



Parks, Recreation and Forestry Department

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BUILDING RENTALS

Policies & Procedures

Persons must be 18+ years of age to rent facilities and 21+ years of age to obtain an alcohol permit.

- APPLICATION: Full payment of room rental is due at the time of application (Rental fees and deposit). Rentals must be submitted scheduled at least seven (7) calendar days in advance of the event.
AVAILABILITY: The E.B. Shurts and Rotary Buildings may be reserved for Saturday/Sunday rentals up to one year in advance.
BILLING: Any Deposit will be refunded via check or credit card within 2-3 weeks following the event.
CANCELLATION POLICY & CHANGES: If permit is cancelled, for any reason, at least 30 days prior to the reservation date, \$25 of the prepayment fee will be forfeited.
DECORATIONS: No helium balloons, confetti, airborne chalk/paint, sparklers, smoke machines or other party decorations that create small debris.
ROOM SET-UP, TAKE DOWN & CLEANING: The rental group is responsible for all room set-ups. Take-down and cleaning is an option if the rental is 7 hours or less.
STORAGE: No items may be stored at the building before or after the event.

CLEANING

WPRF provides cleaning supplies and trash bags

A. Rental Group Cleans: Rental groups (7 hours or less) that choose to clean the buildings must adhere to the following cleaning guidelines:

- Garbage cans need to be emptied and replaced with clean bags.
Refrigerator and microwave should be emptied and cleaned.
Wipe down tables, chairs, and counters with soap and water or cleaning spray.
Take down all tables and chairs and place properly on racks.
Floors must be swept and wet mopped.
All decorations taken down and tape removed.
If event extends outside - Rental is responsible to leave the area like they found it (even if WPRF is cleaning).

B. WPRF Cleaning: Groups that rent in excess of seven hours (7+) or exceeds 120 people and groups (7 hours or less) that request WPRF to clean, will be charged a \$150 cleaning fee for 3 hours of cleaning service.

- All garbage must be placed in garbage bags and taken to outdoor bins.
Refrigerator and microwave emptied.
All decorations taken down and tape removed.
If event extends outside - Rental is responsible to leave area like they found it.

If the rental group wants to assist in the cleaning process to ensure that the group is not charged for additional cleaning, the rental group may assist in cleaning, only until the listed end time on the agreement.

Additional Conditions:

- Public parking is available in adjacent lots. Number of parking spots not guaranteed.
Building hours are 6:00 am - 11:00 pm. No alcohol served after 10:00 pm.
If there are any problems, please call the emergency contact phone number listed on your permit - 262-993-4543
Dogs not allowed in the parks and/or buildings.
WPRF is not responsible for equipment or material owned by persons using the buildings.
Bathrooms are public restrooms, available for public use during park hours.
No sales of any kind without permit / fee.
No tents without permit - 30-day advance notice required.
Use of gym for non-athletic activities may be considered per director/designee.
All minors must be supervised by adults at all times (this includes hallways and outdoors).

*WPRF reserves the right to cancel a building reservation if the building is needed for WPRF use.

*All announcements, press releases, flyers, etc., relating to meetings must clearly state the sponsoring agents name and not WPRF.

*At the time of application, you will be required to agree to abide by the Americans with Disabilities Act (ADA) while using the buildings.
 *The use of the name, address or telephone number of the Waukesha Parks, Recreation and Forestry Department as the address or headquarters of any group using the buildings is prohibited.

*Mobile Food Vendors (food trucks) may be utilized during private events with permission from the Director or Designee. Vendors must obtain WPRF sellers permit (\$65), possess state permits to operate, provide adequate trash/recycling receptacles and may only sell to guests of the private event (not public) and must post signage stating as such. Location approval and guidance into park required by WPRF.

BUILDING RENTALS

Fees & Charges

- ✓ There is a **3 (three) hour minimum** to rent any of the building facilities. Reservation ending time must be adhered to due to potential reservations following your event. If rental time extends past scheduled end time, additional hourly fees as well as a late fee of \$50.00 will be subtracted from the deposit.
- ✓ Fees indicated are City of Waukesha resident fees and charges – Non-residents must pay an additional ~~\$50.00~~ **\$65.00** surcharge per application as established by the Parks, Recreation and Forestry Board.
 *A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Waukesha. (In general does not contribute to the City of Waukesha property taxes.)

