



CITY OF LAKE MILLS

MUNICIPAL BUILDING ROOM RENTAL Policies & Procedures

City of Lake Mills
Municipal Building Facility Coordinator
200 Water Street
Lake Mills, WI 53551
(920) 648-2344
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I. **POLICY STATEMENT.** The Lake Mills Municipal Building (the “Building”) located at 200 Water Street, Lake Mills, Wisconsin, is designed to provide facilities for city business, governmental meetings, elections, civic meetings, and for use by the public to rent certain rooms for meetings and events. Groups or individuals using the Building must comply with the policies and procedures set forth herein. Failure to comply could subject the User to the forfeiture of the security deposit, additional fees, or permanent loss of use to rent the Building facilities. This document titled “Municipal Building Room Rental Policies and Procedures” (the “Policy” or “Policies”) sets forth all policies and procedures that Users can expect to follow when submitting a room rental application (“Rental Application” or “Application”) and apply for the duration of the room rental. City Staff can rely on these Policies in approving or denying Rental Applications and for the assessment of fees and application of other room rental procedures, generally. In the event of a discrepancy within this Policy or in the application or enforcement of these Policies, the City Manager is hereby authorized to resolve such discrepancy and within a reasonable timeframe to bring the matter to the City Council for notification and remedial action, if the City Council so desires. **In all instances, the City of Lake Mills takes priority over other Users for use of the Building facilities to carry out government functions.** In the event a User’s event must be cancelled by the City due to an emergency or other unforeseen event necessitating the City to use the Rented Premises, the Building Coordinator will: (i) provide as much advance notice to the User as possible; (ii) attempt to reschedule or move the User to a suitable alternate location, time, or date; and (iii) refund fees as necessary pursuant to this Policy.

II. **FACILITY DESCRIPTION.** The Building is a 15,000 square foot facility on two levels consisting of available rooms of varying sizes and capacities. Each room is described below as well as its generally recommended use. Room rental for any of the rooms includes the use of the front doors located on the north side of the building facing Water Street, the lobby area, and centrally located bathrooms (the “Rented Premises”).

- **Community Center – (ground level)** This multi-purpose room is large enough to accommodate gatherings of approximately 250 persons. The room can be divided in half with each half accommodating gatherings of approximately 125 persons. This room may be used for dances, receptions, gatherings, meetings, etc. The design allows this room to provide flexibility in its use.
- **Kitchen – (ground level)** The Kitchen facilities include a refrigerator, stove, sink, and oven. This is a warming kitchen and not suitable for major food preparation. The User must furnish all dishes. The Kitchen may be rented separately or in addition to the rental of any other room(s) in the Building.
- **Council Chambers – (second level)** The Council Chambers are primarily used for meetings of the governmental bodies of the City of Lake Mills such as for the Municipal Court, City Council meetings, and other meetings of government boards, commissions, and committees. It is intended that the tables, chairs, podium, microphones, and other equipment 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, however a request can be made to and approved by the City Manager in his/her sole discretion.
- **North Conference Room – (second level, Room 239)** The North Conference Room is equipped with a conference table and chairs which can accommodate approximately 10 persons and is primarily used for small group meetings.

III. POLITICAL MEETINGS. Political Meetings may not be held in the Building in the two weeks preceding any election and on election day. This prohibition is to maintain compliance with state and federal election laws that prohibit “electioneering” at polling places. **Political Meetings held at any other time are subject to the provisions of this Policy.**

