



COMMUNITY CENTER POLICY

**102 North Rutland Avenue
Brooklyn, WI 53521
608-455-4201**

The Brooklyn Community Center is made available for use by all groups through the generosity of the residents of the Village of Brooklyn. Rules and guidelines have been established to assure the continued enjoyment of this facility and your compliance with these policies is greatly appreciated.

Thank you!

Community Center Policy Adopted 6-8-2015

USES

The Community Center, a historic building built in 1932 for community events, was designed to provide a common space for recreation, meetings and events which require a facility to accommodate special occasions. To protect this multi-purpose, historic building, it is essential individuals or groups utilizing the Brooklyn Community Center comply with the rules and policies which govern the use of the Center. Failure to follow these policies could result in the loss of the deposit and/or future utilization privileges.

Activities Permitted: Meetings, parties, receptions, dances, classes, school and youth activities and other social, recreational or cultural activities. Additional uses may be allowed with approval of the Village Board. (The gymnasium is open for use by residents without cost for informal basketball, volleyball, indoor play of supervised children, or other appropriate activities. To reserve the facilities or gym, and obtain entrance keys, contact the Clerk's office at Village Hall, 210 Commercial St., or 608-455-4201.)

DESCRIPTION OF FACILITY

The Brooklyn Community Center provides available rental space on two levels, consisting of four rooms of various sizes and capacities. Each room is described below, as well as its generally recommended uses.

Gymnasium

This multi-purpose room is large enough to accommodate groups up to 356 persons. This room is typically used for basketball, volleyball, school programs, athletics, craft shows, plays, concerts, large meetings, summer youth recreation program, receptions, large parties and dances.

Committee Room

This small room is located on the upper level immediately on the left as one enters the main entrance to the building. It can accommodate up to 20 persons. A large table and chairs is provided and is ideal for committee or other small meetings. This room is at no cost to local non-profit, municipal or church organizations.

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Lower Level – South Room

This room can accommodate up to 130 persons. Located directly off the kitchen facilities, it is the perfect room for any type of activity where food and beverages will be served. Typical uses for this room include: luncheons, dinners, small receptions, parties, large meetings, classes, etc.

Lower Level – North Room

Adjacent to the South Room in the lower level and connected by an entryway at either end, this space can be used for overflow from the South Room or simultaneous meetings which are not disturbed by background noise. This room is designed to accommodate approximately 74 persons.

Kitchen

The kitchen and its contents are included in any Community Center rental as needed. Contents include coffee pots, dishes, silverware, stove, microwave, refrigerator, and sink. Kitchen linens, food preparation pots or bowls or special utensils, and clean up products are not provided. The large table is excellent for preparing meals or items for fundraising food-related events. For ease with serving, there is a pass-through counter with doors that open into the south room. Kitchen rental will be on a first come, first serve basis.

RESERVATIONS

For those groups wishing to utilize the facility, proper notification is required. All reservations must be made through the Village Clerk's Office by telephoning (608) 455-4201 or in person at the Clerk's Office, 210 Commercial St. M-F between the hours of 7 am to 4 pm. Reservations are made on a first come, first serve basis and will be accepted no more than one year in advance to allow all groups access to the facility.

USER FEES AND CONTRACT CONDITIONS

The following fees apply to all users of the Community Center except groups which are exempt. (See page eight (8) for this listing.) **To qualify for Brooklyn resident fees, the Lessee must be a resident of the Village, or, if a business, must be located within the Village boundaries. Rental by non-residents will require non-resident fees.** Proof of residency is required.

Lines initialed by the Lessee indicate the condition has been read, understood, and approved for each specific item stated.

FEE SCHEDULE PER EVENT:

_____ A) Meetings and Classes

- 3 hour limit	<u>Non-Profit</u>	<u>For Profit</u>
Resident, property or business owner -	no charge	\$25.00
Non-resident -	\$25.00	\$50.00

_____ B) Funeral Receptions

Resident, property or business owner-		
lower level		\$ 50.00
entire building		\$100.00
Non-resident - lower level		\$100.00
entire building		\$200.00

_____ C) Profit Groups/Receptions/Parties

Resident, property or business owner-		
lower level		\$125.00
entire building		\$300.00
Non-resident - lower level		\$350.00
entire building		\$550.00

_____ D) Recreational Use

-3 hour limit		
Resident, property or business owner		no charge**
Non-resident		\$50.00**

**A responsible adult must sign a Hold-Harmless agreement and be present for the duration of use.

**Arrangements for use must be made in advance at the Clerk's Office during regular office hours, 7 am—5 pm, M-F..

_____ E) Security deposit for rental of building which requires a fee is: \$500 for resident; \$1000.00 for non-resident. Note: Additional deposit may be required if the person or group previously left the building in an unsatisfactory condition.

