

Town of Oconomowoc

W359 N6812 Brown Street
Oconomowoc, WI 53066
(920) 474-4449

MAPLETON COMMUNITY CENTER

N87 W35493 Mapleton Road
Oconomowoc, WI 53066

RENTAL APPLICATION

Permission is hereby requested of the Town of Oconomowoc for use of the Mapleton Community Center on _____, 20__ from _____ a.m. to _____ p.m. for the purpose of _____ with an estimated attendance of _____.

Applicant: _____

Address: _____

City/State/Zip _____

Phone: (_____) _____

** Signature of Applicant: _____

** By signing I have read and agree to the Conditions of Use/General Rules and agree to abide by them. I will also instruct my group of these rules and conditions and see that they also abide by the same. If I fail to follow any of the rules, I understand my deposit will not be returned to me.

CONDITIONS OF USE

Whenever any person or group applies for the rental of the Community Center or portions thereof, the person making the application must agree to the following:

- 1) To be personally responsible for any damage caused to the building or appurtenances thereof during the rental period. This includes but is not limited to the inside & outside of the building which includes the parking lot and bordering properties. **NO TAPE IS ALLOWED TO BE USED IN EITHER BUILDING.**
- 2) If you will be serving alcohol at your event please circle the appropriate reply below. We request to be informed of any alcoholic consumption per the Town's insurance policy. YES NO
- 3) Applicant hereby agrees to indemnify the Town of Oconomowoc from any and all liability, loss or damage the said Town may suffer as a result of claims, demands, costs or judgments against the Town arising out of Applicant's failure to perform any of the obligations arising out of the rental of the Mapleton Community Center pursuant to the Community Center Application dated the _____ day of _____, 20__, or arising out of the negligence of the Applicant or any of its officers, agents, employees or otherwise.

PLEASE REMEMBER

OFFICE USE ONLY

Date: _____

Fee Paid: _____

Receipt No. _____

Deposit Refunded: _____

Check No. _____

THE KEYS MUST BE PICKED UP AT THE TOWN CLERK'S OFFICE THE FRIDAY PRIOR TO YOUR EVENT. THE OFFICE CLOSSES AT 4:00 pm.

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ELIGIBILITY

- Town of Oconomowoc residents, Town of Oconomowoc non-profit organizations, Town of Oconomowoc businesses.
- Non-resident individuals, organizations and businesses may reserve the Mapleton Community Center facilities for an additional fee.

FACILITIES

- Community Center Building (Old School House) 42 person capacity
Electric, water and restrooms
Large meeting room with tables and chairs upstairs
long tables (3), card tables (5), folding chairs (40)
- Open Air Pavilion with Overhead Lighting 100+ person capacity
Electric, water and restrooms Water is shut off outdoor
Picnic tables (13), folding chairs, (45), grills (3), large stainless November 1st
serving counter with multiple outlets
Refrigerator, garbage cans, sink and cleaning supplies
- Play Area
Playground equipment is located between the Old School House and the Pavilion; large open grassy areas, walking trails down to the Ashippun River
- *Note: **The bathrooms in the Pavilion are on a timer, and automatically lock at 8:00 PM.** If your event will continue past 8:00 PM, you may over-ride the locks with a switch located behind the Pavilion utility door labelled "Timer – Manual Open."* This will prevent the bathrooms from locking.

APPLICATION PROCESS

- Application Form for rental of facilities must be completed at least one week in advance of the requested date. Application must be submitted to the Town Clerk's office, W359N6812 Brown Street, during regular office hours (8:00 a.m. to 4:00 p.m.) No telephone or email reservations will be accepted.
- Reservation requests will be taken on a first come, first serve basis for any given date. Reservations within any calendar year may not be made before January 1st of that year.
- The application is to be completed by an individual eighteen (18) years of age or older, who will assume complete and primary responsibility for compliance with park rules during rental.
- Payment in full is required at the time of application. Reservations are confirmed only after payment is received and the signed form is on file with the Town Clerk's Office.
- All applications for more than 150 persons require approval from the Town Board.

FEES

The fees are based upon rental of facilities only and do not include any special preparation, set-up, or use of equipment, which is not ordinarily part of the facility.

- Daily Basic Fee:** \$75.00 plus a \$100.00 security deposit (security deposit refunded after event).
- Non-Resident Fee:** \$150.00 plus a \$100.00 security deposit (security deposit refunded after event).
- Large Group:** 150 or more guests, requires Town Chairman approval and additional fees may apply.

CANCELLATIONS/REFUNDS

The rental fee for reservations canceled more than two (2) weeks from said reservation will be refunded, but minus an administrative fee of \$10.00. Reservations canceled less than two (2) weeks from said reservation will be refunded at half the rental fee amount. In both cases, the community center will be available for future rentals after the cancellation has been requested. Refunds are not available at the time of cancellation. No refunds are given for inclement weather, unless approved by the Town of Oconomowoc Town Board. In such cases, the Town Board may choose to refund all, part or none of the reservation fee at their discretion.

ALCOHOLIC BEVERAGES

Intoxicating liquors or fermented malt beverages shall not be consumed upon the premises after the Community Center is closed. The sale of alcoholic beverages is prohibited, unless approved by the Town Board through a Temporary Class "B" Retailers License which must be obtained through the Town Clerk's Office and applied for at least thirty (30) days prior to the event. Glass containers are not allowed.

LITTER/REFUSE

The applicant will be responsible for any and all damage to the Community Center property or facilities. **Any litter or refuse generated must be collected and disposed of off-site. It is not acceptable to leave garbage or litter next to or in a trash receptacle.** The Town 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 condition are not complied with.

PARK HOURS/PARKING

- The Mapleton Community Center is closed to all persons between the hours of 12:00 a.m. and 5:00 a.m. daily. An exception to the hours must be requested in writing and approved by the Town Chairman.
- Parking is permitted in designated parking areas only.