

**Parks, Recreation and Forestry Department**

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[www.ci.waukesha.wi.us](http://www.ci.waukesha.wi.us)**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:** Application and prepayment must be submitted at least 7 days prior to the scheduled date. **Exceptions may be made contingent upon scheduling a building attendant, fees will apply. Late application fee is \$25.00.**
- **AVAILABILITY:** The E.B. Shurts and Rotary Buildings may be reserved up to one year in advance. The Schuetze Recreation Center may be reserved 1 – 4 months in advance, contingent upon WPRF recreation program schedule. Please visit the building you are considering before making your reservation to ensure the accommodations meet your needs. Contact WPRF to set up a viewing, advance notice is required. You may call (262) 524-3737 for date and building availability.
- **BILLING:** Once rental event is completed, advanced payment will be applied to actual cost of rental (15-minute increments). **Any deposit will be refunded via check or credit card** within 2-3 weeks, any amounts owed will be billed to customer and payment is due within 30 days.
- **CANCELLATION POLICY & CHANGES:** If permit is cancelled for any reason 30 days prior to the reservation date, twenty-five (\$25.00) dollars of the prepayment fee will be forfeited. 50% of the prepayment fee will be forfeited if reservation is cancelled less than 30 days prior to the event. Changes in original dates and times may be made up to one week prior to the event. There will be no charge for the first change and a \$25.00 charge for each change thereafter. Note: All changes within 5 business days will result in a \$25 charge.
- **DECORATIONS: No helium balloons, confetti, smoke machines, or other party decorations that create small debris.** Decorations may be put up with tape only. Candles must be enclosed in glass, i.e. votives or hurricane glasses. Any promotional signage outside of room(s) rented must get prior approval.
- **ROOM SET-UP, TAKE DOWN & CLEANING:** The rental group is responsible for all room set-up. Take-down and cleaning is an option if the rental is 7 hours or less. Rentals over 7 hours are required to have WPRF clean. See below for responsibilities of cleaning. Set-up and clean-up time needs to be included in the building rental. DJ and bands must end with enough time to be out of the building by scheduled end time. The # of tables and chairs available may be limited to the # of people that is estimated to attend the event. WPRF does not move tables and chairs from other facilities to accommodate additional needs.
- **STORAGE:** No items may be stored at the building before or after the event. Any items left following the event will be charged a daily user service fee.

**CLEANING Any rental that exceeds 400 is required to recycle**

**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, counters with soap and water, or cleaning spray.
- ✓ Take down all tables and chairs (with no more than five chairs per chair rack rung).
- ✓ Floors must be swept and wet mopped.
- ✓ All decorations taken down and tape removed.
- ✓ If event extends outside – Rental is responsible to leave area like they found it (even if WPRF is cleaning).

**Please Note: Cleaning tools/supplies will be provided.**

**B. WPRF Cleaning:** Groups that rent in excess of seven hours (7+) and groups (7 hours or less) that choose WPRF to clean, will be charged a \$150 cleaning fee for 3 hours of cleaning service. Any additional cleaning needed will be charged to renter at cost of \$50/hour. When WPRF cleans, rental groups are responsible for the following:

- ✓ 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 (even if WPRF is cleaning).

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

**Additional Considerations:**

1. Public parking is available in adjacent lots. Number of parking spots not guaranteed.
2. Building hours are 6:00 am – 11:00 pm. No alcohol after 10:00 pm.
3. If there are any problems please call the emergency contact phone number on the last page of your permit.
4. Dogs not allowed in the parks and/or buildings.
5. WPRF is not responsible for equipment or material owned by persons using the buildings. Such equipment may not be stored at the buildings.
6. Bathrooms are public restrooms, available for public use during park hours.
7. No sales of any kind without permit / fee. (May require WPRF approval)
8. No tents or inflatables without permit – 30 day advance notice required. (See hot lining procedure)
9. **Use of gym for non-athletic activities may be considered per director/designee.**

All minors must be supervised by adults at all times.

\*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.

# BUILDING RENTALS

## Fees & Charges

- ✓ **Application, rental fee, deposit and any other fees must be submitted at least seven (7) calendar days prior to scheduled date.** Tax is included when applicable.
- ✓ 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 & charges – Non-residents must pay an additional \$25.00 surcharge per facility rental as established by the Parks, Recreation & 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 8:00pm will require additional contracted security. Additional fees and paperwork will need to be completed.**

### **Rotary Building -1150 Baxter Street, Waukesha, 53186**

12-eight foot tables, 6-six foot tables, 6-60" round tables, 120 chairs, podium with microphone, refrigerator, sink, microwave, **projection screen**, fireplace, dimmer lighting.

**Fee: \$75.00 per hour**

### **E.B. Shurts Building - 810 West College Avenue, Waukesha, 53186**

8-eight foot tables, 16-card tables, 120 chairs, podium with microphone, refrigerator, sink, microwave, TV, VCR/DVD and projection screen, 95' attached outdoor deck.

**Fee: \$55.00 per hour**

### **Schuetze Recreation Center – 1120 Baxter Street, Waukesha, 53186**

Eight foot tables, card tables and chairs available as needed

**Fee will be doubled (100% surcharge) for SRC rentals with more than 120 people in attendance**

**\*Gym**  
**Athletic**  
**use only**  
**\$40/hr.**

**\*Riverview Rm.**  
**\$30/hr.**

**\*Conference Rm.**  
**\$25/hr.**

**\*Activity Rm.**  
**\$35/hr.**

**\*Kitchen/Mtg Rm.**  
**\$25/hr.**

**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 6+ hours and is optional for rentals 0-6 hours. If groups (0-6 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. Groups exceeding 120 people in attendance can expect additional cleaning fees.

**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 \$25 holiday surcharge will be charged for any holiday rentals.

#### Optional User Service Fees:

- Additional Picnic Tables \$60 **per day** (includes tax) up to 4 additional tables
- Additional Trash Barrels \$30 **per day** (includes tax) up to 10 additional barrels
- Tent Permit (100 sq. ft. or larger) / Inflatables Contact PRF for fees & policies
- Left over event supplies \$25 per day
- Additional Cleaning \$50 per hour
- Sales Permit (for private groups) \$60 per day
- Portable Toilets \$10 per unit **per day/** rental user provides unit
- Water Spigot/Key \$25.00 per day
- Digital Piano \$25.00 per rental use (Schuetze Rec. Center only)

**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).*