

# Ashwaubenon Community Center



## RENTAL INFORMATION



**Ashwaubenon Community Center**  
**900 Anderson Dr. ~ Green Bay, WI 54304**  
**(920) 492-2991 or (920) 492-2331**  
**[ashwaubenon.com/communitycenter](http://ashwaubenon.com/communitycenter)**

**- Updated January 2019 -**

# COMMUNITY CENTER RENTAL & USE POLICY

## ELIGIBILITY

The Ashwaubenon Community Center is available for rent to residents and non-residents ages 21 and over. Rentals are open to residents beginning thirty-six (36) months prior to the rental date and to non-residents three (3) months prior to the rental date. Note: Groups/Organizations who wish to reserve space for monthly meetings are allowed to reserve rooms two (2) months in advance and only twice per month on any repeating day.

1. Resident

A Resident is defined as any individual who resides in the Village of Ashwaubenon and pays taxes to the Village of Ashwaubenon.

2. Non-Resident

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

3. Ashwaubenon School District Groups

School District Groups are sponsored clubs or groups who are administered by the district.

4. Co-Sponsored Groups

Co-Sponsored groups are groups that work with the village to provide recreation programs for hundreds of children. These groups are Ashwaubenon Youth Baseball (AYB), Ashwaubenon Youth Soccer (AYSA), Ashwaubenon Girls Softball (AGSA), Ashwaubenon Wrestling Club (AWC), Ashwaubenon Special Children's, Ashwaubenon Swim Club (ASC) and Ashwaubenon Youth Football.

5. Businesses

Businesses will be placed into either the "resident" or "non-resident" category. A "resident" business is located within the Village of Ashwaubenon boundaries. A "Non-Resident" business is located outside of the Village boundaries. Rental by a business must be for a business function. Rentals for the purpose of private for-profit ventures are not allowed.

Official meetings of the "Ashwaubenon" co-sponsored organizations and the Ashwaubenon School District are fee exempt. Clean-up is required. Failure to clean-up will result in a service fee being billed to the organization.

## HOURS OF OPERATION

The following rental hours may be available after all department programs and classes have been scheduled.

Sunday-Thursdays	6:00 a.m.-10:00 p.m.
Friday-Saturday	6:00 a.m.-1:00 a.m.

Note: Time must include setup, take-down and clean-up. All guests must vacate the building and all renter clean-up must be completed by closing time/end of permit time.



## 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 \$50.00 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, mopping of the floors, vacuuming of carpeted spaces and trash removal. The renter's responsibilities include removal of any and all items brought into the community center by the renter. Cleaning of the bar area and kitchen are the responsibility of the Grand Park Room and Grand Park Room East renters. Any damage to the facility noted upon inspection by Village staff will be billed to the renter, including all time and materials for the repair. Renter is responsible for all actions and/or inaction of chosen caterer, if applicable. While the Village maintains an approved list, the renter is ultimately responsible to ensure 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 (8:00 a.m.-4:30 p.m.). 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 Parks, Recreation and Forestry Department office.
4. Rentals booked within 4 weeks of date are subject to availability of staff.

## ALCOHOLIC BEVERAGES

Intoxicating liquors or fermented malt beverages shall not be **distributed or consumed** within the premises of the Community Center after **midnight (12:00 a.m.)**. Alcoholic beverages may **NOT** be sold on site **at any time**. They 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.

## LITTER/REFUSE

The applicant and/or group will be responsible for any and all damage to the Community Center. Any litter or refuse generated by the group and activity must be collected and disposed of in appropriate trash receptacles and **removed to the dumpster** at the conclusion of the reservation. The Parks, Recreation & Forestry Department 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 dealer, must not be delivered to rented facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless someone is there to receive said items on the renter's behalf.

## **RENTAL TIME**

**Your 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 must vacate the building by the end of your scheduled rental time.

## **EMPLOYEE ON DUTY**

There will be an Ashwaubenon Community Center Supervisor on duty while the building is being rented. The renter must check in upon arrival and check out before vacating the premises with the supervisor. ***PLEASE READ YOUR CONTRACT / AGREEMENT THOROUGHLY!*** The staff supervisor on duty is on site to assist the rental groups, as well as to uphold the agreed upon contracts/ facility agreement. Failure to follow the supervisors' direction may result in immediate termination of said event, up to and including dispatching Ashwaubenon Public Safety to clear the building.

## **IMPORTANT PHONE NUMBERS**

To be used if your building supervisor is not on site and you are not able to get into the building at your scheduled rental time. Please place calls in this order until you are able to reach a contact person.