- A. The term Political Meetings includes gatherings for the purpose of furthering the candidacy of a person or persons and forums, debates, or other events hosted by the candidate, candidate committee, non-partisan, or third-party organizations featuring candidates or issues on the ballot. The candidates or issues at the focus of these Political Meetings must those candidates or issues (e.g., a referendum question) to appear on the ballot in an upcoming election to be considered under this Section. Room rentals for meetings proposed by incumbents who are also candidates on the ballot are Political Meetings for the purposes of this Section. Requests made by a candidate committee created pursuant to Wisconsin Statutes 11.0202 shall be considered as if made by the individual candidate and will be subject to Political Meeting requirements contained in this section.
- B. Candidates, candidate committees, and non-partisan or third-party organizations featuring candidates or issues on the ballot are **prohibited** at all times from renting rooms in the Building for the establishment of a campaign office or to run any other sort of campaign activities from the Rented Premises.
- C. The term Political Meeting does not include a bona fide public information session, listening session, or other constituent meeting with an elected representative held for the purpose of informing or providing constituents with an opportunity to meet and ask questions of their elected officials (an “Informational Meeting”). Meetings held or attended by the incumbent candidate as part of the regular course of business in the incumbent’s duties and responsibilities as an elected official, such as regularly scheduled council meetings, work sessions, judicial hearings, and public hearings are not subject to the requirements of this Section. Elected officials seeking to reserve a room for a meeting that is not a Political Meeting are considered a Government User for purposes of fees and scheduling.
- D. Except for the prohibitions and limitations in the preceding paragraphs, Users hosting a Political Meeting are permitted to rent the Building facilities as a Paid User.

IV. USER ELIGIBILITY AND DESIGNATIONS. The Building facilities are available for rent to groups, organizations, and private individuals. A “User” is any person or entity further defined below or a person whose rental application for use of the Building facilities has been approved. By using the Building facilities, a User agrees to be bound by and to act in accordance with this Policy. The following User designations are established:

- A. **Government Users.** This category encompasses two types of Government Users:
 - i. City of Lake Mills Users. “City of Lake Mills Users” are those staff, departments, boards, committees and/or commissions acting within the scope of their respective government jobs or functions. Examples of permitted uses of the Building facilities to further the goals and purpose of the functioning of City government may include use for day-to-day business, City of Lake Mills governmental meetings and activities such as Council meetings, municipal court hearings, 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 and use as a polling place for elections.

- ii. **Secondary Government Users.** “Secondary Government Users” include those government or quasi-government entities that provide support to the citizens of the City of Lake Mills. These entities are typically those with legal charters or budgets separate and apart from the City of Lake Mills and may include the following: Legendary Lake Mills; the Lake Mills Area School District; county and state departments and administrators. Elected officials hosting bona fide informational sessions pursuant to the provisions in Section III.C., above, may use the Building facilities as a Secondary Government User. Other Secondary Government Users may be approved pursuant to provisions of this Section IV.A.ii. by the City Manager in his/her sole discretion.

To ensure availability of the Building facilities, all Government Users must reserve rooms for use with the Building Coordinator. City of Lake Mills Users will be given priority scheduling over all other User types, including Secondary Government Users.

- B. **Sanctioned Users.** Sanctioned Users are any group, organization, or individual who have been approved by the City Manager to use the Building facilities on a “no-fee” basis. Sanctioned Users may use the Building facilities (upon reserving the room with the Building Coordinator) Mondays through Fridays either during the day or on a weeknight up to one (1) time per month at **no cost** (the “Permitted Use”). Room reservations by Sanctioned Users on Friday evenings and weekends or more than one (1) time per month will require payment by the Sanctioned User of the market rental rate and fees as further outlined in this Policy and Appendix E as if they were a Paid User. Use of any equipment by the Sanctioned User is subject to the applicable fees as outlined in Appendix E. Sanctioned Users do not have priority in scheduling over Government Users or Paid Users.

To be approved as a Sanctioned User, a Sanctioned User Application (see Appendix C) must be submitted to the Building Coordinator no later than February 1st of an even-numbered year for approval by the City Manager, to be completed by the end of May of that year. Designation as a Sanctioned User is valid for two years and expires on May 31st of the next even-numbered year. Completed applications submitted at any other time may be considered by the City Manager in due course and if approved, the Sanctioned User designation is valid until May 31st of the next even-numbered year.

The Sanctioned User Application Fee set forth in Appendix E, Fee Schedule, must be submitted with the Sanctioned User Application. This fee is to help offset the cost of administration and review of the application as well the cost of additional wear and tear incurred by more frequent use of the Building facilities.