_____ F) Fifty (\$50.00) per hour per public works employee or specialty service at cost will be charged to the responsible party for clean up after use if the building is not in satisfactory condition. Total amount owed to the Village will be deducted from the security deposit and/or charged to the responsible party. **All users are subject to possible clean-up and/or damage fees.** Failure to pay will result in legal action.

_____ G) Fees cover prescribed time limit. Decorating schedules shall be worked out individually with the Clerk's Office and are not subject to fees but dependent on room availability.

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_____ H) Tables and chairs are included in building rental fee.

_____ I) Table and chair rental for personal use off site:

one table	\$5.00
ten chairs	\$5.00

_____ J) Thirty (30) days prior to the event:

Contract Signed by the Lessee

Hold Harmless Agreement Signed by the Lessee

Rental Fees Paid by the Lessee

Deposit Fee Paid by the Lessee

(One day prior to the event, or when the building key is signed out, a pre-event checklist will be completed.)

_____ K) If the reservation is made less than one month before the date of the event, all fees, payable in cash, are due at the time the reservation is made. Failure to provide the Village with the required fees will result in automatic cancellation of the booking.

Checks should be made payable to the “Village of Brooklyn” and either delivered (can use outside drop box) or mailed to:

Brooklyn Village Hall
210 Commercial St.
PO Box 189
Brooklyn, WI 53521-0189

_____ L) If a cancellation occurs for any reason, the Village shall return all fees paid if the event is cancelled greater than two weeks prior to the event date. If less than two weeks’ notice is given, fifty percent (50%) of the rental fee will be charged and fifty percent (50%) returned.

_____ M) **Keys to the Community Center must be picked up on Friday for week-end events, or 24 hours prior if held during the week, by the Lessee signing the Contract and Hold Harmless Agreement. If tables and/or chairs are rented for an off-site event they must be picked up before 2:00 pm Monday—Friday as Public Works staff are unavailable after 2:30 pm.**

_____ N) Fees listed in this policy are subject to change. Fees quoted to prospective users at the time of reservation will be honored.

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GENERAL RULES AND REGULATIONS

The following rules shall be followed to insure the return of your deposit:

- _____ 1) Before the security deposit is released, the building will be inspected by a public works staff member.
- _____ 2) No tape (except blue painters' tape), push pins, staples, adhesive, etc., of any kind may be used on the walls. Special adhesive such as Poster Putty is acceptable.
- _____ 3) No helium balloons are allowed in the upper level.
- _____ 4) At least one **security officer is required if alcohol is served on the premises with 50 people in attendance at any time or two security officers with 100 or more persons in attendance at any time; additional officers if event is over 200.** If alcohol is served, glass bottles shall not be allowed. There shall be no alcohol outside the Community Center or in the parking lot. It is the responsibility of the Lessee to contract independently with a security firm. A copy of the signed security contract shall be provided to the Village of Brooklyn Police Chief fifteen days in advance of the event. The security firm hired by the Lessee shall be registered in the State of Wisconsin with officers licensed by the State of Wisconsin.
- _____ 5) Lighted candles, except self-contained votives and tea lights, are not allowed.
- _____ 6) Smoking is prohibited in the Community Center per Village Ordinance 22.14.
- _____ 7) Groups are responsible for cleaning all areas utilized, removal of tablecloths and personal equipment, and assuring the facility is in the same condition as it was when the space was rented.

This includes the following:

- a. Your own dish cloths and towels must be provided. Wash, dry and neatly stack all dishware, glassware, and silverware. Clean coffee pots, counter tops, tables, stove, refrigerator etc. (return refrigerator temperature to low setting).
- b. All trash must be bagged, tied and placed outside the Hotel Street (north) entrance on the lower level of the building, in front of the westerly garage door (garage door closest to entrance).
- c. Recycled paper, cans, and cardboard, shall be placed in the blue recycling cart(s) or clear plastic bags found in the kitchen. This is a requirement of Village Ordinance, Chapter 44.
- d. All floors must be swept and mopped, including the bathrooms, following posted instructions. (The mops, dust mops, and pails are kept in the room where the chairs are kept.)
- e. All decorations must be removed and disposed of properly.

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- f. **If cold weather, the thermostat must be returned to 60°F.**
- g. All lights are to be turned off (including bathroom lights).
- h. All windows shall be closed and secured

____ 8) Only those rooms reserved will be available for use. Decoration preparation before the event is available if the room or gymnasium is not rented the previous day.

