

Community Center

Rental Information



Oconomowoc Community Center
220 W. Wisconsin Avenue • Oconomowoc, WI 53066
262.569.2199 • www.oconomowoc-wi.gov

City of Oconomowoc Parks, Recreation & Forestry Department
COMMUNITY CENTER RENTAL & USE POLICY

ELIGIBILITY

The Oconomowoc 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 twenty-four (24) months prior to the rental date.

1. **Resident**

A resident is defined as any individual who resides in the City of Oconomowoc and pays taxes to the City of Oconomowoc.

2. **Non-Resident**

A non-resident is defined as any individual that resides outside the City of Oconomowoc limits. This includes individuals who live outside the City limits yet are in the Oconomowoc School District.

3. **Oconomowoc Area School District Groups / Organizations**

Oconomowoc Area School District sponsored clubs or groups who are administered by the District. These clubs / groups must have a minimum of 75% City residents or 100% of the group / club must be active students within the school district.

4. **Oconomowoc Based Organizations**

Groups must have a minimum of 75% City residents. Organization roster may be required for verification.

5. **Businesses**

Businesses will be placed into either the “resident” or “non-resident” category based on location of the business and the guidelines within each category. Rental by a business must be for a business function.

Note: Groups / Organizations who wish to reserve space for monthly meetings are allowed to reserve rooms two (2) months in advance and only once per month. Groups must pay applicable rental fees for any additional dates unless otherwise approved by the Park and Recreation Board.

HOURS OF OPERATION

The Oconomowoc Community Center is open to the general public during the following business hours:

Monday - Friday 8:00 a.m. - 5:00 p.m.

Excluding major holidays; holiday hours will be posted one week prior to holiday.

Extended hours of operation are available to private renters upon approval. The following rental hours may be available after all department programs and classes have been scheduled.

Monday – Thursday 8:00 a.m. - 10:00 p.m.

Friday 8:00 a.m. - 1:00 a.m.

Saturday 12:00 p.m. - 1:00 a.m.

Sunday 10:00 a.m. - 11:00 p.m.

Note: All guests of the event must vacate the building by 1:00 a.m. Permit holder must have building cleaned per policy and procedures and vacate the premises by 2:00 a.m.

BOOKING TIMELINES

With the exception of elections and large community-wide events, the Oconomowoc Community Center is available for booking 36 months in advance for City of Oconomowoc Residents and 24 months in advance for Non-Residents. Renters are encouraged to call ahead to gather rental information, visit our facility and discuss the details of the rental process. Any rentals occurring less than four weeks in advance are subject to the ability to appropriately provide staff supervision prior to approval.

CANCELLATIONS

If a cancellation is made at more than four (4) weeks prior to the scheduled event, one half of the rental fee will be returned, less a \$10.00 processing fee. All fees are non-refundable if cancellation is made less than four (4) weeks prior to the scheduled event. All fees and dates are non-transferable.

AVAILABLE ROOMS AND FEES

The following rooms are available for reservation after Community Center programs are scheduled. All rentals Friday through Sunday and on holidays require a minimum four (4) hour rental. Fees must be paid in full at time of reservation. Dates will not be reserved until required payment is received in full. For complete fees refer to the **fee table** in this packet.

- Assembly Room 208A
- Assembly Room 208C
- Assembly Room 208AB (includes bar and kitchen)
- Assembly Room 208BC (includes bar and kitchen)
- Activity Room 006
- Classroom 104
- Aerobics/Dance 106
- Meeting Room 108

Additional Cleaning

If more than customary cleaning services are needed \$50/hr

Cancellation Fee

More than 4 weeks prior to event	50% of rental fee minus \$10 administration
fee Less than 4 weeks prior to event	Non-Refundable

Additional Services

Projection Screen	\$10	Wireless Microphone & Sound System	\$50
LCD Projector & Screen	\$50	Conference Speaker Phone	\$10
Sound Equipment	\$20	Podium	\$10

INSURANCE

Rentals open to the general public and/or rentals that include fund raising or profit generation must provide a Certificate of Liability Insurance in the amount of \$1 million naming the City of Oconomowoc as an additional insured, prior to the scheduled event.