When considering an application to become a Sanctioned User, the City Manager may consider any relevant factors.

Sanctioned Users must still submit a room rental application in order to reserve a room.

C. **Paid User.** A Paid User is any User that does not fall into either the Government User or Sanctioned User categories. The Paid User category may include (and is not limited to) applicants who are City of Lake Mills residents, non-city residents, organizations, businesses, and candidate committees.

V. **SCHEDULING POLICY.** Weekday rentals are for the duration of the business day from 9:00 A.M. to 5:00 P.M. If a scheduled time doesn't start until later in the day, that is permissible, however room access begins at 9 A.M. and no other events will be scheduled in that room for that day. Weeknight and weekend rentals are for an 8-hour timeframe and are subject to the open and close fees set forth in Appendix E. Weeknight and weekend rentals are also subject to the open/close fee set forth in Appendix E, Fee Schedule. Time for decorating and set up/take down is included in the eight-hour room rental. Set up at a different time may be coordinated with the Building Coordinator in his/her sole discretion and is subject to room availability. Additional set up time may incur additional fees for the room rental and staff time.

A. **Reservations.** All rental applications shall be submitted to the Municipal Building Facility Coordinator (the "Building Coordinator"). Only completed applications submitted with the required deposit will be reviewed. User requirements and availability of space is a determining factor in whether or not a rental application will be approved. Rental applications may be approved up to one year in advance of the rental date on a first-come, first-served basis and subject to priority scheduling by Government Users.

B. **Cancellations.** If a cancellation occurs for any reason, the City shall return all refundable fees already paid, less 20% to cover the cost of administration.

VI. **FEES AND CHARGES.** The City Council sets the rate for fees and charges as set forth in Appendix E, which may be amended from time to time. Please check with the Building Coordinator for the most current fee schedule. Those fees quoted to applicants at the time of reservation will be honored. Fees are distinguished by User type and whether the Paid User is a City of Lake Mills resident or a non-city resident. Businesses and organizations may qualify for the resident rate upon a showing by the applicant that the primary place of business or registered address is a City of Lake Mills address. Individual applicants with a City of Lake Mills address on their driver's license or other government identification card will qualify for the City resident rate. A determination to apply the resident or non-resident rate shall be in the sole discretion of the Building Coordinator in accordance with these policies and procedures. The applicable sales tax will be added to any the total charged fee and is due to be paid in accordance with paragraph B of this Section.

A. **Room Rental Fees.**

i. Government Users: No fee.

ii. Sanctioned Users: In general, Sanctioned Users pay no fees for Permitted Uses. All other uses by Sanctioned Users are subject to the fees described otherwise in this Section VI and in Appendix E.

iii. Paid Users: See Appendix E, Fee Schedule.

C. **Deposit.** A deposit in the amount of 50% of the room rental fee is required to be

submitted with a rental application. All Room Rental Fees and Additional Fees are due one month prior to the reservation date. If the reservation is made less than one month prior to the date of the rental date, all fees are due at the time the reservation is made. 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 Municipal Building, Care of: Building Coordinator, 200 Water Street, Lake Mills WI 53551. Fees covered under these policies are subject to change.

- D. **Additional Fees.** An additional hourly fee will be charged per hour for each hour the User stays past the approved reservation time. This rate is set forth in Appendix E, Fee Schedule. Open/Close fees will also apply for weeknight, weekend, and holiday rentals. This is to cover staff time for after hours.
- E. **Equipment Fees.** A charge to use the projector and screen is necessary to help defray the maintenance and replacement cost of these items. Use of these items may be arranged with the Building Coordinator. The fee to rent these items is set forth in Appendix E, Fee Schedule.
- F. **CATV.** Please contact the CATV Operator for additional information at dgrooman@ci.lake-mills.wi.us or 920-648-2344. See Appendix E, Fee Schedule for fees to be charged for staff time for the use, set up, and operation of the CATV equipment and for staff time.
- G. **Nonrefundable Alcohol Fee.** The consumption or serving of any alcoholic beverage by any group will require a non-refundable deposit over and above all other applicable fees and deposits.
- H. **Damage or Clean Up Fees.** If the Building Coordinator determines that damage has occurred, or that there is a need for extraordinary clean-up measures, the User will be billed for the actual cost incurred including labor.

