

Fitchburg Community Center

5510 Lacy Rd.



Policies & Procedures

For Reservation Information: 608-270-4285

TABLE OF CONTENTS

POLICY STATEMENT

USERS

RENTABLE ROOMS

USER ELIGIBILITY AND DESIGNATIONS

SCHEDULING

FEES

GENERAL RULES AND REGULATIONS

REVIEW AND AMENDMENT PROCEDURES

EQUIPMENT

RESOLUTION-ADOPTING & APPROVING

POLICY STATEMENT

The Fitchburg Community Center is a building designed to provide facilities for governmental meetings, civic meetings and social events. The following policies and regulations have been established to assure fair usage and maximum enjoyment.

USERS

Groups or individuals using the Fitchburg Community Center will be required to comply with rules and policies governing same. Failure to comply could subject the group or individual to the loss of use privileges.

➤ The priority of users will be as follows:

1. Senior Center and Recreation Dept. Program uses
2. City Staff and Department uses
3. City of Fitchburg Neighborhood Group uses
4. City of Fitchburg Non – profit group uses
5. Public/Private uses

➤ **Priority users 3, 4, and 5 may not reserve more than 90 days in advance.**

The following uses are generally permitted; meetings, parties, receptions, dances, social or cultural activities, and certain fundraising activities. Certain uses identified below may be allowed, following the approval of Parks and Recreation Commission and approval of the City Council.

The following activities shall require the approval of the Parks and Recreation Commission. The following factors are to be considered when determining approval of the special activity.

Sales and Solicitations

Sales and solicitations are gatherings for the purpose of advertising, sales, solicitations, or display of articles for sale. (This shall not apply to sales meetings conducted by private organizations for their own dealers or personnel.) Commercial uses of the Fitchburg Community Center are low priority uses of city resources and will only be permitted when there is no competing request for use of the Center. Prior to any retail or wholesale sales, the vendor must show to the City proof of permits and licenses required by the City of Fitchburg, State of Wisconsin and the United States government, including sales tax permits and employer identification numbers.

The City may require the vendor to provide evidence that the vendor is or has appointed a registered agent for service of process in Wisconsin. The City may require the vendor to give notice to all purchasers that the City of Fitchburg in no way warrants or guarantees any product or service being offered for sale at the Fitchburg Community Center.

Sales or solicitations do not include incidental sales at a meeting or gathering otherwise authorized in the rules and policies for the Fitchburg Community Center. Sales and solicitations also do not include fundraising activities conducted by Sanctioned Fitchburg Non-Profit Groups or other similar organizations.

Fundraising

Fundraisers are only permitted on behalf of Fitchburg Non-Profit Groups or benevolent, philanthropic, patriotic, charitable organizations, or for political candidates. Every charitable organization intending to conduct a fundraising activity must provide the Fitchburg Community Center Director with the

following:

- Name under which the charitable organization intends to solicit contributions.
- Names and addresses of officers, directors, trustees and executive personnel.
- Names and addresses of any professional fundraiser or professional solicitors and copies of all contracts or arrangements.
- General purpose for which the charitable organization is organized and purpose for which the contributions to be solicited will be used.
- Period of time during which the solicitation will be made.
- Address of organization and any offices in Wisconsin, or any person having custody of its financial records.
- Where and when organization was established, its tax exempt status and the dates when it filed federal tax forms.
- Whether organization has ever been banned by any court from soliciting contributions or lost its authorization to so solicit contributions.
- Board, group or individual having final discretion as to the distribution & use of contributions received.
- Other information as may be necessary or appropriate in the public interest or for the protection of contributions.

RENTABLE ROOMS

The Fitchburg Community Center is a 20,500 square foot building on two levels consisting of rooms of varying sizes and capacities. Each rentable room is described below as well as its generally recommended uses. Hours of operation of the Community Center are Monday through Friday from 8:00am until 10:00pm and Saturday from 12:00pm until 10:00pm. The Community Center is not rentable on Sundays.

Fitchburg Room

This is a carpeted medium size conference room that is furnished with 10 six-foot-long tables and 25 chairs. This room can accommodate 35-50 people. NO FOOD OR DRINK ALLOWED

Oak Hall Room

This multi-purpose room is large enough to accommodate gatherings of 250 persons. This room may be used for dances, receptions, exercise classes, meetings, etc. The design of the building allows this room to open to the wide central corridor to provide flexibility in its use.

