

**CITY OF
LAKE MILLS**

Community Center

Policies & Procedures

- I. POLICY STATEMENT. The Lake Mills Community Center is located in 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. Your observance of these policies and regulations is greatly appreciated.

- II. USES. Groups or individuals using the Lake Mills Community Center will be required to comply with rules and policies governing it. Failure to comply could subject the group or individual to the loss of use privileges.
 - A. Uses Generally Permitted. Meetings, parties, receptions, dances, social or cultural activities, and certain fundraising activities. Certain uses identified below may be allowed, following the recommendation of the City Manager and approval of the City Council.

 - B. Limited Activities. The following activities shall require the approval of the City Council whether sponsored by a sanctioned or non-sanctioned group. The following factors are to be considered when determining approval of the special activity:
 - 1. Political Meetings. Political meetings also include gatherings for the purpose of furthering the candidacy of a person or persons.

The activity must be sponsored by a political organization registered with the State Elections Board and/or the Lake Mills City Clerk.

The candidates or one or more members of the registered political committee must be Lake Mills' residents.

The term "political meeting" does not include a bona fide public information meeting held by an elected official for the purpose of informing or providing his/her constituents with an opportunity to meet and ask questions of their elected officials. "Public information meetings" proposed by political candidates within two months of the elections shall be considered a political meeting.

The term "political meeting" also does not include informational meetings or candidate forums sponsored by non-partisan groups (such as The League of Women Voters) if the intent of such meeting is to provide a forum for all candidates or representation of all sides of an issue.

 - 2. 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 Lake Mills 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 Lake Mills, 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 shall require the vendor to give notice to all purchasers that the City of Lake Mills in no way warrants or guarantees any product or service being offered for sale at the Lake Mills Community Center.

Sales or solicitation does not include incidental sales at a meeting or gathering otherwise authorized in the rules and policies for the Lake Mills Community Center. Sales and solicitations also do not include fund raising activities conducted by sanctioned groups or other similar organizations.

3. Fundraising. Fundraisers are only permitted on behalf of sanctioned groups, or benevolent, philanthropic, patriotic, charitable organizations, or for political candidates.

Every charitable organization intending to conduct a fundraising activity must provide the Lake Mills Community Center Coordinator with the following:

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

- III. DESCRIPTION OF FACILITY AND APPROPRIATE USES OF ROOMS. The Lake Mills Community Center is a 15,000 square foot component of the municipal building on two levels consisting of five available rooms of varying sizes and capacities. The grounds

around the building (west side) may also be reserved for events. Each room is described below as well as its generally recommended uses.

Lake Mills Room - Intermediate Meeting Room (second level). This room will primarily be used for City Council meetings, Plan Commission meetings and other meetings of Lake Mills' governmental commissions and committees. It is intended that the tables, chairs, podium, microphones, maps, etc., necessary for these meetings will be left in place. With furnishings in place, this room has a public seating capacity of approximately 90 persons. Generally, this room is not available for rent.

Rock Lake Meeting Room – Large Group Room (ground level). 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. In the event of governmental meetings exceeding the capacity of the Lake Mills Room, arrangements can be made with the Community Center Coordinator to utilize this room. The design of the building allows this room to open to the wide central corridor and the west garden area to provide flexibility in its use. This room can be reserved for private functions. On weekdays from 10:00 a.m. to 2:00 p.m. one-half of this room is normally reserved for senior citizen nutrition programs. On weeknights and weekends, this room may be reserved for meetings or for dining in connection with receptions and other events. It is the intent to leave a minimum number of tables and chairs in place in order to avoid constant set-up.

Kitchen. The kitchen may be rented for a fee. Rental of the kitchen entitles the lessee to use the refrigerator, stove and oven. No plates, glasses or tableware will be furnished.

Conference Room #1 (ground level). This room is designed for approximately 25 persons although its capacity will depend on the actual activity. During weekdays from 8 a.m. to 5:00 p.m., city government activities have priority use for this room. This room may be reserved by Class A users (see Section IV) at no cost or fee. This room serves as the City of Lake Mills Emergency Operations Center and this use has priority over all other uses, including confirmed reservations, for all classes of users.

Conference Room #2 (second level). This room can accommodate at least 21 persons and will be used for group meetings, social activities, and senior citizens. This room may be reserved by Class A and Class B users (see Section IV) when other rooms are not available during business hours of 8:00 a.m. to 3:30 p.m.

Conference Room #3 (second level). This room can accommodate at least 21 persons and will be used under the same guidelines and policies as Conference Room #2 above.

Community Center Grounds. The area outside of the Community Center may be used for a variety of uses including weddings, ceremonies, art fairs, etc. All applicable rules for renting and reserving rooms will apply to rental of the grounds unless otherwise specified.