CLEANING

Users leaving the facilities in a manner that require 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 removal of included tables and chairs, mopping of the floors, vacuuming of carpeted spaces and assisting the renter with trash removal.

The renter's cleaning responsibilities include: removal of any and all items brought into the Community Center by the renter. Renter must wipe down tables and chairs if necessary. Renter must clean the bar area if rented. If using bar service, bartender will clean bar area. Renter must clean the kitchen if rented. If hiring caterer, they are primarily responsible for cleaning kitchen. If you plan to bring your own food and use the kitchen, you are responsible for cleaning the kitchen; staff will sweep and mop. Any damage to the facility upon inspection by City staff will be billed to the rental to include all time and materials for the repair.

ADDITIONAL FEES AND CHARGES

1. Please refer to the Rental Fee table for a complete listing of all additional fees and charges.
2. Storage space, which includes storage bins, hallway cabinets and kitchen cabinets, are for Recreation Department use only.
3. Audio-visual equipment is available for use by renters and accompanied by a non-refundable rental fee per unit per day. A list of equipment and associated fees are listed on the fee schedule above.
4. One easel, extension cords, and power strips are available for no extra charge.
5. A service charge will be assessed if City personnel are called in to correct any problem created by the renter. City staff will be assigned to the building during your rented time which will include set up and tear down.

Special Events to include, but not limited to, Runs/Walks, Corporate Events, Festivals, etc. ... also require

approval from the Parks, Recreation & Forestry Department.

APPLICATION PROCESS

1. Applicants must complete a "Community Center Room Application" form at least two weeks (14 days) in advance of the requested date during regular office hours (8:00 a.m. – 5:00 p.m.). No telephone or email reservations will be accepted.
2. Rentals are open to residents beginning thirty-six (36) months prior to the rental date and to non-residents twenty-four (24) months prior to the rental date.
3. 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.
4. Payment in full is required at the time of application. Payment may be made in the form for cash, check or cashier's check. Reservations are confirmed only after; payment is received and the signed form is on file at the Parks, Recreation & Forestry Department office.

COMMUNITY CENTER RENTAL CONDITIONS

Alcoholic Beverages

Intoxicating liquors or fermented malt beverages shall not be sold, distributed, or consumed within the premises of the Community Center after midnight (12:00 a.m.) All alcoholic beverages must be provided by the state approved liquor license holder, Zilli Hospitality Group, for the Oconomowoc Community Center. Glass containers are not allowed.

Litter / Refuse

The applicant and / or group will be responsible for any and all damage to 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 on the east end of the building 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 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 unless written permission has been granted for storage.

Items such as soda, beer, food, etc., purchased from dealers, 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.

Parking

Parking is available on City streets and public parking lots in the surrounding area. If supplies must be dropped off, the drop off lane may be used to unload items. The vehicle must be moved to an appropriate parking location immediately after unloading. Citations will be issued as appropriate. A parking map is listed in the user guide.

COMMUNITY CENTER USER GUIDE

THE OCONOMOWOC COMMUNITY CENTER is made available through the generosity of the City of Oconomowoc taxpayers. Rooms within the Community Center are available for rent. Reasonable rules and guidelines have been established to assure the maximum enjoyment of this facility. Your consideration of these polices is expected and greatly appreciated. A group failing to properly conduct its event consistent to these rules and guidelines may be denied subsequent use.

DESCRIPTION OF FACILITY

The Oconomowoc Community Center provides available rental space on two levels consisting of five room options.

1. FIRST FLOOR

Classroom: This rectangular classroom is provided with 6' long banquet tables and chairs, cabinets, counter space and sink. Maximum capacity is 25 (*seating capacity 20*).

Dance Studio: This room is designed for dance and fitness activities. The capacity of the room varies based upon the activity. This space may only be rented for fitness activities. No food, beverage or furniture may be used in this space.

Meeting room: This space will accommodate smaller groups in a conference room setting. The room includes a conference table with seating for ten.

2. SECOND FLOOR

This area is utilized Monday through Friday from 10:00a.m. - 1:00p.m. by the Waukesha Department of Senior Dining and Monday through Thursday evenings for Recreation Department activities, it is available for rent based on availability.

