

WAUSHARA WORLD WAR II VETERANS MEMORIAL RENTAL APPLICANT RESPONSIBILITIES

Thank you for using the Waushara World War II Veterans Memorial. Please help us keep the building in excellent condition so that it can be enjoyed now and well into the future. Remember, the building must be left in the same condition after use as before – clean and without damage.

Please check the following:

ROOM

- ☐ Move chair stacks and folded tables back to storage area.
- ☐ NO CONFETTI MAY BE USED FOR DECORATIONS
- ☐ NO staples or tacks are to be used for decorating
- ☐ Remove and dispose of all decorations.
- ☐ Heat/Air is set on automatic. It should not be necessary to adjust.
- ☐ Light switches and spot light switches are located in hall.
- ☐ DO NOT take apart black dividers.
- ☐ Clean all counters and tables with disinfectant spray and clean towel.
- ☐ Sweep entire floor and dispose waste into garbage.
- ☐ Mop up all spills
- ☐ Place garbage in garbage cans. Bags for Main Room wastebaskets are in the storage room.
- ☐ Put all garbage into dumpster on the northeast exterior of building.

KITCHEN

- ☐ Do not lock the kitchen door.
- ☐ If kitchen is used:
 - ☐ There are outlets located in the floor in front of the kitchen serving window unit.
 - ☐ Switch to turn on microwave is located in kitchen. Please turn off when done.
 - ☐ Unlocking and pushing kitchen serving window unit up will open up the kitchen serving area. Tool hanging near openings is used to pull the unit shut again.
- ☐ Turn off all equipment.
- ☐ Remove food from all appliances.
- ☐ Wipe down all surfaces with disinfectant spray and clean towel.

- ☐ Clean all equipment including refrigerator/freezer, stove, and oven (inside and out).
- ☐ Sweep entire floor and dispose into garbage.
- ☐ Place garbage in garbage cans. Extra bags may be obtained from WDPW staff. Bags for kitchen wastebaskets are in cupboard in kitchen.
- ☐ Mop up spills on floor.
- ☐ Put all garbage into dumpster on the northeast exterior of building.
- ☐ Return all equipment and cleaning supplies to WDPW staff.

HALLWAYS, PATIOS, RESTROOMS, PARKING LOT, ETC.

- ☐ Mop hallway, restrooms, if necessary.
- ☐ Clean parking lot, if necessary.
- ☐ Place garbage in garbage cans.
- ☐ Put garbage into dumpster on the northeast exterior of building.

Any damage, unreturned equipment, unclean areas, or additional time may result in forfeiture of your security deposit and/or denial of future rental use.

**WAUSHARA WORLD WAR II VETERANS MEMORIAL
STAFF RESPONSIBILITIES**

Our staff is here to assist you with the following:

- ☐ Conduct a pre-event inspection for cleanliness and damage.
- ☐ Inform your group of miscellaneous information.
- ☐ Enforce rules and regulations.
- ☐ Provide clean-up supplies for your group.
- ☐ Conduct post-event inspection for cleanliness and damage.

Rev 10/13/2025

WAUSHARA WW II VETERANS MEMORIAL

PROCEDURES AND REGULATIONS

Building Rental Rules, Procedures, and Regulations

Any individual or group that rents ("Renter") the Waushara WW II Veterans Memorial facility ("Veterans Memorial") shall agree to abide by all rules and regulations stated below. Facility rental agreements are subject to the following conditions.

1. All payments hereunder shall be made to the:
City of Wautoma
210 E. Main Street
PO Box 428
Wautoma, WI 54982
2. **Cleaning Requirements:** Renter is required to remove all personal belongings, decorations, trash and any other unwanted items to the trash receptacle site. Trash receptacle containers are located outside the building. This includes all trash from outside, including the parking lot. Renter is responsible for wiping down the tables and chairs and cleaning of the kitchen if it has been used. All cooking utensils, dishes, catering equipment, and personal belongings must be removed after the event.
3. Facility use cannot be reserved for more than one rental period unless permitted in special circumstances by the City of Wautoma. A rental period is determined to be the hours designated on the agreement as the rental time. Regularly scheduled meetings are not allowed Friday, Saturday, or Sunday. Sub-leasing/rental of this facility is prohibited.

