let door close behind you.
  - Open door and go back to key card reader. Now swipe card reader once wait 3 seconds and swipe card reader again. NOTE: you should hear the doors lock in the open position.

- Delivery and pick-up of event supplies will take place through the main entrance using the front parking spaces for unloading/loading when renting the Community Room.

#### 4. SET-UP AND DECORATING

- Upon arrival, it is the renter's responsibility for set-up of chairs and tables. At the end of rental, breakdown of tables, chairs, and the final facility cleaning is the responsibility of the renter. Staff will give the renter a clean-up checklist which must be completed and returned with the key for the amount prior to refunding the security deposit.
- Renters are responsible for any linen service including rental, set-up, and removal of linen.
- All decorations must be put up and taken down by the renter with the use of free-standing easels. **Nails, tape, tacks, staples, wall putty, and screws are strictly prohibited. Glitter, confetti, rice, silly string, or natural flower petals are not allowed at any time.**
- Dance wax or any other type of dance compounds is not allowed.
- Signage may be displayed on portable sign holders, bulletin boards, or easels. The renter is responsible for the provision, installation, and removal of such supplies.

#### 5. EVENT GUIDELINES

- Renters will have access to reserved rooms only. The use of the remaining facilities is strictly prohibited.
- The renter must ensure that no equipment or other portions of the facility are used, except those that are requested in the building use application.
- Use of the television screen is not included in the rental of the facility. The renter is responsible for any damage caused to the television screen(s).
- Community Center tables and chairs must remain inside the building at all times.
- Please inform the on-call after-hours employee of any carpet spills or damages that occur throughout the course of the event at **920-606-9897**.
- The renter is responsible for the conduct of guests of the event, and ensuring that no state or federal building codes, ordinances, or laws are violated. Misuse of the facility will not be tolerated.
- ***In the case of inclement weather and shelter is needed, please move everyone to inside the restrooms or hallways, away from the glass doors or windows.***

#### 6. EVENT CLEAN-UP

- Return all approved equipment by placing it where it was found.
- The renter is responsible for cleaning all areas utilized including:
  - Outdoor patio
  - Lobby gathering area
  - Bathrooms – Men and Women
  - Community Room
  - Kitchen
  - Removal of any personal items brought into the facility
  - All decorations must be removed before leaving the premises.
- Tables must be wiped down and placed on appropriate carts and stored in the storage closet.
- Chairs must be wiped down and stacked and returned to storage closet.

- Room is to be left in Meeting Style set-up according to the diagram on the last page.
- All trash and recyclables must be collected and removed from the building. Dumpsters are not available at this facility.
- All guests must vacate the building by the departure time listed on the Rental Use Application. The door will automatically lock and arm at the rental time indicated on the application. The key will also be deactivated.
- The renter must ensure that the facility is left in the same or better condition than the renter entered the facility.
- Users leaving the facilities in a manner that requires more than customary cleaning will be billed \$50/hour to cover added costs and may result in loss of future building use privileges.

**7. BUILDING LOCK-UP**

- **Before you lock the doors, make sure you have all your personal items out of the building. *Once the doors are locked, the key card will deactivate, and the security alarm will be set. There is no re-entry into the building.***
- Locking the doors:
  - Swipe the key card once, wait 3 seconds, and swipe the key card again. NOTE: you should hear the doors lock.

***BEFORE LEAVING, PULL ON THE DOORS TO BE SURE THEY ARE SECURELY LOCKED.***
- Sign & date the checklist form.
- Place form and keycard and signed checklist inside the envelope marked with your name and rental information.
- Insert envelope in the drop box located to left of the key card pad, left of the Simplex panel.

*Problems locking/unlocking, damage, spills, or any building related issues MUST be reported immediately to the On-Call Town Employee at 920- 606-9897*

**EXHIBIT A – ROOM SET-UP STYLE**

**Room Set-Up in Meeting Style**

**Room should be left set up in Meeting Style at the end of the rental.**