Assembly Hall: This multi-purpose room is large enough to accommodate gatherings of 230 people for banquet style seating. Typical uses of these rooms include educational/recreation programs, large business/civic meetings, wedding receptions, baby/bridal showers, parties and small gatherings.

The Assembly Hall can be divided into three rooms:(*maximum capacity 230*)

Room A: 1200ft² (*maximum capacity of 72*), hard surface flooring

Room B: 1200ft² (*maximum capacity of 89*), hard surface flooring, adjacent balcony

Room C: 1260ft² (*maximum capacity of 76*), carpeting, projector and projection screen

Bar: Additional seating of twelve at the bar and six bistro tables with seating for three are available. Barware is not provided.

Kitchen: Complete with a stove, refrigerator ,microwave, dishwasher and sink with disposal and serving counter. The facility is solely a warming kitchen and can not be used for major meal preparation. Kitchen utensils are not supplied.

Tables & Linens: Chairs (270) and banquet tables (*26 - 72" round and 32 - 2'x5'*) are included in the rental fee. The renter is responsible for providing table coverings for events serving food.

3. OTHER SURROUNDING FACILITIES

Just 35 miles west of Milwaukee, 55 miles east of Madison, and 120 miles north of Chicago, Oconomowoc maintains an unmistakable small city charm. With Lac Labelle in our backyard, the Community Center offers a panoramic view of the City's most vibrant environmental asset. Adjacent to City Beach and Rhodee Memorial Band Shell, the Community Center is located at the heart of our residents' summer activities. Being only one block from a diverse downtown comprised of artful shops to unique eateries, the Community Center is an idyllic setting for both rural and metropolitan interests and offers the best of both lifestyles. **We look forward to welcoming you!**

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 City of Oconomowoc is not responsible for any equipment or other items left at the Community Center at anytime.
- Smoking is prohibited inside the building and within 100 feet of the building at all times.
- The renter assumes all responsibilities for injuries that may occur to persons or participants.

2. FOOD SERVICE

- Food may be prepared at home and brought to the Community Center.
- A catering kitchen is available for the renter's use at an additional charge. Included in this fee 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. Renters must bring their own soap, dishcloth/towel and other clean-up supplies. 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. Alternate caterers may be contracted once they have completed the application, provided proof of applicable licenses and insurance and received approval. All caterers are required to pay the Community Center a catering fee of 10% of the renter's bill, which will be agreed upon in the catering contract.

3. ALCOHOL

- All alcoholic beverages must be purchased and distributed by the state approved liquor license holder, Zilli Hospitality Group, for the Oconomowoc Community Center.
- Alcohol distribution and consumption must remain in the rental areas identified on the rental use application.
- The bar must be rented and shall be the only area used to distribute alcohol for groups over 75 guests.
- When renting one assembly room, alcohol distribution and consumption will occur within that room only.
- The renter shall ensure that minors are not served alcohol.



Zillis holds the state approved liquor license for the Community Center.

Feel free to contact Jamie with questions
414-278-6999 · jamieb@zillihospitalitygroup.com

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 party supplies will take place through the main entrance using the drop-off lane for unloading/loading. An elevator is available to transport items to the second floor. All vehicles must be removed from the loading area as soon as unloading is complete. Parking is available in one of the municipal lots.

2. SET-UP AND DECORATING

- Community Center staff will set-up tables, chairs and any reserved AV equipment as determined in the final pre-event meeting.
- Renters are responsible for any linen service including rental, set-up and tear-down.
- 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.
- No open flame devices allowed, which includes candles, hurricane lamps, lanterns, chafers, etc.
- 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.
- When renting Assembly B, the doors to the balcony will be unlocked for guests. Doors must not be propped open.
- Community Center tables and chairs must remain inside the building at all times.
- Community Center staff will clear tables to prepare the dance floor area at the time determined during the final pre-event meeting.
- 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 are violated. Running through the hallways, misuse of the elevator or other areas 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.
- All trash and recyclables must be collected and removed from the building. Dumpsters are available on the east side of the building.
- All guests must vacate the building by the departure time listed on the Rental Use Application. In consideration of the neighbors, guests should refrain from loud talking or boisterous conduct when leaving.
- The renter must ensure that the facility is left in the same condition as when the person/organization entered the facility.
- Users leaving the facilities in a manner that require more than customary cleaning will be billed according to the fee chart to cover added costs and may result in loss of building use privileges.