Should Renter wish to reserve the facility for the 'day prior to' or 'day after' their event, Renter can contact City Hall one (1) month prior to their event to confirm that the facility has not been rented on the date(s) preferred. If facility has not been rented, Renter will pay an additional \$50.00 for each date(s) desired.

4. Use of the facility prior to the rental period is not permitted. The Renter may enter the facility the evening before the scheduled event to decorate if prior permission is obtained and no other functions are scheduled.
5. Weekend rental times for the Veterans Memorial are:

Friday	4:00 pm to 12:00 am
Saturday	8:00 am to 12:00 am
Sunday	8:00 am to 12:00 am

Early entry will not be allowed unless prior authorization is given by the City of Wautoma.

6. **Walk-Through:** A walk-through of the facility with an employee or designated representative of the City of Wautoma is optional. It will be the Renter's responsibility to make arrangements for a walk-through with City staff prior to the event.
7. The Renter or a designated responsible individual must be at the facility during the entire event. The Renter or designated responsible individual will be responsible for the security of the building for the duration of the scheduled event.

Renter or designated responsible individual will insure:

- a. That no physical altercations occur during the event
 - b. That minors are not served alcoholic beverages inside or outside the facility
 - c. That no damage or destruction of City property occurs during the event. **If any damage or destruction occurs, the Renter will be subject to loss of all fees as well as any additional costs which may be incurred to repair the facility.**
8. **Kitchen:** The kitchen is not to be used for food preparation. The kitchen may be used for warming and serving previously prepared food. The stoves, ovens, refrigerator, sinks and counter tops may be used. Cooking and serving utensils are not available for use.
 9. **Decorations:**
 - a. **ALL DECORATIONS MUST BE FIRE RETARDANT**
 - b. Please **DO NOT** nail, tack, screw, or staple decorations to any part of the building or furniture. Only use masking tape, double sided Velcro tape, or other non-marring fasteners to hang decorations on building walls or ceiling. Masking tape may be used to fasten decorations or table cloths to tables.
 - c. Please remove all decorations after the event. Remove adhesive from all surfaces, including walls, ceiling, and tables. In case of a late event, decorations may be removed on the next business day if no other event is scheduled. Please check with City Hall prior to your event and staff will let you know if another event has been scheduled.
 - d. **CONFETTI AND GLITTER MAY NOT BE USED FOR DECORATIONS**
 - e. **PLEASE DO NOT STAND ON TABLES OR CHAIRS TO DECORATE. A STEPLADDER MAY BE USED.**
 - f. Repair or replacement for any and all damages will be paid for by the Renter.

10. **Equipment Use:** Tables and chairs are available for your use. There is also a Public Address (PA) system available for a fee. The cost is \$50.00 with an additional \$50.00 refundable security deposit. The Renter assumes responsibility for any damage resulting from the use of the PA system. All property and equipment within the building is not to be removed from the premises.

11. **Animals:** No animals will be allowed in the building with the exception of animals that are certified for those persons who for reasons of medical conditions require the use of such animals for guidance.