Prairie View Room

This is a carpeted medium size conference room. This room can accommodate 35-50 people. NO FOOD OR DRINK ALLOWED

Stoner Prairie Dining Room

This large room can accommodate 75 persons. Weekdays this room is reserved for senior center programs. On week nights and Saturdays, this room may be reserved for meetings or for dining in connection with receptions and other events.

Swan Creek Room

This medium room is designed for approximately 25 persons. During weekdays from 8 a.m. to 4:00 p.m. this room is reserved for senior center activities.

Syene Room

This is a carpeted small conference room that will accommodate 15-25 people. NO FOOD OR DRINK ALLOWED

USER ELIGIBILITY AND DESIGNATIONS

The Fitchburg Community Center is made available to groups, organizations, and private individuals. It is necessary to recognize, however, that the actual use is determined by the user requirements, availability of space and time of use.

It is further recognized that in order to limit public subsidy of the building, it is necessary to make the building available for market rental during peak usage periods (Friday and Saturday) and that in most cases, such market rate rental will have precedence in scheduling for Friday and Saturday. City of Fitchburg Neighborhood Groups and City of Fitchburg Non Profit Groups will be allowed use of the facility during the week when space is available per priority of user's policy.

SCHEDULING POLICY

Reservations

Proper notification is required for any group using the Fitchburg Community Center. There are no holds for rooms. Reservations must be paid in full 2 weeks in advance. If making a reservation within 2 weeks of your date, all fees must be paid at the time of the reservation with cash or credit card. A contact person must check-in with the building attendant at the beginning of the event and also at the end of the event. If alcohol is to be served additional fees will be required.

Cancellations

- If a cancellation occurs for any reason more than 2 weeks prior to the rental date, 10% of the deposit will be withheld. All other paid fees will be returned.
- If a cancellation occurs for any reason less than two weeks prior to the rental date, 10% of all fees will be withheld with the remaining balance returned.

FEES

Fees are charged in order to off-set ongoing maintenance costs and minimize public subsidy for this building. **All fees must be paid two weeks prior to the rental date.**

If the Community Center Director determines that damage has occurred to the facility or that there is a need for extraordinary clean-up measures, the cost of these damages will be deducted from the room deposit paid. If charges are more than the room security deposit received, the user will be billed the additional charges. Failure to pay these extra fees will lead to legal action.

Room Deposit

Priority 5 weekday and weekend users of the Community Center will need to pay a room deposit equal to the cost of all rooms rented. This deposit may be paid by check or credit card if received at least 10 days before the event. After that time, cash only will be accepted for the deposit. The room deposit will be refunded within 15 working days after the event if the building has been left in good condition, not requiring extra clean-up or repair.

Room rental fees for the use of the Community Center shall be paid when the contract is signed. Failure to provide City with the required fees shall result in automatic cancellation of the booking.

Checks should be made out to the City of Fitchburg and either mailed or delivered to: Fitchburg City Hall, Att: Fitchburg Community Center 5520 Lacy Rd. Fitchburg, WI 53711. Fees covered under these policies are subject to change. Those fees quoted to prospective users at the time of reservation will be honored.

To qualify for Fitchburg Resident fees, you or a member of your immediate family must be a Fitchburg Resident. For a company to qualify for Fitchburg resident rates, that company must be located in the City of Fitchburg. Rental of the rooms shall occur according to the fee schedule.

Security Personnel Fees are required when alcohol is being served. See included fee schedule for this fee information.

Falsification of any and all information in the contract may lead to immediate closure of event and loss of all fees, including security deposit.

Building must be vacated by 10:00 pm Monday through Saturday.

Set up and decorating time must be factored in when making a reservation.

It is the intent to prohibit possible conflicts by limiting use of smaller rooms on the same level and during the same time when rental of one or both of the major rooms occur.

Charges for Services beyond Normal Fees

Additional deposits may be charged if the group or individual utilizing the facility have previously left the facility in a manner requiring other than customary clean-up.

In general, any group or individual bringing in outside equipment or furnishings shall be responsible for setting up and removing same. If the accessory items require assistance, extra time or expertise of the Community Center Director or staff, the group or individual will be charged above and beyond the basic rental charges at a rate of 1 1/2 times the hourly rate of affected employees.