IV. USER ELIGIBILITY AND DESIGNATIONS. The Lake Mills Community Center is made available to groups, organizations, and private individuals. It is necessary to recognize,

however, that the user requirements, availability of space and time of use determine the actual 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 through Sunday) and that in most cases, such market rate rental will have precedence in scheduling for Friday through Sunday. Sanctioned groups will be allowed use of the facility during the week when space is available. An approved sanctioned organization is one in which over 50% of the members are residents of the City of Lake Mills, and which is accepted as such by the City Manager. Individuals and non-sanctioned groups will be allowed the use of the facility at any time for a nominal fee (as per fee schedule) when space is available. Information about becoming a sanctioned group is available from the Community Center Coordinator. The following classes of users are established.

Class A Users. City of Lake Mills governmental meetings and activities includes, but are not limited to, meetings of city committees, commissions and boards and events sponsored by a city department, committee or commission; and are under the control of that body. The Lake Mills Area Chamber of Commerce and the Lake Mills Area School District are considered Class A users. Class A users shall be given priority scheduling.

Class B Users. Includes groups that have a total membership of 50% or more City residents and have been approved as a sanctioned group by the City Manager (see page 9). Class B groups do not pay fees Monday through Thursday, although a deposit may be required.

Class C Users. Includes any group in which less than 50% of the members are Lake Mills residents and for which Monday through Thursday use of the facility is requested. Such groups are referred to as non-sanctioned groups. Class C users shall be allowed use of the facility on a fee basis.

Class D Users. Includes groups, organizations and individuals other than Class A users who wish to use the facility on weekends (Friday through Sunday). It is recognized that certain groups that benefit the community (Class B users) may wish weekend use. These groups are allowed **two events per year**, Friday through Sunday, free of charge. **After they have used their two events per year, Friday through Sunday, they will be required to pay a maintenance fee of \$50.00 for the use of the building on Friday, Saturday and Sunday (peak market times).**

V. SCHEDULING POLICY.

- A. Reservations. Proper notification is required for any group using the Community Center. All reservations shall be made through the Lake Mills Community Center Coordinator. Call 920-648-6721, Monday through Friday during office hours (10 a.m. – 4:00 p.m.).

Sanctioned groups will be given priority in scheduling. There shall be no fee required from an approved sanctioned group's use of the Center, Monday through Thursday. Sanctioned organizations will be required to pay a maintenance fee of \$50.00 for the use of the building on Friday, Saturday and Sunday after they have used their two events per year, Friday through Sunday.

Non-sanctioned groups or individuals will be allowed to use the facility on a first come, first served, fee basis. Space commitments will be accepted for one-year periods only, so as to allow all groups the full utilization of the facility. Reservations can be made over the phone for uses where no fee will be involved. For reservations where fees will be charged, a tentative reservation can be made over the phone. The reservation will be cancelled if the appropriate fee is not received in five business days.

- B. Cancellations. If a cancellation occurs for any reason, the City shall return all fees paid, less 20% to cover the cost of administration. The only exception to this policy will be if a cancellation occurs within one month of the reservation date, which shall cause the entire amount of all fees paid for the use of the Community Center to become forfeit, unless the reserved space is rented to another individual or group for the same time period.

VI. FEES. Fees are charged in order to offset ongoing maintenance costs and minimize public subsidy for this building.

- A. Damage or Extra Clean Up. If the Community Center Coordinator determines that damage has occurred to the facility or that there is a need for extraordinary clean-up measures, the renter will be billed for the cost incurred.

Senior groups with 50% or more members being 55 years of age or older and youth groups with 50% or more members being 17 years of age or younger will receive a 10% discount.

B. Reservations and Fees.

1. Class A Users – no fees, charges, deposits or reservation fees.
2. Class B Users – in general, Class B users properly sanctioned by the City Council pay no deposits, reservation fees or other fees Monday through Thursday. Class B users are allowed **two events** per year, Friday through Sunday, free of charge. After they have used their two events per year, Friday through Sunday, they will be required to pay a maintenance fee of \$50 for the use of the building on Friday, Saturday and Sunday (peak market times).
3. Class C Users – A deposit of \$25.00 shall be required at the time of reservation or rental for each facility or room for each day.

Class C users shall pay the following fees:

- a. One Time Use:
 - Rock Lake Room, Mon-Thur, \$50.00 (\$30.00 for one-half of the room)
 - Conference Rooms, Mon-Thur, \$25.00
- b. On-Going or Serial Use:

Special rate arrangements may be considered for on-going or serial use of the Community Center by a Class C user (individual or group). The Community Center Coordinator in determining an appropriate rate may use the following criteria or guidelines:

- 1) Comparable rates, fees or deposits in other similar facilities.
- 2) Fees collected, class registration, and user profits may be reviewed by the Community Center Coordinator.
- 3) Fees may be based on a percentage of total fees collected.
- 4) Co-sponsorship may be considered if the proposed use is compatible with city goals.

