



City of Waukesha
Parks, Recreation and Forestry Department

Reviewed and Approved WPRF Board 10/18

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BUILDING RENTALS

Policies & Procedures

Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.

- **APPLICATION:** Application, rental fee, deposit and any other fees must be submitted at least seven (7) calendar days prior to scheduled date to secure reservation. Exceptions may be made contingent upon scheduling a building attendant, fees will apply. Late application fee is \$25. Public events require additional applications, forms, and fees.
- **AVAILABILITY:** The E.B. Shurts and Rotary Buildings may be reserved for Saturday/Sunday rentals up to one year in advance. The Schuetze Recreation Center may be reserved 1 – 4 months in advance, contingent upon WPRF's recreation program schedule. Please visit the building you are considering before making your reservation to ensure the accommodations meet your needs. Contact WPRF to set up a viewing, advance notice is required. You may call (262) 524-3737 for date and building availability.
- **BILLING:** Any deposit will be refunded via check or credit card within 2-3 weeks following the event. Any amounts owed will be billed to customer and payment is due within 30 days.
- **CANCELLATION POLICY & CHANGES:** If permit is cancelled, for any reason, at least 30 days prior to the reservation date, \$25 of the prepayment fee will be forfeited. 50% of the prepayment fee will be forfeited if reservation is cancelled less than 30 days prior to the event. Changes in original dates and times may be made up to one week prior to the event. There will be no charge for the first change and a \$25 charge for each change thereafter. Note: All changes within 7 days will result in a \$25 charge.
- **DECORATIONS:** **No helium balloons, confetti, sparklers, smoke machines or other party decorations that create small debris.** Decorations may be put up with tape only. Candles must be enclosed in glass, i.e.: votives or hurricane glasses. Any promotional signage outside of room(s) rented require prior approval.
- **ROOM SET-UP, TAKE DOWN & CLEANING:** The rental group is responsible for all room set-ups. Take-down and cleaning is an option if the rental is 7 hours or less. Rentals over 7 hours, or have attendance over 120 people, are required to have WPRF clean. See below for responsibilities of cleaning. Set-up and clean-up time needs to be included in the building rental. DJ and bands must end with enough time to be out of the building by scheduled end time. The number of tables and chairs available may be limited to the number of people given for the estimated attendance. WPRF does not move tables and chairs from other facilities to accommodate additional needs. WPRF tables and chairs are not permitted outside.
- **STORAGE:** No items may be stored at the building before or after the event. Any items left following the event will be charged a daily user service fee.

CLEANING

WPRF provides cleaning supplies and trash bags

A. Rental Group Cleans: Rental groups (7 hours or less) that choose to clean the buildings must adhere to the following cleaning guidelines:

- ✓ Garbage cans need to be emptied and replaced with clean bags.
- ✓ Refrigerator and microwave should be emptied and cleaned.
- ✓ Wipe down tables, chairs, and counters with soap and water or cleaning spray.
- ✓ Take down all tables and chairs and place properly on racks.
- ✓ Floors must be swept and wet mopped.
- ✓ All decorations taken down and tape removed.
- ✓ If event extends outside – Rental is responsible to leave the area like they found it (even if WPRF is cleaning).

B. WPRF Cleaning: Groups that rent in excess of seven hours (7+) or exceeds 120 people and groups (7 hours or less) that request WPRF to clean, will be charged a \$150 cleaning fee for 3 hours of cleaning service. Any additional cleaning needed will be charged to renter at cost of \$50.00/hour. When WPRF cleans, rental groups are responsible for the following:

- ✓ All garbage must be placed in garbage bags and taken to outdoor bins.
- ✓ Refrigerator and microwave emptied.
- ✓ All decorations taken down and tape removed.
- ✓ If event extends outside – Rental is responsible to leave area like they found it.

If the rental group wants to assist in the cleaning process to ensure that the group is not charged for additional cleaning, the rental group may assist in cleaning, only until the listed end time on the agreement.

Additional Conditions:

1. Public parking is available in adjacent lots. Number of parking spots not guaranteed.
2. Building hours are 6:00 am – 11:00 pm. *No alcohol served after 10:00 pm.*
3. If there are any problems please call the emergency contact phone number listed on your permit.
4. Dogs not allowed in the parks and/or buildings.
5. WPRF is not responsible for equipment or material owned by persons using the buildings. Such equipment may not be stored at the buildings.
6. Bathrooms are public restrooms, available for public use during park hours.
7. No sales of any kind without permit / fee. (Require WPRF approval.)
8. No tents without permit – 30-day advance notice required. (See hot lining procedure) Inflatables are not permitted.
9. Use of gym for non-athletic activities may be considered per director/designee.
10. All minors must be supervised by adults at all times (this includes hallways and outdoors).