Any expenses resulting from the issuance of a Class B Picnic Beer License, or the rules and regulations governing same, will be charged to the lessee.

Any lessee whose activities or events require unusual space demands, ongoing time blocks or other special considerations shall be, at the request of the Community Center Director, subject to review by the Parks and Recreation Commission who shall make determinations regarding appropriate additional fees or deposits.

GENERAL RULES AND REGULATIONS

Curfew

All events must end by their scheduled end time (latest time being 10pm). All guests must vacate the premises at these times. All music must be turned off. Final take down of personal property (decorations, gifts, etc.) and the stage and sound equipment must be done by this time.

Noise

Users are subject to Fitchburg Ordinance 14-2 which controls noises disturbing the public.

Smoking Policy

There is no smoking in the Community Center. Fitchburg ordinance 14.10. Outdoors, all smoking material must be disposed of properly. All applicable littering ordinances will be enforced.

Kitchen Use

The upstairs kitchen may be used by Oak Hall renters and caterers only. The facility is solely a warming kitchen and cannot be used for major meal preparation.

Candles

Lighted candles are allowed with proper glass coverings over the candle.

Food

Food is allowed in the Oak Hall Room, Swan Creek Room, and Stoner Prairie Dining Room. Food is also allowed in the upstairs hallway and pre-function areas. Food is not allowed in all other areas

Clean-Up Policies

Lessee will be responsible for all damages to building, furniture and any extra cleaning. If a private caterer uses the facilities, lessee is responsible to see that the caterer follows the Community Center's regulations regarding clean up.

Facilities left in a manner requiring other than customary cleaning will be sufficient reason to bill the utilizing individual or group to cover these added costs. Failure to pay may result in loss of utilization privileges and could result in additional administrative action.

Lessee will be responsible for cleaning and tearing down tables and chairs. Lessee will be responsible for removal of any wall decorations and other personal equipment.

Recycling and Trash Pick-Up

Recycling is mandatory in the City of Fitchburg. To facilitate recycling efforts, specially marked bins will be made available by the City for collecting glass, aluminum, plastic and metal containers. These containers must be clean prior to placing in the appropriate recycling bins. All trash shall be placed in garbage bags.

Decorations

The use of nails, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is prohibited. Glitter, rice, bird seed, confetti and the like are prohibited.

Security

Lessee will be responsible for all fees related to security personnel and equipment when alcohol is being served. City of Fitchburg reserves the right to do a background check on Lessee and its representatives.

Alcohol Consumption

Alcoholic beverages are permitted in the Stoner Prairie Dining Room, Oak Hall Room, and Swan Creek Room. Alcohol may be permitted in other rooms upon notification and written approval of the Community Center Director.

No sales of alcohol are allowed unless a Class B Picnic Beer License has been obtained (only non-profit organizations may obtain a Class B Picnic Beer License).

Determination of Classification.

The Community Center Director shall determine the classification of any group desiring to use the Community Center. The determination of the Community Center director may be appealed to the Park and Recreation Commission. The decision of the Park and Recreation Commission shall be final.

The following procedure shall be utilized whenever a specific approval is required for a use or event, or when a waiver is requested.

A written request explaining the use of event and the requested action shall be submitted to the Community Center Director.

- The Community Center Director shall forward the request to the Park and Recreation Commission. The Park and Recreation Commission normally meet the first Thursday of every month and the request must be in at least one week prior to the meeting.
- The Park and Recreation Commission shall consider the request and make a determination. The decision may be appealed to the Common Council.

Revocation of Permit for Use.

If at any time the Community Center Director or the Fitchburg Police Department determines that any use of the Community Center is contrary to the public health and safety of the City or such use is tending to cause or provoke a disturbance, the Community Center Director or Police officer may revoke the City's permission to occupy the Community Center and such groups or individuals shall upon notice immediately vacate the Center.

REVIEW AND AMENDMENT PROCEDURES

It is recognized that as conditions change, these "Policies and Procedures for Community Center Use" will need to be reviewed and possibly amended to reflect those changes or to address omissions which have become apparent. At such time, the Parks and Recreation Commission shall review any proposed amendment and make a recommendation to the City Council. The City Council shall then make the final determination regarding amendments to the document.