4. Class D Users – **to qualify for Lake Mills Resident fees you must be a City of Lake Mills' resident.** For a company to qualify for Lake Mills' resident rates, that company must be located in the City of Lake Mills. Rental of the rooms shall occur according to the following schedule:

FEES

ROOM	CITY RESIDENT	NON-RESIDENT	RESERVATION FEE
LAKE MILLS ROOM	\$ 50	\$200	\$200
ROCK LAKE ROOM (whole room)	\$200	\$400	\$400
ROCK LAKE ROOM (half room)	\$100	\$200	\$200
CONFERENCE ROOM #1	\$ 25	\$ 75	\$ 75
CONFERENCE ROOM #2	\$ 20	\$ 50	\$ 50
CONFERENCE ROOM #3	\$ 20	\$ 50	\$ 50
GROUNDS ONLY	\$ 50	\$100	\$100
KITCHEN USE	\$ 25	\$ 50	\$ 50
OPEN/CLOSE FEE	\$ 25	\$ 25	\$ 25

Any other rooms to be determined by Community Center Coordinator.

These fees cover an eight-hour time limit. Any reservation over the eight-hour time limit will cost an additional **\$30 per hour per large room and \$10 per hour per small room.** Decorating schedules shall be worked out with the Community Center Coordinator and will be subject to room availability and any other scheduled room use.

Class C and D Users are required to pay a \$25.00 open/close fee. This fee covers the personnel cost for opening and closing the facility.

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

All fees for the use of the Community Center shall be paid prior to the date reserved (usage). **A reservation fee as shown above is due at the time the reservation is made.** The balance of payment, if appropriate, is due one month before the reservation date. If the reservation is made less than one month prior to the date of the proposed usage, all fees are due at the time the reservation is made. Reservation fees in excess of rental costs will be refunded within ten business days after the event. 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 Lake Mills and either mailed or delivered to Lake Mills Community Center, 200B Water Street, Lake Mills WI 53551. Fees covered under these policies are subject to change. Those fees quoted to prospective users at the time of reservation will be honored.

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. Any repair or damages to the facility will be charged to the lessee. Failure to pay will result in legal action.

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 Coordinator or staff, the group or individual will be charged above and beyond the basic rental charges at a rate of 1 ½ times the hourly rate of effected employees.

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 Coordinator, subject to review by the City Manager, who shall make determinations regarding appropriate additional fees or deposits.

The consumption or serving of any alcoholic beverage by any group will require a \$200.00 deposit over and above all other applicable fees and deposits.

VII. GENERAL RULES AND REGULATIONS

- A. Curfew. The building must be vacated by 1:00 a.m. unless prior written approval is received from the Community Center Coordinator.
- B. Noise. Users are subject to Lake Mills' ordinances that control noises disturbing the public.
- C. Smoking Policy. There is no smoking in the Community Center.
- D. Storage. In general, storage of any equipment or other accessory items belonging to the lessee beyond the rental reserved time is not permitted.

The City of Lake Mills is not responsible for any equipment or other accessory items left at the Community Center at any time. Items left for 30 days may be disposed of in a manner deemed appropriate by the Community Center Coordinator.

When space is available, storage may be provided on a limited basis to sanctioned groups.

- E. Kitchen Use. Lessee and caterers may use the kitchen. The facility is solely a warming kitchen and cannot be used for major meal preparation.

Users who need to use the kitchen will be charged a kitchen fee as shown on page 5.

The pantry is for the exclusive use of the Lake Mills Senior Center and will not be available to any other group. The dishwasher unit may be used if the users have been instructed in its operation. The users must furnish all dishes and cleaning supplies.

It is expected that the kitchen will be left in the same condition it was in before the scheduled event. Any damages or extra cleaning will be billed to the scheduled users.

- F. **Lighted candles are not allowed.**

- G. Clean Up Policies. Facilities must be left in the same condition as when the group or individual took responsibility for the premises. Lessee will be responsible for all damages to building, furniture and any extra cleaning.

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.

Recycling is mandatory in the City of Lake Mills. To facilitate recycling efforts, bins shall be made available by the City for collecting glass and metals. Glass and metal containers must be rinsed out before they are placed in the appropriate recycling bins. Articles not properly recycled will be cause for additional fees to be charged. All other disposables shall be placed in garbage bags and set in rubbish containers outside the building. **Garbage bags must be furnished by the lessee, as must any other supplies used for clean up.**

Facilities left in a manner requiring other than customary cleaning a second time will be sufficient reason to bill the utilizing individual or group to cover these added costs, and in addition, will be sufficient proof to require an advance deposit or an increased amount of deposit for any future use of the premises. Failure to pay, or advance a deposit, could result in loss of utilization privileges and could result in additional administrative action.