Any rental with attendance over 120, an alcohol permit requested, and the event is scheduled beyond 8:00 pm will require additional contracted security. Additional fees and paperwork will need to be completed.

Rotary Building 1150 Baxter St., Waukesha 53186	Capacity: 120	\$84/hour	12-eight foot tables, 6-six foot tables, 6-60" round tables, 120 chairs, podium with microphone, refrigerator, sink, microwave, projection screen, dimmer lighting, gas fireplace. Air conditioned.
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E. B. Shurts Building 810 W. College Ave., Waukesha 53186	Capacity: 100	\$63/hour	8-10 -eight foot tables, 46 15 -card tables, 100 chairs, podium with microphone, refrigerator, sink, microwave, projection screen, 95' attached outdoor deck patio . Air conditioned.
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Buchner Community Room 223 Oakland Ave., Waukesha 53186	Capacity: 40 41-80	Pool Season \$105/hour \$158/hour	June – August Community Room with private pool deck pergola area and daily pool admissions included with rental. Eight foot, six foot and card tables and chairs included. Pergola area includes highball tables. Air conditioned.
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Capacity: 80	Reg. Season \$74/hour	September – May Community Room with private pool deck pergola area. Full kitchen. Eight foot, six foot and card tables and chairs included. Pergola area includes highball tables. Air conditioned. Outdoor street curling available.
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Schuetze Recreation Center (SRC)** 1120 Baxter St., Waukesha 53186	*Gym Athletic Use only	\$47/hour	Riverview Room \$37/hour Capacity: 120	Conference Room \$26/hour Capacity: 25	Activity Room \$47/hour Capacity: 190	Kitchen/Meeting Room \$32/hour Capacity: 25	Eight foot tables, card tables and chairs available as needed. Air conditioned.
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**SRC hourly fees will be doubled (100% surcharge) for rentals with more than 120 people in attendance

In addition to hourly and other applicable fees, all Building Rentals require a \$200 deposit*.
Full payment of room rental is due at time of application.

*Upon approval, deposits will be refunded 2-3 weeks following the event.

Cleaning Fee: A cleaning fee of \$150 is automatically assessed for all rentals 7+ hours or exceeding 120 people. It is optional for rentals 0-7 hours. If groups 0-7 hours choose WPRF to clean, this fee must be paid at the time of application. Any cleaning that requires more than the 3 hours of cleaning service will be charged \$50 per hour.

Holiday Rentals: Buildings are not rented on Easter, Thanksgiving, Christmas Eve, Christmas Day, New Years Eve & New Years Day. A building attendant must be hired prior to approval of any other Holidays. A \$50 holiday surcharge will be charged for any holiday rentals.

Optional User Service Fees

- Additional Picnic Tables \$80 per day (includes tax) up to 4 additional tables.
- Additional Trash Barrels \$40 per day (includes tax) up to 10 additional barrels.
- Tent Permit (100 sq. ft. or larger) Contact WPRF for fees & policies.
- Left over event supplies \$50 per day.
- Additional Cleaning \$50 per hour.
- Sales Permit (for private groups) \$65 per day.
- Portable Toilets \$10 per unit per day/rental user provides unit.
- Water Spigot/Key \$25 per day + \$50 key deposit

Any group that signs the Fermented Malt Beverage and wine distribution agreement must comply with the following:

Fermented Malt Beverage (i.e. beer) and Wine Distribution Agreement:

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner and adhere to City Ordinance #11.27(4). No charge for beverages shall be made for guest, and no beverages shall be distributed to any persons under 21 years of age. Fermented malt beverage/wine/intoxicating liquor is allowed. No alcoholic beverages shall be dispensed or be in possession of any person on the premises after 10:00 pm.

Note: Sale of alcoholic beverages requires a special liquor license and approval of the Common Council. (Inquire with Director of WPRF.)