12. Alcohol

- a. **Alcohol Beverages are to be consumed within the building only.** According to City of Wautoma Municipal Code, Section 4-139 (1988, §9-4-1 (a)), outside consumption and possession of alcohol beverages [is] prohibited. Therefore, alcoholic beverages may not be consumed outside the building, in the parking area, or on streets or sidewalks adjacent to the building.
- b. **Alcoholic Beverage Curfew: Alcoholic Beverage Curfew shall be observed at the hour of 12:00 am.** Please remove all alcoholic beverages from public view and do not allow consumption after midnight. Violations of this section may subject the Renter to immediate suspension of the event, forfeiture of their security deposit, and additional costs.
- c. **SERVING OR SELLING ALCOHOLIC BEVERAGES AT YOUTH ORIENTED EVENTS IS STRICTLY PROHIBITED.**
- d. **FRIDAY, SATURDAY, AND HOLIDAY RENTAL DATES:** Any use of alcohol on a Friday, Saturday, or the night before or the day of the following listed holidays or festivals **WILL REQUIRE** the Renter to use the Veterans Memorial's "exclusive" concessionaire to arrange for the serving of alcohol.

Holidays/Festivals

- i. New Year's Day
- ii. Martin Luther King Day
- iii. Presidents' Day
- iv. St. Patrick's Day
- v. Easter
- vi. Cinco de Mayo
- vii. Memorial Day
- viii. Independence Day
- ix. Labor Day
- x. Halloween
- xi. Thanksgiving
- xii. Christmas
- xiii. Quinceañera and/or Quinceañero

In addition to the requirements above, the Renter will be required to arrange for a Security Guard as outlined in paragraph 14 below on any of the above dates where alcohol will be offered.

- e. **All alcohol used on the dates described above MUST be purchased from the concessionaire.** Any alcohol found on the premises, including the parking lot, is subject to being confiscated if not purchased from the concessionaire. In addition, the event may be shut down immediately if non-concessionaire provided alcohol is discovered.

13. Capacity of Building: The maximum capacity of the Veterans Memorial is 450 standing people. The maximum capacity for dining in the hall is 350 people. The Fire Inspector has determined this number of people to be a safe occupancy for the building. The maximum number of people shall not be exceeded. Hall capacity is posted in the building. A violation of maximum capacity may result in closure of the event.

14. Off Duty Officer

- a. For major events of 150 or more participants where alcohol is served, the use of an Off Duty Officer is required. The cost of the Off Duty Officer will be at the Renter's expense. Off Duty Officers must be a licensed off duty law enforcement personnel.
- b. Off Duty Officer requests must be directed through the City of Wautoma Police Chief or his designee. The cost for each Off Duty Officer(s) will be their current hourly rate per hour.
- c. As described under paragraph 12 above, an Off Duty Officer(s) will be required on a Friday, Saturday, or the night before or the day of the listed holidays or festivals when alcohol is being served.

15. Building Key: The key for the Memorial Building is to be picked up from the Wautoma City Hall between the hours of 8:30 am and 4:00 pm on the last business day before the rental event. (Business days are Monday through Friday, excluding Holidays.) A note signed by the Renter authorizing the key to be picked up by the note bearer will be accepted if the Renter is unable to pick up the key.

Receipt of the key does not authorize early entry to the building except for scheduled decorating and is for the scheduled rental time only.

No deposit fee will be returned until the building has been inspected by the City of Wautoma and the key is returned. The key must be returned as soon as possible after the event.

Duplication of the key is strictly prohibited and punishable as a misdemeanor violation.

16. Rental Fees and Deposits

- a. All rental fees are to be paid in full prior to the event. A minimum of one-half (1/2) of the rental fee will be required at the time the reservation is made. The remaining

balance must be paid fourteen (14) business days prior to the rental date. Non-payment of the balance will result in the forfeiture of the rental date.

- b. **Cancellations:** Cancellations will be accepted within sixty (60) days prior to the rental date. A \$50.00 cancellation fee will be charged for reservations cancelled within time allowed.
- c. **Refund of Cleaning and Security Deposit Fees:** A refund of the cleaning and security deposit fees will be issued after your event when it is determined by City staff that the cleanliness and condition of the premises are within standards and that none of the regulations have been violated. Any charges for damage, loss, excessive cleaning or additional custodial duties shall be deducted from the deposit. Costs exceeding the fee will be billed to the Renter. The report regarding the condition of the premises will be available at the City Hall after the rental.