Lessee will be responsible for cleaning any area utilized. This includes removal of any tablecloths, wall decorations, and other personal equipment and assuring

that the premises are in the same condition as when the group or individual took responsibility for the premises.

If a private caterer uses the facilities, lessee is responsible to see that the caterer follows the Community Center's regulations regarding clean up.

On departure, all lights are to be turned off (including bathrooms, entranceway and halls). All doors are to be locked. See page 10.

- H. Alcohol Consumption. The consumption of alcoholic beverages is permitted in the Rock Lake Room only. No sales of alcohol are allowed unless a Class B Liquor License has been obtained. (Only non-profit organizations may obtain a Class B Liquor License). A license is required if: 1) Beer/liquor is served with a meal for which a charge is made; 2) Beer/liquor is sold; 3) A charge is made directly or indirectly for beer/liquor; 4) A charge is made for admittance to the affair, even if the dinner and/or beer/liquor is free. No license is required if clubs, etc. have a gathering where beer/liquor is served.

Any group or individual desiring to serve, sell, or distribute alcoholic beverages must complete the waiver of liability form in Appendix A and submit proof of insurance in an amount of \$100,000 minimum.

- I. City Council Approval Procedure. The following procedure shall be utilized whenever a specific approval is required for a use or event, or when a waiver is requested, or when a group desires to be designated as a sanctioned group.
1. A written request explaining the use of event and the requested action shall be submitted to the Community Center Coordinator.
 2. The Community Center Coordinator shall forward the request to the City Manager. The City Manager shall act upon the request within one week of receipt.
 3. Appeals of City Manager actions shall be considered by the City Council at the next regular City Council meeting consistent with routine publication and notification requirements.

- VIII. EQUIPMENT. A small charge for equipment rent at the Community Center is necessary to help defray maintenance/replacement cost of these items. Following is a list of equipment that may be rented for use at the Community Center and the rent to be charged. A separate check or cash is required if you would like to rent the equipment. These prices are effective as of January 1, 1998.

A.	Slide Projector	\$ 5.00
B.	Overhead Projector	\$ 5.00 each
C.	Coffee Pot (55 cup)	\$ 5.00 each
D.	VCR & TV with cart	\$10.00
E.	Microphone/PA system	\$ 5.00
F.	Portable Screen	\$ 5.00 each
G.	Cassette Recorder	\$ 5.00

- IX. REVIEW AND AMENDMENT PROCEDURE. It is recognized that as conditions change, these "Policies and Procedures for Community Center Use" will need to be reviewed and

possible amended to reflect those changes or to address omissions that have become apparent. At such time, the Community Center Coordinator shall review any proposed amendment and make a recommendation through the City Manger to the City Council. The City Council shall then make the final determination regarding amendments to the document.

X. GENERAL INFORMATION

Community Center Office Hours: 10:00 a.m. – 4:00 p.m.
Monday – Friday

Community Center Office Telephone: (920) 648-6721

Make all checks payable to: City of Lake Mills

Mailing Address: Lake Mills Community Center
200B Water St
Lake Mills WI 53551

APPENDIX A

ALCOHOL WAIVER OF LIABILITY

The ability to serve, consume, or distribute alcoholic beverages in the Lake Mills Community Center is contingent upon compliance with the policies for the use of the facilities, including the alcohol policies. In accordance with those policies, the attached alcohol waiver of liability along with the required certificate of insurance, naming the City of Lake Mills as an additional insured, must be filed with the City Clerk at least five business days prior to the scheduled use of the facilities at which any alcohol will be present.

ALCOHOL WAIVER OF LIABILITY

In consideration of being permitted to use the Lake Mills Community Center in such a manner in which any alcohol is to be served, consumed, or distributed, regardless of whether a liquor license is required for the event, the undersigned sponsoring organization or responsible party hereby waives and releases the City of Lake Mills, its agents, employees, representatives and assigns from any and all claims for all damages resulting as a consequence of or arising out of the event at which alcohol is served, distributed or consumed upon the premises, and the undersigned does further covenant and agree to indemnify the City of Lake Mills, its agents, employees, representatives and assigns and save each of them harmless against any and all claims which may be made or brought against them as a consequence of or arising out of activities at the Lake Mills Community Center where any alcohol is consumed, distributed or served, including any liability alleged under any theories naming the organization or party or the City of Lake Mills as parties to any claim or lawsuit for damages.

_____ (Signature) _____ (Date)

_____ (Signature of Witness) _____ (Print Name of Witness)

Please print the following:

Name of Person Signing Waiver: _____

Authority of Person Signing Waiver: _____

Daytime Telephone Number: _____

Name of Organization: _____

Date of Event for Which Waiver is Applicable: _____

FOR OFFICE USE ONLY

Date Received by City Clerk's Office: _____

Date Insurance Certificate Received by City Clerk's Office: _____