



# CITY OF SUN PRAIRIE WESTSIDE COMMUNITY SERVICE BUILDING FACILITY RESERVATION POLICY

Westside Community Service Building  
Sun Prairie Recreation Department  
2598 West Main Street - Sun Prairie, WI 53590  
Office: (608) 837-3449 Fax: (608) 825-0716

## STATEMENT OF POLICY – WESTSIDE COMMUNITY SERVICE BUILDING

Recognizing that the Westside Community Service Building (WCSB), Municipal Building and their grounds belong to the community, the City Council encourages the use of certain City facilities by and for the benefit of residents, but not to interfere with any municipal operation of the community.

The Council Chambers, Caucus Room, offices and all other administrative areas of the Municipal Building are reserved for use exclusively by official bodies of the City government, unless special permission is granted by the City Administrator or his/her designee.

The Fire, EMS, Police and Recreation Department Offices at the Westside Community Service Building are reserved for use exclusively by official bodies of the City government, unless special permission is granted by the City Administrator or his/her designee.

The Community Rooms and the first floor Conference Room (WCSB) are for public use and are governed by this policy. The City of Sun Prairie in no way endorses the mission or ideology of outside groups utilizing the meeting rooms.

### A. PROCEDURE FOR REQUESTS FOR USE OF THE FACILITY

Requests for use of the meeting rooms should be submitted to the Recreation Director or his/her designee for processing for the Westside Community Service Building Community Room. Requests for the Municipal Building Community Room should be made to the City Clerk or his/her designee. Approval for use of available rooms will be given on a first request basis.

Applicants shall give sufficient lead time to analyze the needs and make all necessary arrangements. The application shall specify the facilities requested, the date(s) needed, time, and the full name, telephone number (home and/or cell), and address of at least one (1) person of the organization/group who shall be personally responsible for all charges arising out of the intended use of such facility. *The applicant may be asked for proof of identification and residence.*

### B. USER ELIGIBILITY AND DESIGNATION

The Westside Community Service Building Community Room and Conference Room, and the Municipal Building Community Room are made available to groups, organizations and private individuals. It is necessary to recognize, however, that the actual use is determined by the User requirements, availability of space and time of use.

It is further recognized that in order to limit public subsidy of the meeting room, it is necessary to make the building available for market rental. -Approved Users will be allowed use of the facility during the week when space is available. An approved organization is one in which over 50% of the members are residents of the City of Sun Prairie- Individuals and Non-approved will be allowed the use of the facility when it is available for a nominal fee (as per the fee schedule). A group may be designated as an Approved User by following the Council Approval Procedure as shown in this policy.

The following classes of Users are established:

Governmental Users: City of Sun Prairie governmental meetings and activities includes but are not limited to meetings of City Committees, Commissions, Boards and events or meetings sponsored by or affiliated with a City Department, Official,

Committee or Commission of that body. External Governmental Users would include an agency, department or committee or commission of the School District, County, State or Federal government, or any military unit. Governmental Users shall be given priority in scheduling, but shall not override previously scheduled events unless absolutely necessary. Every attempt will be made to relocate the previously scheduled reservation.

Civic/Non Profit Users: May include the following users: VFW, American Legion Youth Hockey/Soccer/Baseball or similar organizations, and service clubs as approved by a representative of the Recreation Department. *The applicant may be asked to provide proof of the group's civic/non-profit status and membership.*

Residential Users: Includes Residential Users and businesses within the corporate City limits. This person will be responsible for payment of the rental fees and security deposit. This includes groups that have a total membership of 50% or more of city residents and have been confirmed as an Approved User. Residential groups/individuals shall submit a listing of members attending for verification of residency upon request. Upon request, a resident representing this group must make the reservation. Residential Users and businesses requesting use of the Community Room for meeting functions would pay no fees at either facility.

Non-residential Users: Includes any User that has not been approved by the City Clerk or Recreation Director as a Residential User, or any User in which less than 50% of the members are City of Sun Prairie residents. Such Users are referred to as Non-residential Users.

Weekend Users: Includes groups, organizations and individuals other than Governmental users who wish to use the facility on weekends (Friday evening beginning at 4:30pm through Sunday evening). Holidays will be considered weekends regardless of the day of the week that it falls on.

### **C. APPROVAL PROCEDURE**

The following procedure shall be utilized whenever a specific approval is required for a use or event, or when a waiver is requested, or when a group desires to be designated as an Approved User.