____ 9) Week-end events end no later than midnight (12 AM). **To avoid another day rental fee, clean-up after the event must be completed, the building vacated and locked by 1:00 a.m.**

____ 10) The Community Center keys must be placed in the Village drop box located in the Drive-Thru at Union Bank & Trust after the event or returned to the Village Clerk's Office no later than 8 a.m. on the Monday (or the day after) following the event. Keys are to be returned by the person signing the rental contract if not left in the twenty-four hour drop box.

____ 11) Any group or individual bringing in outside equipment or furnishings shall be responsible for setting up and removing same **without damaging or scratching the floor.**

____ 12) Any expenses resulting from the issuance of a Class B Picnic Beer License, or the rules governing same, will be charged to the Lessee, unless the event will benefit the community and such charges have been waived by the Village Board. No sales of alcohol are allowed unless a Class B Picnic Beer License has been obtained

____ 13) Users are subject to the Brooklyn Ordinance 22.02(d), Public Nuisances, which addresses excessive noise and other possibly disturbing events.

____ 14) No appliance generating an open flame is allowed. Because this is a historic building, please follow posted outlet appliance usage directions to avoid overloading the circuits in the kitchen.

____ 15) **Clean Up-** Lessee will be responsible for all damages to the building, furnishings and any extra cleaning required. If a private caterer uses the facilities, lessee is responsible to see that the caterer follows the Community Center's regulations regarding clean up.

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 any amount above the deposit amount collected may result in loss of utilization privileges and could result in additional administrative action.

Lessee will be responsible for mopping up spills (beer, pop, etc.). Lessee will be responsible for removal of any tablecloths, decorations, and other personal equipment.

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The building is to be left as it is found for cleanliness.

- ____16) The Village of Brooklyn reserves the right to revoke utilization privileges to any individual or group not in compliance with these general rules and regulations.
- ____17) The deposit (check/cash) can be picked up in the Clerk's Office seventy-two (72) hours after the event following proper inspection of the building by Village personnel.

If problems arise contact Public Works at 608-376-0448.

VILLAGE OF BROOKLYN PRE-APPROVED USER GROUPS

(This list is not intended to be all-inclusive, but as a guide)

The following local groups are exempt from rental fees for meeting and fundraiser use. Deposit is required along with a signed Hold Harmless agreement.

1. Any Village government connected committee/group (takes precedence over any other rental)
2. American Legion and Auxiliary
3. VFW and Auxiliary
4. Girl Scouts/Boy Scouts
5. 4H Club
6. Lions
7. Optimists
8. Brooklyn Chamber of Commerce
9. Brooklyn Sno-Hornets
10. Fire Department and EMS
11. Area Soccer, Baseball and Softball Associations
12. Government entities
13. Political gatherings
14. Area sponsored youth and children activities with adult supervision
15. Any school oriented or parent sponsored group (both public and private school groups)
16. Brooklyn churches

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Village of Brooklyn
Community Building

Event Leasing Contract

I have read the above conditions, understand the conditions, accept all conditions as stated, and will abide by these conditions of leasing space in the Village of Brooklyn Community Center. I have also received a copy of this signed contract.

Dated this _____ Day of _____, 201__

SIGNATURE OF LESSEE

ADDRESS OF LESSEE

Dates of Rental

____ Lower Level ____ Entire building
(Check one)

(Lessee's Telephone)

Witnessed by:

RENTAL FEE PD _____ KEY DEPOSIT PAID: _____ RECEIPT# _____

KEY NUMBER: _____ ISSUED TO: _____

DATE ISSUED: _____ DATE RETURNED: _____

ISSUED BY: _____

Clerk/Deputy Clerk

If problems arise contact Public Works at 608-376-0448.

HOLD HARMLESS AGREEMENT
Brooklyn Community Building

I, _____, (“Lessee”), shall defend, indemnify and hold the Village of Brooklyn, its trustees and employees (hereafter collectively referred to as the “Village of Brooklyn) harmless from and against any and all claims, demands, penalties, fines, liabilities, settlements, damages, costs and /or expenses of any kind or nature from or arising out of any act, omission, or negligence of any person or organization, or of any occupant, visitor, or user of any portion of the Community Center facility, including legal fees and expenses for expert witnesses and consultants, arising out of, or in any way connected with, the rental and/or use of the Village of Brooklyn Community Center facility by Lessee. This indemnification shall survive the end of the term of the use of said facility, and any extensions thereof, and shall inure to the benefit of the Village of Brooklyn.

Dated this _____ Day of _____, 201__

SIGNATURE OF LESSEE

ADDRESS OF LESSEE

WITNESS: _____

Clerk/Deputy Clerk

If problems arise contact Public Works at 608-376-0448.