VII. GENERAL RULES AND REGULATIONS

- A. Users agree that by applying to rent the Building facilities they are agreeing they have been provided and have reviewed a copy of these Policies and agree to be bound by and to abide by all such Policies. At all times, Users and their guests are subject to the Lake Mills' city ordinances, and State and Federal laws and regulations. Users or their designee (as listed on the Rental Application) will be present at the Rented Premises at all times during the room rental.
- B. Curfew. In all cases, the Rented Premises and the Building must be vacated by 1 A.M. unless prior written approval is received from the Building Coordinator.
- C. Noise. Users are subject to Lake Mills' ordinances that control noises disturbing the public.
- D. Smoking Policy. There is no smoking, vaping, e-cigarette, or smoke machine use in the Building.
- E. Storage. In general, storage of any equipment or other accessory items belonging to the User 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 Building. Items left for 30 days may be disposed of in a manner deemed appropriate by the Building Coordinator. When space is available, storage may be provided on a limited basis to Sanctioned Users in the Building Coordinator's sole discretion.

F. **Lighted candles, glitter, confetti, and wall decorations are prohibited.**

- G. Clean Up Policies. The Rented Premises must be left in the same condition as when the User took responsibility for it. The User is responsible for all damages to Rented Premises, including for damage to furniture, and any extra cleaning that may be needed.

User is responsible for cleaning the Rented Premises. This includes removal of any tablecloths, and other personal equipment and assuring that the Rented Premises is in substantially the same condition as when the User took responsibility for the premises. This includes and is not limited to sweeping, surface cleaning on all used tables and in the kitchen, and window cleaning if prints or smudges are present.

General cleaning products will be supplied to the User and will be stored in marked tote bins provided to the User by the Building Coordinator or designee. Cleaning supplies include Envirox 118 pre-diluted multi-surface cleaner. This food-safe cleaning solution is intended for use on all surfaces including glass. Also included will be paper towels and rags in the event of any spills as well as appropriately sized garbage bags. An angled broom and dustpan and large floor sweeper are available for use.

Trash and disposables shall be placed in garbage bags and set in rubbish containers outside the building. **Any other supplies required for clean-up must be supplied by the User.**

Facilities left in a manner requiring other than customary cleaning will be sufficient reason to bill the User for the actual cost incurred.

On departure, all lights are to be turned off (including bathrooms, entryway and halls). All doors are to be locked. The Building Coordinator or other designated staff will explain these procedures to the User at the time of the rental.

- H. Room Set Up. When moving any furniture, particularly on hard floors, tables and chairs are to be lifted rather than dragged across the floor to prevent scraping the floor and unnecessary wear and tear or inadvertent damage. Tables are to be set up at least one inch away from the walls to prevent any damage. The room separator wall (in the Community Room) will be left in place and in the same condition as when the User took responsibility.

- I. Recycling. 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.

- J. Third-Party Vendors. User is liable for the actions of any third-party vendors including private caterers who enter and use the Rented Premises. The User is responsible for ensuring the third-party vendor follows these Policies.
- K. Alcohol Consumption. **The consumption of alcoholic beverages is permitted only in the Community Center.** 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 consumed but not served under the provisions listed above or in violation of State law.

Any group or individual desiring to serve, sell, or distribute alcoholic beverages must complete the waiver of liability form in Appendix B and submit proof of insurance in an amount of \$1,000,000 minimum. The City of Lake Mills, the City Manager, and City employees shall be listed as additional insureds. Proof of insurance is required to be provided to the Building Coordinator no later than five (5) business days prior to the rental.

VIII. VIOLATIONS. Violations of these policies and procedures shall be documented in writing by the Building Coordinator or his/her designee. The City Manager will review the incident. Egregious or repeated violations by a User are grounds for the City Manager to bar the User from future rentals of the Building facilities. The City Manager should notify the User in writing within ten (10) business days of this decision and the City Manager shall notify the City Council at the next regularly scheduled council meeting. The User may appeal the City Manager's decision within thirty (30) days by following the City Council Review Procedures outlined in Section IX.