USES REQUIRING SPECIAL APPROVAL

Special provisions or requests may require Park Board approval. Any rental requiring additional approval is subject to all rules and guidelines outlined throughout this document.

1. POLITICAL MEETINGS

Any individual running for political office and/or an activity sponsored by a political organization may utilize the Community Center. This includes gatherings for the purpose of furthering the candidacy of a person or persons.

- The activity must be sponsored by a political organization registered and in good standing with the State Elections Board and/or the City of Oconomowoc Clerk.
- Candidates must rent a room and must conduct all political business within that room.

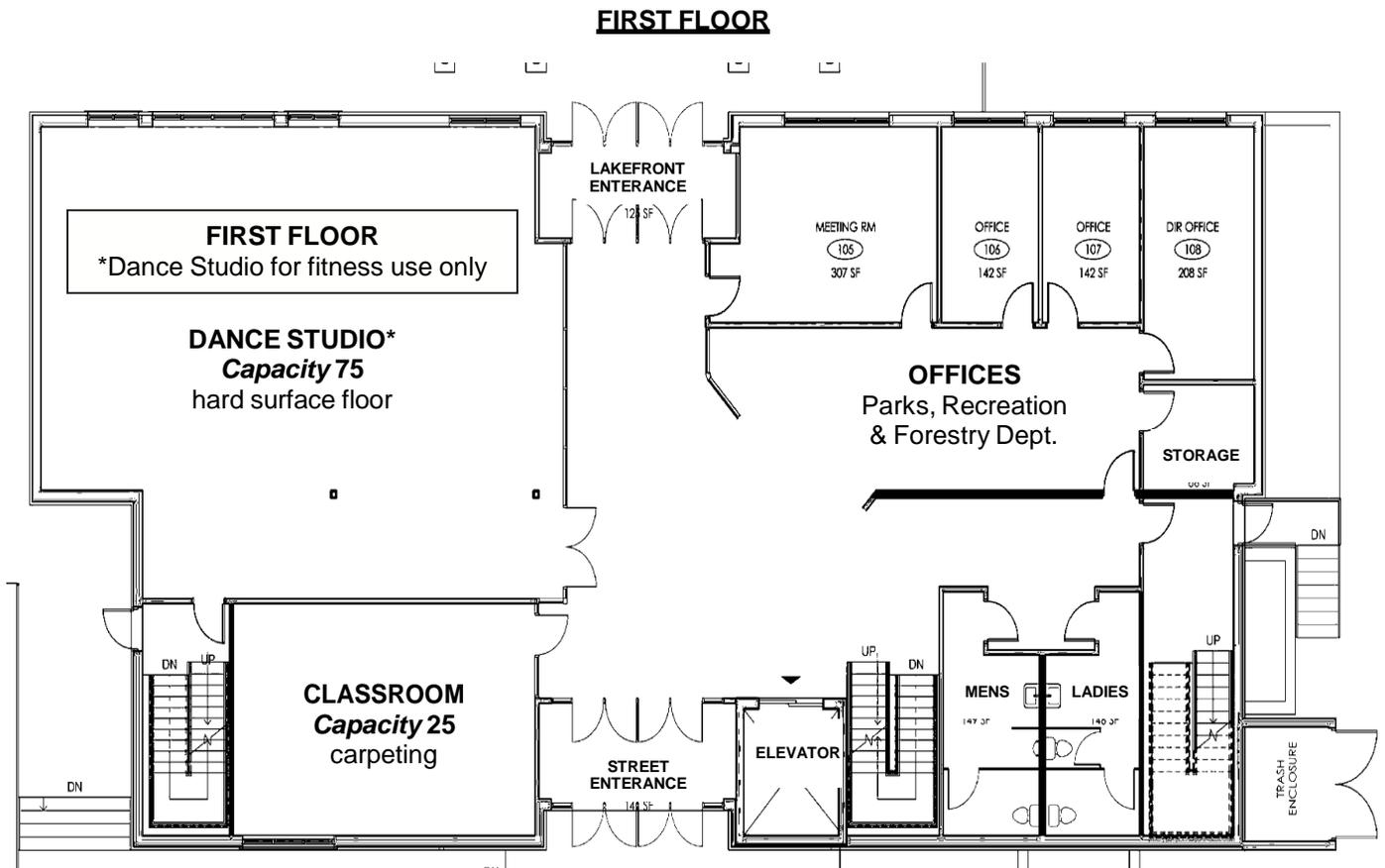
2. GATHERINGS FOR THE PURPOSE OF ADVERTISING, SALES, SOLICITATIONS, OR THE DISPLAY OF ARTICLES FOR SALE