*WPRF reserves the right to cancel a building reservation if the building is needed for WPRF use.

*All announcements, press releases, flyers, etc., relating to meetings must clearly state the sponsoring agents name and not WPRF.

*At the time of application, you will be required to agree to abide by the Americans with Disabilities Act (ADA) while using the buildings.

*The use of the name, address or telephone number of the Waukesha Parks, Recreation and Forestry Department as the address or headquarters of any group using the buildings is prohibited.

BUILDING RENTALS

Fees & Charges

- ✓ **Application, rental fee, deposit and any other fees must be submitted at least seven (7) calendar days prior to scheduled date.** Tax is included when applicable.
- ✓ There is a **3 (three) hour minimum** to rent any of the building facilities. Reservation ending time must be adhered to due to potential reservations following your event. If rental time extends past scheduled end time, additional hourly fees as well as a late fee of \$50.00 will be subtracted from the deposit.
- ✓ Fees indicated are City of Waukesha resident fees and charges – Non-residents must pay an additional \$50.00 surcharge per application as established by the Parks, Recreation and Forestry Board.

*A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Waukesha. (In general does not contribute to the City of Waukesha property taxes.)

Any rental with attendance over 120, an alcohol permit requested, and the event is scheduled beyond 8:00 pm will require additional contracted security. Additional fees and paperwork will need to be completed.

Rotary Building -1150 Baxter Street, Waukesha, 53186

CAPACITY: 120

12-eight foot tables, 6-six foot tables, 6-60" round tables, 120 chairs, podium with microphone, refrigerator, sink, microwave, projection screen, dimmer lighting, gas fireplace

Fee: \$80 per hour

E.B. Shurts Building - 810 West College Avenue, Waukesha, 53186

CAPACITY: 120

8-eight foot tables, 16-card tables, 120 chairs, podium with microphone, refrigerator, sink, microwave, projection screen, 95' attached outdoor deck.

Fee: \$60 per hour

Schuetze Recreation Center – 1120 Baxter Street, Waukesha, 53186

Eight foot tables, card tables and chairs available as needed

Fee will be doubled (100% surcharge) for SRC rentals with more than 120 people in attendance

***Gym**
Athletic
use only.
\$45/hr.

***Riverview Rm.**
\$35/hr.
CAPACITY: 60

***Conference Rm.**
\$25/hr.
CAPACITY: 25

***Activity Rm.**
\$45/hr.
CAPACITY: 250

***Kitchen/Mtg Rm.**
\$30/hr.
CAPACITY: 25

**In addition to hourly and other applicable fees, all Building Rentals require a \$200 deposit*.
Full payment of room rental is due at time of application.**

*Upon approval, deposits will be refunded 2-3 weeks following the event.

Cleaning Fee: A cleaning fee of \$150 is automatically assessed for all rentals 7+ hours or exceeding 120 people. It is optional for rentals 0-7 hours. If groups 0-7 hours choose WPRF to clean, this fee must be paid at the time of application. Any cleaning that requires more than the 3 hours of cleaning service will be charged \$50 per hour.

Holiday Rentals: Buildings are not rented on Easter, Thanksgiving, Christmas Eve, Christmas Day, New Years Eve & New Years Day. A building attendant must be hired prior to approval of any other Holidays. A \$50 holiday surcharge will be charged for any holiday rentals.

Optional User Service Fees

- Additional Picnic Tables \$80 per day (includes tax) up to 4 additional tables.
- Additional Trash Barrels \$40 per day (includes tax) up to 10 additional barrels.
- Tent Permit (100 sq. ft. or larger) Contact WPRF for fees & policies.
- Left over event supplies \$50 per day.
- Additional Cleaning \$50 per hour.
- Sales Permit (for private groups) \$65 per day.
- Portable Toilets \$10 per unit per day/rental user provides unit.
- Water Spigot/Key \$25 per day + \$50 key deposit

Any group that signs the Fermented Malt Beverage and wine distribution agreement must comply with the following:

Fermented Malt Beverage (i.e. beer) and Wine Distribution Agreement:

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner and adhere to City Ordinance #11.27(4). No charge for beverages shall be made for guest, and no beverages shall be distributed to any persons under 21 years of age. Fermented malt beverage/wine/intoxicating liquor is allowed. No alcoholic beverages shall be dispensed or be in possession of any person on the premises after 10:00 pm.

Note: Sale of alcoholic beverages requires a special liquor license and approval of the Common Council. (Inquire with Director of WPRF.)