IX. CITY COUNCIL REVIEW PROCEDURE. The following procedure shall be utilized whenever a City Council approval is required for a use or event, when a waiver is requested, and for an appeal of any decision made by the City Manager or Building Coordinator in applying or enforcing the provisions of this Policy.

- i. A written statement documenting the User or name of the group, organization, or individual requesting to rent the Building facilities, the proposed use of Building facilities, and the purpose of the event shall be submitted to the Building Coordinator. If applicable, a completed Rental Application (Appendix D) or Application to be Designated as a Sanctioned User (Appendix C) shall also be submitted.

- ii. The Building Coordinator shall forward the request and accompanying documents to the City Manager.

- (a) If the decision is in the purview of the City Manager pursuant to these Policies, the City Manager shall make a written decision within ten (10) business days of the date the request is submitted to the Building Coordinator.

(b) If the decision is reserved for action by the City Council, the City Manager shall place the request as an agenda item at the next regularly scheduled City Council meeting.

iii. Appeals of City Manager actions shall be considered by the City Council at the next regularly scheduled City Council meeting consistent with routine publication and notification requirements.

X. **AMENDMENTS.** It is recognized that as conditions change, this Policy may need to be reviewed and possibly amended to reflect those changes or to address omissions that have become apparent. At such time, the Building Coordinator shall review any proposed amendment and make a recommendation through the City Manager to the City Council. The City Council shall then make the final determination regarding amendments to this Policy.

XI. **GENERAL INFORMATION.**

Lake Mills Municipal Building Office Hours: 8:00 a.m. – 5:00 p.m.
Monday – Friday

Lake Mills Municipal Building Office Telephone: (920) 648-2344

Make all checks payable to: City of Lake Mills

Mailing Address: Lake Mills Municipal Building
200 Water St.
Lake Mills WI 53551

APPENDIX A

BUILDING FACILITY PHOTOGRAPHS

Community Center (ground level)



Kitchen (ground level)



Council Chambers (second level)



North Conference Room (second level, Room 239)



APPENDIX B

ALCOHOL WAIVER OF LIABILITY

The ability to serve, consume, or distribute alcoholic beverages in the Lake Mills Municipal Building is contingent upon compliance with this Policy, 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 Municipal Building 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 Municipal Building 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: _____

APPENDIX C

APPLICATION FOR SANCTIONED USER DESIGNATION

Period Ending May 31, 2026

CITY OF LAKE MILLS

MUNICIPAL BUILDING ROOM RENTAL SANCTIONED USER APPLICATION

Applicant Information

Name: _____

Email address: _____

Phone number: _____

Address: _____

Organization Information

Name: _____

Email address: _____

Phone number: _____

Mailing Address: _____

Is the organization based in the City of Lake Mills? Yes/No

If no, please explain the connection between the organization and the City of Lake Mills:

Purpose or Mission of Organization:

Membership Source:

Number of Active Members/Volunteers in the Organization: _____

Has the Organization Been Established for 6
Months or Longer? Yes/No

Date of Establishment:

Type of Organization (Please circle the applicable option):

- Non-Profit Organization
- Community Group
- Church/Religious Organization
- School/College/University
- Veteran's Organization
- Other (Please Specify): _____

Please provide details about the purpose and frequency of your organization's events or meetings:

Please explain why you believe your organization qualifies for Sanctioned User status and why it is
beneficial for your organization to use the facilities:

Agreement

I, _____, hereby attest that I have read and understood the City of Lake Mills Municipal Building Room Rental Policies and Procedures, specifically the section on Sanctioned Users. By signing this application, I affirm that all the information provided above is accurate and complete to the best of my knowledge, and that by submitting this application, my represented group is not guaranteed Sanctioned User status.