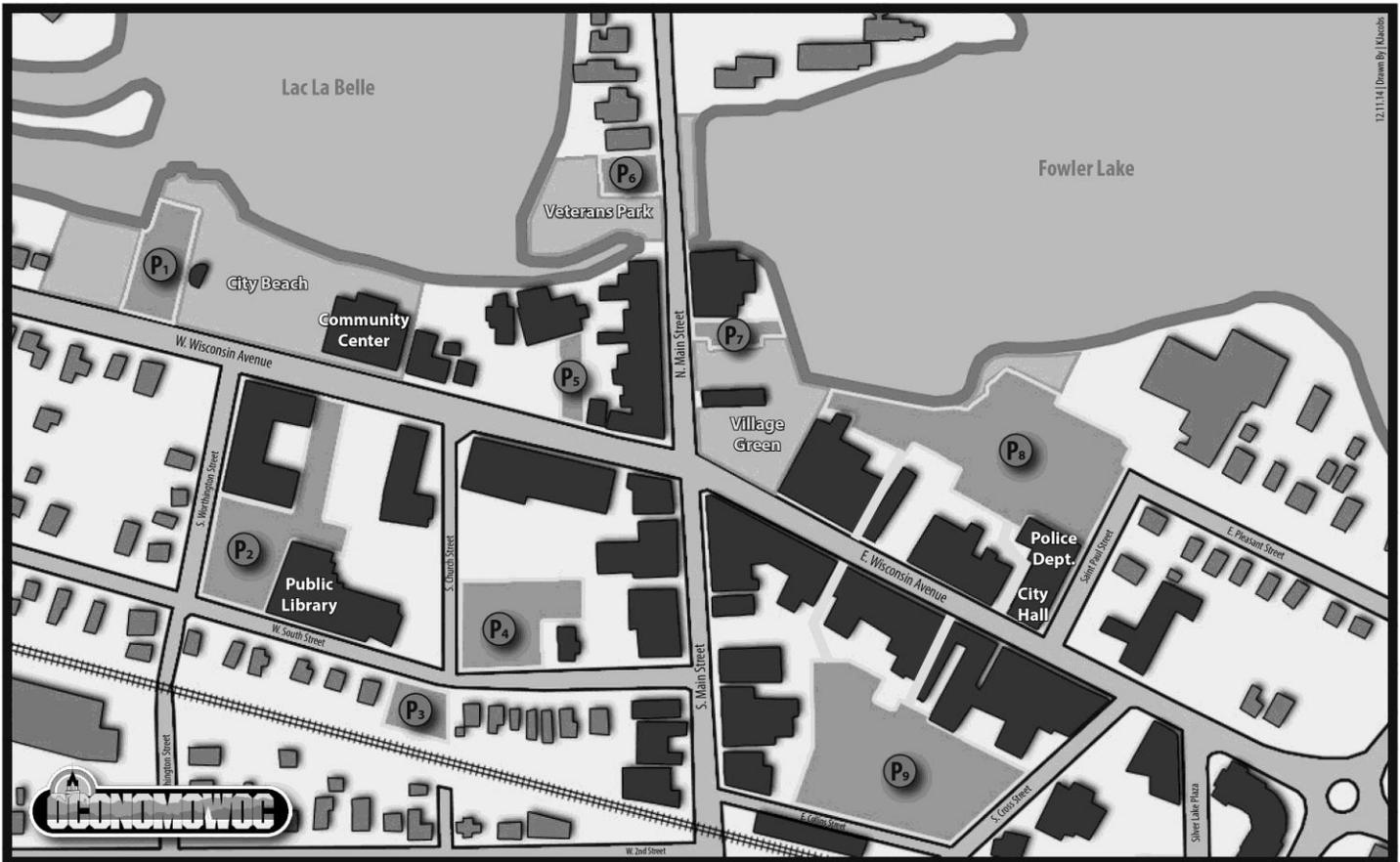
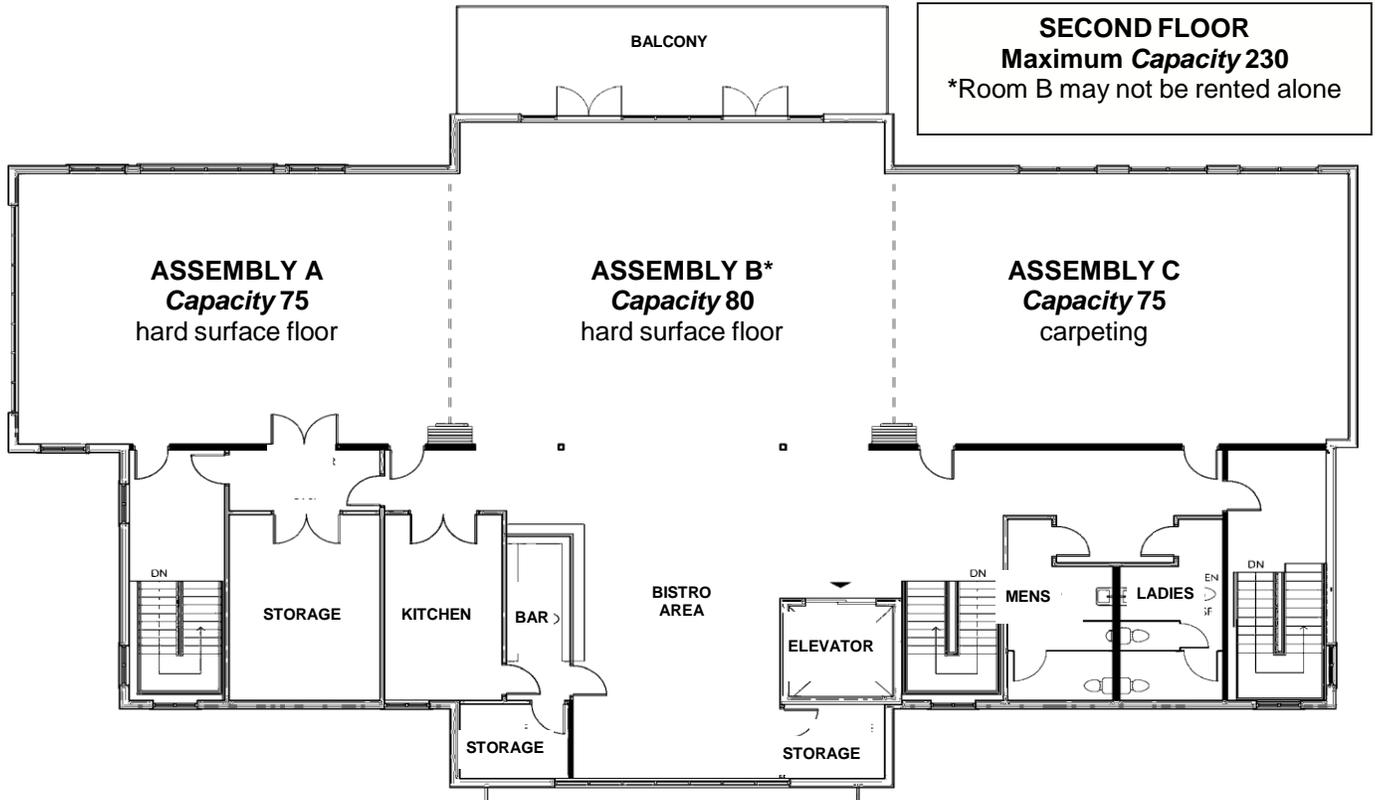
- Prior to any retail or wholesale sales, the vendor must provide copies of permits and licenses required by City ordinance.
- The city may require the vendor to give notice to all purchasers that the City of Oconomowoc in no way warrants or guarantees any product or service being offered for sale at the Oconomowoc Community Center.