The deposit fee will be refunded only to the person or organization whose name appears on the rental agreement.

Please note that refunds take a minimum of fifteen (15) business days to process.

- d. **Walk-through prior to renting:** If a prospective Renter is unfamiliar with the building, the City suggests that the Renter utilize a designated person to show them the facility at the time of renting or soon afterwards. City Hall staff will get in touch with a “contact person” to escort the Renter on a guided tour of the facility to insure that the renting party is completely familiar with the building. The “contact person” will also inform the Renter as to the availability of potential caterers and also who they can contact to help set up and clean up the building to meet the Renter’s needs and specifications.
- e. **Fee Schedules:**

Sunday through Thursday Rentals for Profit Groups, Service Groups, Family Gatherings, and Veteran’s Groups that are charging admission:

<u>Group Size</u>	<u>Fee</u>	<u>Refundable</u> <u>Security Deposit **</u>	<u>Total</u>
1-49	\$ 100.00	\$ 100.00	\$ 200.00
50-99	\$ 200.00	\$ 200.00	\$ 400.00
100 and above	\$ 300.00	\$ 300.00	\$ 600.00

**** Friday, Saturday, and Holiday/Festival Rentals:** Friday, Saturday, and Holiday/Festival Rentals described under paragraph 12 above are **required** to have a Security Deposit fee of \$500.00, regardless of the number of attendees.

The Security Deposit is refundable. Please see paragraph c. above.

MEETINGS w/o FOOD

<u>Group Size</u>	<u>Fee for 4 Hours or Less</u>	<u>Fee for Over 4 Hours</u>
1-15	\$ 10	\$ 15
16-30	\$ 20	\$ 30
31-49	\$ 40	\$ 60
50-99	\$ 75	\$110
100 and above	\$100	\$150

FAMILY PARTIES

(Birthday, Anniversary, etc with only Cake & Ice Cream)

No limit on number of people	\$50.00
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Subject to a cleaning fee if necessary at the discretion of the City Administrator's office

17. Responsibility of Renter

- a. Renter and/or his or her agent shall not pledge the credit of the City of Wautoma and shall save harmless against any and all claims for damage against persons or property which arise during or as a consequence of the rental agreement or the occupation arising hereunder.
- b. If the facility has been damaged, the City of Wautoma shall first notify the Renter immediately upon inspection of the facility.
- c. The City of Wautoma shall obtain two (2) estimates of the cost to repair the facility and inform the Renter of the quotes and request payment in advance of the cost of the acceptable estimate.
- d. Where payment is not made pursuant to the previous paragraph, the City of Wautoma may, in its sole discretion, have the work done to its satisfaction and the cost thereof shall be recovered according to law.
- e. The Renter shall be responsible for the conduct and supervision of all persons using the facility while occupied by the Renter.

- f. All articles brought to the facility for use by the Renter or persons using the facility when occupied by the Renter shall be removed forthwith at the termination of the Renter's occupancy of the premises. Items not removed by the Renter will be removed by the City of Wautoma and any and all costs incurred, including storage, will be charged to the Renter.
- g. If you notice a damaged/broken table or chair when setting up for your event, please contact City Hall to report it. Their number is 920-787-4044. Please leave a message if it is after normal business hours.
- h. When putting the tables away after your event, please make sure to wipe and dry off all of the tables before they are returned back to their carts. For the long table racks, please place only 13 tables on each cart and please note that they must lay flat.
- i. If at the end of your event you notice damage to any of the tables, chairs or the facility in general, please call City Hall immediately to report the damage. Their number is 920-787-4044. Please leave a message if it is after normal business hours.
- j. All exits and fire extinguishers shall be kept free from obstruction at all times during the Renter's occupancy of the facility.
- k. Please make sure all doors are fully closed and locked before you leave.

Rental term violations and/or safety or security concerns may result in immediate closure of the event, loss of security deposit, and subject the Renter to possible additional charges.