Signature

Date

APPENDIX D

RENTAL APPLIATION

**CITY OF LAKE MILLS
MUNICIPAL BUILDING ROOM RENTAL APPLICATION
REGULAR USER**

Applicant Information

Name: _____ Email address: _____

Phone Number: _____

Address: _____

Rental Information

Date of Application: _____ Date of Event: _____

Time of Start of Setup: _____ AM/PM Time of End of Cleanup: _____ AM/PM

Will alcohol be served? Yes/No Date Waiver of Liability and Insurance Received:

Organization/Group: _____

Purpose of Event: _____

Space Selection (Circle rental selections and enter total amount. Fee amounts must be confirmed with the Community Center Coordinator.)

Location	City Resident		Non-City Resident	
	Business Hours 8-5pm M-F	Non-Business Hours	Business Hours 8-5pm M-F	Non-Business Hours
Council Chambers	\$50	\$150	\$150	\$450
Community Center-Half	\$60	\$175	\$180	\$525
Community Center-Whole	\$100	\$300	\$300	\$900
North Conference Room- #239	\$30	\$50	\$90	\$150
Kitchen	\$30	\$50	\$90	\$150
Projector/Screen	\$35		\$35	
Nonrefundable Alcohol Fee	\$200		\$200	
Open/Close Fee	\$50	\$50	\$50	\$50
Total Fee				

A deposit in the amount of 50 percent of the room rental fee is required to be submitted with a rental application.

Deposit amount: _____

Agreement

I, _____, hereby attest that I have read and understood the City of Lake Mills Municipal Building Room Rental Policies and Procedures. I agree to comply with all the terms and conditions outlined therein, and I acknowledge my responsibility, per the policy, for any damages or violations that may occur during the rental period.

Signature

Date

APPENDIX E

FEE SCHEDULE (as of 08/2023)

I. Room Rental Fees*:

WEEKDAY FEE SCHEDULE

(MONDAY-FRIDAY DURING OPEN BUSINESS HOURS (8:00 AM to 5:00 PM))

ROOM	Room Fee: CITY RESIDENT	Room Fee: NON-RESIDENT
COUNCIL CHAMBERS	\$50	\$150
COMMUNITY CENTER – WHOLE	\$100	\$300
COMMUNITY CENTER – HALF	\$60	\$180
NORTH CONFERENCE ROOM (#239)	\$30	\$90
KITCHEN	\$30	\$90

WEEKNIGHT, WEEKEND, AND HOLIDAY FEE SCHEDULE**

(WEEKNIGHTS AFTER 5PM, SATURDAY, SUNDAY, AND HOLIDAYS)

ROOM	Room Fee: CITY RESIDENT	Room Fee: NON-RESIDENT
COUNCIL CHAMBERS	\$150	\$450
COMMUNITY CENTER – WHOLE	\$300	\$900
COMMUNITY CENTER – HALF	\$175	\$525
NORTH CONFERENCE ROOM (#239)	\$50	\$150
KITCHEN	\$50	\$150

II. Sanctioned User Application Fee: \$200

III. Additional Fees:

A. Additional Hourly Fee (for User holdover past rental timeframe): \$100.00 per hour

B. Open/Close Fee (for weeknight and weekend rentals): \$50.00

C. Equipment Fees (for projector and screen rental): \$35

D. Additional Staffing Fee (such as for CATV operator): \$ 100 per hour

IV. Nonrefundable Alcohol Fee (due with application): \$200.00

V. Clean-up Fees: \$100 per staff hour

VI. Damage Fees: Variable – the User will be responsible for paying the actual cost incurred (including labor) for the repair of any damage to the Rented Premises.

*A FIVE AND ONE-HALF PERCENT (5.5%) SALES TAX IS APPLIED TO ALL ROOM RENTAL FEES AND CHARGES.

** If a User intends to rent the facilities on a weekday and any time period of the rental is after business hours, the weeknight fee will be charged as well as an Open/Close fee. E.g., A city resident applies to rent the whole Community Center on a weeknight beginning 4 o'clock P.M. and ending at 8 o'clock P.M., the weeknight rental rate of \$300 plus the Open/Close fee of \$50 will be applied for a total rate of \$350.