- |                                  |                |
|----------------------------------|----------------|
| 1. Supervisor (June-August only) | (920) 609-0213 |
| 2. David Roehrig                 | (262) 353-8320 |
| 3. Rex Mehlberg                  | (920) 371-1701 |
| 4. Glen Steeno, Park Maintenance | (920) 606-5629 |

## **RENTAL RULES**

### **1. GENERAL RULES**

- The person/organization 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 Facility Closing Checklist.
- For youth groups, 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 has completed.

- The Village of Ashwaubenon is not responsible for any equipment or other items left at the Community Center at any time.
- Smoking is prohibited inside the building and within 25 feet of the building at all times.
- The renter assumes all responsibilities for injuries or damages that may occur to persons or participants or their property.
- Firearms are not permitted in the Ashwaubenon Community Center.

## **2. FOOD SERVICE**

- Food may be prepared at home and brought to the Community Center or prepared in the kitchen when booking.
- A catering kitchen is available for the renter's use. Included is the use of all major kitchen equipment including refrigerator, freezer, oven, stove top, microwave and sink with garbage disposal. No service ware, glassware or utensils are provided. If you use the bar or kitchen yourself, you must clean it and complete the cleanup checklist before you leave with a staff member.
- Food may be provided by a caterer. A caterer is defined as providing food and service for events at a professional capacity.
- A listing of pre-approved caterers is available. Only Pre-Approved caterers are allowed to use the facility's kitchen area. Alternate caterers may be contracted once they have completed the application, provided proof of applicable licenses and insurance and received approval from the Village.

## **RENTER RULES & RESPONSIBILITIES**

### **1. ARRIVAL**

- Community Center staff will be on site upon your arrival. Please check in when you arrive.
- Delivery and pick-up of event supplies will take place through the main entrance using the drop-off lane for unloading/loading when renting the Activity Room. Grand Park Room/Grand Park Room East renters may use the driveway on the east side of the building for unloading/loading through either the east service entrance or the caterers' entrance. All vehicles must be removed from the loading area as soon as unloading is complete.

### **2. SET-UP AND DECORATING**

- Upon rental group arrival, it is the rental group that is responsible for set-up of chairs and tables. Staff will assist when possible. At the end of rental, breakdown of tables, chairs, and the final facility cleaning is the responsibility of the rental group. The staff supervisor will assist when possible. The staff supervisor will give the rental group a clean-up checklist which must be completed and signed for the amount of determination of security deposit return.
- Renters are responsible for any linen service including rental, set-up and removal of linen.

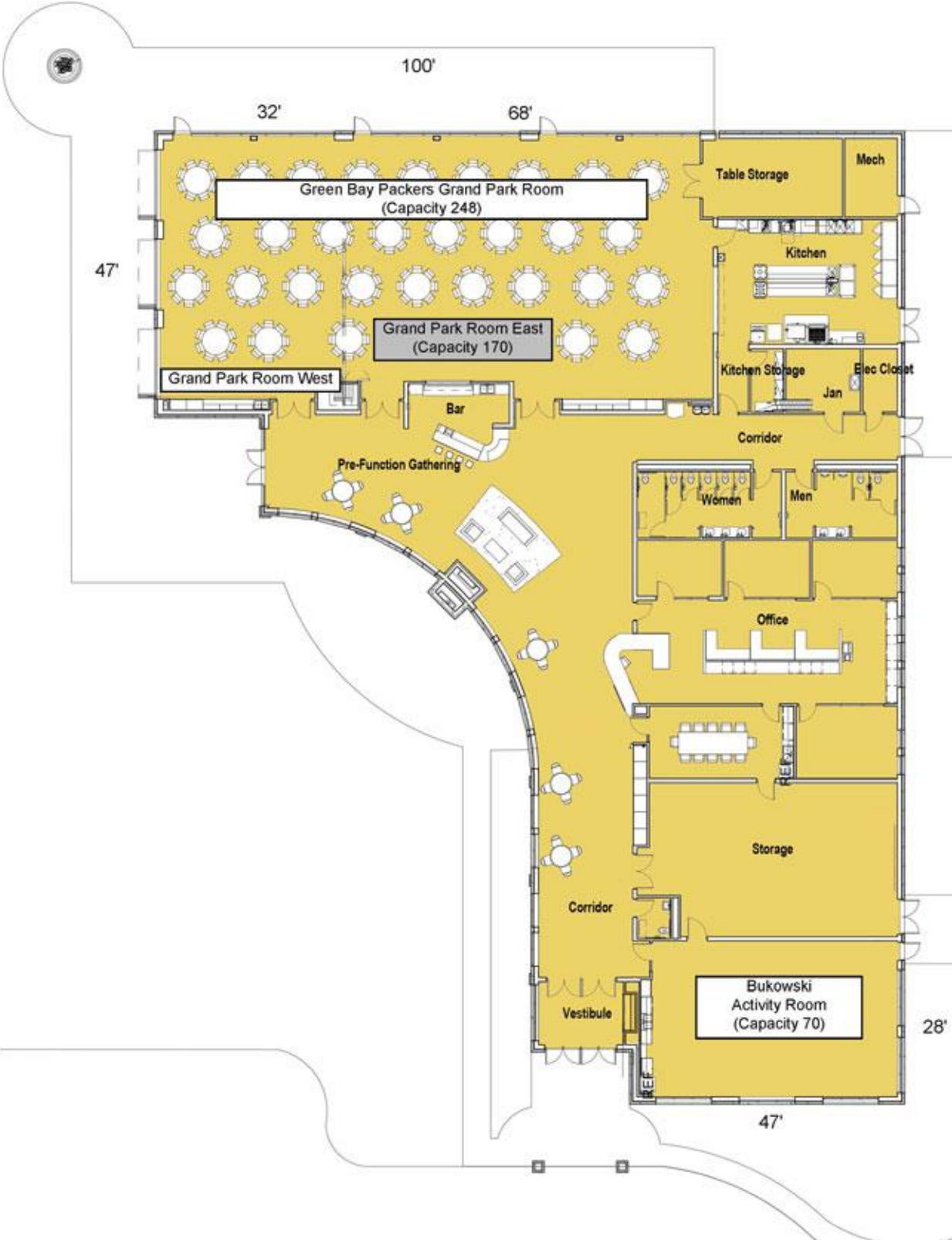
- All decorations must be put up and taken down by the renter and must be free standing. Nails, tape, tacks, staples and screws are strictly prohibited. Glitter, confetti, rice, silly string or natural flower petals are not allowed at any time.
- Dance wax or any other type of dance compounds is not 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.