3. FUNDRAISING ACTIVITIES

Fundraisers are only permitted to benefit local or non-profit organizations. Every fundraising activity must provide the following:

- Name under which the individual/organization intends to conduct the fundraising.
- Names and addresses of all responsible parties.
- General purpose for which the organization/group is organized and purpose for which the contributions will be used.
- Other information as may be necessary or appropriate in the public interest or for the protection of contributors.





12.11.14 | Drawn by | Macchi



DOWNTOWN PARKING MAP

City of Oconomowoc

LEGEND

- Downtown
- Pedestrian Walkways
- Public Parking Lots

Lot 1 : 49 spaces	Lot 6 : 20 spaces
Lot 2 : 82 spaces	Lot 7 : 13 spaces
Lot 3 : 16 spaces	Lot 8 : 154 spaces
Lot 4 : 77 spaces	Lot 9 : 187 spaces
Lot 5 : 23 spaces	

OCONOMOWOC COMMUNITY CENTER RENTAL FEE TABLE

ROOMS/SPACES	MON-THURS	FRI-SAT	SUN	HOLIDAY	NON RESIDENT FEE
Assembly 208A (4 Hours)	N/A	\$ 300.00	\$ 240.00	\$ 490.00	\$ 75.00
Additional Hourly rate	\$ 31.25	\$ 75.00	\$ 60.00	\$ 60.00	
Assembly 208C (4 Hours)	N/A	\$ 350.00	\$ 290.00	\$ 600.00	\$ 75.00
Additional Hourly rate	\$ 35.00	\$ 86.75	\$ 72.50	\$ 86.75	
Assembly 208A & B, Bar & Kitchen (4 Hours)	N/A	\$ 730.00	\$ 660.00	\$ 980.00	\$ 125.00
Additional Hourly rate	\$ 72.50	\$ 150.00	\$ 110.00	\$ 150.00	
Assembly 208B & C, Bar & Kitchen (4 Hours)	N/A	\$ 780.00	\$ 710.00	\$ 1,030.00	\$ 125.00
Additional Hourly rate	\$ 76.25	\$ 175.00	\$ 120.00	\$ 175.00	
Upper Hall-Assembly 208A, B & C, Kitchen & Bar (4 Hours)	N/A	\$ 1,060.00	\$ 860.00	\$ 1,310.00	\$ 200.00
Additional Hourly rate	\$ 100.00	\$ 200.00	\$ 155.00	\$ 200.00	
Activity Room 006	\$ 28.75	\$ 47.00	\$ 44.50	N/A	\$ 25.00
Classroom 104	\$ 23.75	\$ 42.00	\$ 40.00	N/A	\$ 25.00
Aerobics/Dance 106	\$ 28.75	\$ 47.00	\$ 44.50	N/A	\$ 25.00
Meeting Room 108	\$ 16.25	\$ 36.25	\$ 33.75	N/A	\$ 25.00

* Weekends and Holidays require a 4 hour minimum rental

Additional Services - Flat Fee

LCD Data Projector & Screen	\$ 50.00
Projection Screen	\$ 10.00
Wireless Microphone & Sound Sys-	\$ 50.00
Conference Speaker Phone	\$ 10.00
Sound Equipment	\$ 20.00
Podium	\$ 10.00

2015 HOLIDAY DATES

2016 HOLIDAY DATES

JANUARY 1	NOVEMBER 26-29	JANUARY 1	NOVEMBER 24-27
APRIL 3-5	DECEMBER 24-27	MARCH 25-27	DECEMBER 23-26
MAY 23-25	DECEMBER 31	MAY 28-30	DECEMBER 31
JULY 3-5		JULY 1-4	
SEPT 4-7		SEPT 2-5	

City of Oconomowoc Parks, Recreation & Forestry Department

COMMUNITY CENTER LAWN RENTAL & USE POLICY

The Oconomowoc Community Center lawn is available to rent, but under the guidance of department staff. Careful consideration is taken regarding an event's impact on neighboring lake properties as well as the lawn area. Staff will review your application and consider the impact of your outdoor event before approving your application.

