

**City of Nekoosa Area Community/Senior Center**  
**416 Crestview Lane**  
**Nekoosa, WI 54457**  
**(715) 451-4399**

**Nekoosa Area Community/Senior Center Rules & Regulations**

1. The refundable security deposit and 50% of rental must be paid at time of reservation and submitted with contract. The full rental charge must be paid no later than **30 days** prior to the scheduled activity or the rental contract may be canceled and subject to a forfeiture in accordance with the cancellation policy in paragraph #4(c).
2. All reservations will be taken on a first come, first served basis. Reservations will be issued in order of receipt of application with deposit and payment, subject to availability.
3. Reservations will only be issued to persons age 21 or older, and one of the applicants listed on the rental agreement shall be in attendance at the function for which the application was made.
4. In the event of the applicant's cancellation of the reservation:
  - a. If cancellation is made 61 days or more before the rental date, payment and refundable security deposit will be refunded minus \$200.00 cancellation fee.
  - b. If cancellation is made 31 to 60 days before the rental date, payment and refundable security deposit will be refunded minus \$300.00 cancellation fee.
  - c. If cancellation is made 30 days before the rental date, payment and security deposit will be refunded minus \$400.00 cancellation fee.
  - d. Security deposits are not part of the room rental fee and will be returned within 30 days after the scheduled event, if noted conditions are met.
5. The Nekoosa Area Community/Senior Center is a non-smoking facility. Users groups not in compliance with the no smoking policy are subject to loss of security deposit and future rental privileges may be revoked.
6. The City of Nekoosa reserves the right to request official Police Department personnel for security purposes, with additional charge to renter.
7. Closing time is 12 Midnight, all music and serving of drinks will stop at this time and the hall will be cleared by 12:30 AM.
8. The person booking the facility assumes all responsibilities and liabilities associated with the use, misuse or abuse of alcoholic beverages by persons using the Nekoosa Area Senior/Community Center while booked. Only person(s) of legal age are allowed to serve alcoholic beverages.
9. The applicant shall accept full responsibility for the conduct of those using the facility.

10. Any group violating the regulations and conditions governing the use of the facility shall be subject to immediate revocation of facility use privileges. All fees and deposits previously paid will be retained by the City of Nekoosa.
11. The user must obey instructions of the city employee(s) on duty.
12. If alcoholic beverages are SOLD applicant must obtain proper State license and a license beverage operator/ bartender is required to be on duty. Glass beer bottles, soda bottles and pitchers are NOT permitted.
13. All children attending an activity at the Nekoosa Area Community/Senior Center must be supervised by their family or by a designated adult chaperon.
14. There shall be no admission charge, no ticket sales and no collections or donations solicited except by advance permission from the City of Nekoosa.
15. The City of Nekoosa reserves the right to full access to all activities, at any time, in order to insure that all rules, regulations and City and State laws are being observed.
16. Decorating, setup and deliveries for a Saturday event will be allowed from 11:00 AM to 5:00 PM the Friday before if no other events are booked and Saturday morning at no charge. Additional times may be negotiated for a fee which is specified in the rental contract. Normal business hours and inquiries for the Nekoosa Area Community/Senior Center are Monday thru Friday from 8:00 AM to 3:00 PM.
17. Decorations must be free standing and/or placed on the tables. Decorations cannot be mounted to walls, ceilings, etc. with staples, nails, tape or glue. Glitter and confetti are not allowed. Lit candles used as decorations must be approved by the event coordinator.
18. The City of Nekoosa requires consideration of neighbors in regards to noise control. Music during the event must be kept to a reasonable volume at all times. All outside doors and windows must remain close whenever music is played.
19. Hired caterers need to have a State/County restaurant license and a copy of their license will be required when booking the facility.
20. Kitchen cleanup is the renter's and/or caterer's responsibility. The user group is responsible for cleaning the main hall/bar area which includes removal of cups, cans, place settings, and other items from tables and floors and placing them in the proper trash containers. Trash and recyclables bags will then be placed in the proper dumpster in the parking lot. Tables and counters must be wiped down. Table and chairs will then be stored in the designated area. The banquet floor will be swept and the hallway and entry way vacuumed. All decorations and personal property must be removed. The facility must be left in a clean and orderly condition. Table coverings, dishtowels and washcloths are not provided. All garbage and debris from the parking lot must be picked up and put in the proper dumpster.

21. Table and chairs are provided by the City as part of the facility use; any special equipment used by the rental group must be approved by the City of Nekoosa. Applicant is responsible for the setup and take down of tables and chairs before and after the event. Stage risers are subject to approval and must be removed at the end of the event. No additional dance floor is allowed.
22. The State of Wisconsin Health Services has licensed the Community Centers kitchen as a commercial kitchen. Therefore there must be a person with a restaurant license from the Wood County Health Department and/or State of Wisconsin present in order to use the kitchen facilities (including the use of stove, dishwasher, refrigerator, dishes, and silverware). No one under the age of 18 is allowed in the kitchen.
23. The City of Nekoosa will not be responsible for lost or stolen items.
24. Rental party will be responsible for missing or damaged property occurred during the event. The cost to replace or repair such property will be deducted from the security deposit. Any additional costs will be billed to the rental party.
25. Applicant assumes all liability for injuries to persons or damage to personal property as a result of use and agrees to indemnify and hold the City of Nekoosa free and harmless from all liability imposed by law for injury to people or damage to personal property.
26. No animals are allowed in the building, except service animals assisting handicapped persons, without advance permission from the City of Nekoosa.
27. The City of Nekoosa reserves the right to refuse rental or cancel a rental agreement to any person or organization without just cause. A full refund if applicable will be applied. The City of Nekoosa reserves the right to change or waive any part of the rental agreement as they deem necessary.
28. Non-Compliance with previously stated rules and regulations may result in the retention of the security deposit and possible additional restitution.

**I received, read, and reviewed the Nekoosa Area Community/Senior Center Rules and Regulations. I understand the conditions and regulations and hereby represent that I will be present during its use and agree to use due care and to ensure that all regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policies and/or permit requirements.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City of Nekoosa Staff Signature**

\_\_\_\_\_  
**Date**