### **3. EVENT GUIDELINES**

- Renters will have access to reserved rooms only. The remaining facilities may be used by other renters.
- The renter must ensure that no recreation equipment or other portions of the facility are used, except those that are requested in the building use application.
- Community Center tables and chairs must remain inside the building at all times.
- Please inform the building supervisor of any spills/damages that occur throughout the course of the event.
- 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.

### **4. EVENT CLEAN-UP**

- Return all approved equipment to the building supervisor.
- Groups are responsible for cleaning all areas utilized (including the bar and kitchen), and for the removal of any items that were 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.
- All trash and recyclables must be collected and removed from the building. Dumpsters are available outside of the building.
- All guests must vacate the building by the departure time listed on the Rental Use Application.
- The renter must ensure that the facility is left in the same condition as when the renter entered the facility.
- Users leaving the facilities in a manner that requires more than customary cleaning will be billed according to the fee chart to cover added costs and may result in loss of future building use privileges.
- The outside fire pit and patio area must be cleaned of all debris after use.





## ASHWAUBENON COMMUNITY CENTER RENTAL FEE TABLE

ROOMS	**RENTAL RATE	**HOURLY RATE	ADDITIONAL	REFUNDABLE		WEEKDAY BUSINESS MEETINGS	
			FEE	DEPOSITS	DEPOSITS	RESIDENT	NON-RESIDENT
			NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
BUKOWSKI (ACTIVITY) ROOM	\$120.00	\$30.00	\$150.00	\$200	\$500	\$30.00/hour	\$55.00/hour
GREEN BAY PACKERS GRAND PARK ROOM/EAST	\$170.00	\$42.50	\$250.00	\$300	\$500	\$42.50/hour	\$80.00/hour
GREEN BAY PACKERS GRAND PARK ROOM/FULL	\$200.00	\$50.00	\$250.00	\$300	\$500	\$50.00/hour	\$95.00/hour

- Rentals require a 4-hour minimum rental
- Business meeting rentals require a 2-hour minimum rental
- Wisconsin Sales Tax not included
- Credit Card ([rentor's](#)) required and charged for refundable deposit and will be kept on file until the event is complete

### Additional Services-Flat Fee

Overhead Projector Large Room	\$30.00
Cordless Microphone/Lavalier	NO CHARGE
DVD usage on TV in Activity Room	NO CHARGE
Additional Cleaning Fee	\$50.00/hour

AMENITIES	BUKOWSKI (ACTIVITY) ROOM	GREEN BAY PACKERS GRAND PARK ROOM
TABLES	5' Rectangle (28) 30" Wide	5' Round (30) – seats 6-8
		6' Rectangle (10)
		3' Square (10)
CHAIRS	70	258