Eligibility

You must rent the Oconomowoc Community Center upper hall – either the entire upper hall or rooms A/B or B/C to be eligible to rent the lawn.

Public use

The Community Center lawn is within surrounding public access. Rental of the lawn area does not provide exclusive rights to the Community Center deck, adjacent beach, park area and lake. During the time of your rental, the public will not be restricted from using these areas. The rental only ensures exclusive use of the designated lawn area during the time of your rental.

Watercraft rentals

Watercraft rentals take place from the lawn area and adjacent storage area daily from 10 a.m. to 7 p.m. Memorial Day to Labor Day; weather permitting.

The launching area will be moved to another location during wedding ceremonies. However, rentals and transition of watercraft may occur during setup of the lawn area prior to your event. After wedding ceremonies, if lawn games or a cocktail hour are planned, waterfront staff may need to use the adjacent storage area, but will work to minimize the impact of this use during your event.

Hours

Lawn setup cannot begin before 1 p.m.

Wedding ceremonies cannot begin before 3 p.m.

Lawn use must be concluded by 8 p.m. or dusk; whichever is earlier.

Tables and Chairs

All tables and chairs must be rented through the Oconomowoc Community Center. Lawn rental packages are listed on the following page.

Any equipment outside of what is provided with your rental that you bring to the event cannot be stored prior to your rental and must be removed after your event has concluded. Delivery of other items must be done with a hand truck or by carrying items onto the lawn. Driving a vehicle onto the lawn area is prohibited.

Setup

Community Center staff will provide setup of tables, chairs and a la carte items rented for the lawn. A final layout for the lawn is due at least four-weeks prior to your event.

Sound and Music

If you plan to provide outdoor sound at your event and your event is held while the adjacent beach and swimming area is in operation, sound must be at a level to not interfere with the safety of beach operations.

If outside of beach season, amplified music or sound must be no more than 50 dB(A) per city ordinance, Section 17.212. Amplified sound during a lawn rental must end by 8 p.m. or dusk; whichever is earlier.

Outlets are available on the exterior of the building. All sound equipment must be provided by the renter.

Lighting and Decorations

All outside decorations and lighting planned for the lawn rental are subject to review and approval.

Staking decorations into the ground is prohibited.

Flower petals are allowed on the grass area of the lawn only. They are prohibited on any concrete areas such as patio, stairs or deck areas of the Community Center.

Food and beverage

You may host food and beverages on lower patio and lawn area only during the rented lawn use times. All food and beverage use must adhere to the Catering Contract and Community Center Policy.

Restrooms & Building Access

Community Center lower-level restrooms will be available during the time of the rental.

Cleaning/Trash

Trash receptacles are located on the patio. Staff will remove trash placed in them at the end of your event.

All trash and debris must be contained and kept off the lawn area and the surrounding beach and lake. Trash beyond food scrap and beverage refuse created during a cocktail hour, like large containers used to bring items in, must be removed by the renter or caterer.

The rental area must be left clean of any debris, trash, litter and personal items. Any damage to the facility upon inspection by City staff will be billed to the renter to include all time and materials for the repair.

Fees

Wedding Packages	Price
Package #1 – Lawn and restrooms	\$250
Package #2 – Lawn, restrooms 100 chairs	\$450
Package #3 – Lawn, restrooms, 200 chairs	\$600
A la carte items	
Games: Bocce ball (2), Bean Bag Toss (2)	\$50
Tables (8 foot) – Rack of 10	\$20/each; \$100/rack
Metal Folding Chairs – Rack of 25	\$50

***Payment is due upon reservation**

***Price includes use of lawn area for designated time. Staff will setup and cleanup all rented equipment.**

***Tax is not included.**

Cancellations

Any cancellations of reservations will be refunded as follows:

More than 4 weeks prior to event Refund of 50% of rental fee minus \$10 administrative fee

Less than 4 weeks prior to event Non-Refundable

Liability

The City of Oconomowoc is not liable for any lost or damaged items that are used for a Community Center lawn rental. If damage occurs to rented items, the renter will be billed for replacement/repair.