1. A formal application, fees and deposits shall be filed with a representative of the Recreation Department for the Westside Community Service Building Community Room at least three (3) business days prior to the required use of the facility . Applications or reservation requests received less than 30 days prior to the usage by a User who has not been previously approved will be scheduled on a case by case basis and may not have the ability to appeal the decision.
2. A representative of the Recreation Department shall review the reservation request, and may request any additional information that may be necessary to process the reservation request, and shall be charged with the approval or the denial of the reservation request. If there is a question as to approval of a User or use of the facility the representative of the Recreation Department may bring it to the City Council for a decision. An appeal of that decision may be made to the City Council.
3. The Recreation Director or his/her designees shall notify the applicant of the approval or denial, if applicable.
4. The Mayor, City Council, City Administrator, or Recreation Director reserves the right to cancel a scheduled use of the Westside Community Service Building facility in the event of an anticipated or past violation of any rule, regulation, law, or when security or safety may be an issue of concern.

### **D. SCHEDULING POLICY- RESERVATIONS**

Proper notification is required for any User using the Community Room facilities. All reservations shall be submitted to the Recreation Department for reservations at the Westside Community Service Building.

All City of Sun Prairie Committees, Commissions and Boards, City Departments and any other groups under the control of the City Council shall be given priority in scheduling. Requests for room use should be made as far in advance as is possible with rooms being reserved on a "space available" basis.

No more than two events can be scheduled in one weekend by Weekend Users. *The public is not allowed to move the dividing walls during their reservation. Users are prohibited from reserving the facility for two or more consecutive days on weekends.*

Pre-approved Non-residential Users will be allowed to use the facility on a first come, first served basis after Governmental, Civic/Non-Profit and Residential Users have submitted their reservations. Non-residential Users shall be limited to use the facility up to 13 dates per year. Residential Users shall be limited to up to 13 dates per quarter. Residential and Non-residential Users may make reservations up to 90 days in advance of their requested date.

A reservation will not be accepted if the appropriate fee and/or deposit is not received

## **E. RESERVATION FEES**

Fees are charged in order to off-set ongoing maintenance costs and minimize public subsidy for the use of the Community Rooms and Conference Room (WCSB). Advance payment shall be required at the time the reservation is made. If the room is used for additional time to what was reserved, additional payment will be necessary.

### 1. GOVERNMENTAL USERS - NO FEES.

### 2. RESIDENTIAL USERS

There will be no fees charged to Residential Users requesting use of the facility for a meeting.

### 3. CIVIC/NON-PROFIT USERS

*There will be no fees charged to Civic/Non-profit Users requesting use of the facility for a meeting.*

### 4. NON-RESIDENTIAL USERS

A fee of \$30 per hour used/reserved; with a two hour minimum reservation is required for use of the facility for a meeting, for Non-residential Users.

### 5. WEEKEND USERS

There is no charge for Residential Users or Civic/Non-profit Users on weekends for use of the facility for a meeting.

### 6. NON-MEETING USER

A meeting is defined as a group or organization that will be conducting a meeting that is open to any member of the public, where an order of business or agenda is followed. The user may be asked to present a copy of the order of business or meeting agenda. If the room is to be used for any other purpose the user is classified as a Non-meeting User.

A fee will be applied for all Non-meeting Users, unless waved by the City Clerk, City Administrator or City Council.  
*Fees will be applied to users on the following schedule:*

*Half day reservation – 8:00am – 2:00pm or 3:00pm – 9:00pm - \$100*

*Full day reservation – 8:00am – 9:00pm - \$200*

### 6. KITCHENETTE USE

There will be a \$25 user fee for use of the Kitchen for all users. An additional \$50 deposit shall also be paid.

### 7. SECURITY DEPOSITS

Deposits for the Westside Community Service Building Community Room must be received at the time the reservation is made. The reservation will not be accepted if the appropriate deposit(s) are not received.

Users shall pay a refundable security deposit of \$100, or if food and/or beverage will be served at the event, a refundable security deposit of \$200 shall be paid. Non-Residential Users shall pay a \$250 deposit or \$350 if food or beverage will be served.

Deposits and fees must be paid by a separate check, money order, or credit card.

#### a. One-time Meeting Use Security Deposit

Security Deposits made for a one-time meeting use will be held until keys/card readers have been returned and a satisfactory inspection has been completed.

b. More Than A One-time Meeting Use Security Deposit

Security Deposits made for more than a one-time meeting use will be deposited by the City. Building keys/card readers will be returned and an inspection will be completed after each use. Once the User has used the meeting room for the final reservation date and the building keys/card readers have been returned with a satisfactory inspection completed, the Security Deposit will be returned. It should be noted, it may take up to 15 days for the Security Deposit to be returned once the Finance Department has been notified that a satisfactory inspection has been completed.

If damages are incurred, they will be deducted from the deposit and there will be a delay in returning any remaining balance from the deposit. Refer to Section F.9 for additional information.

**F. GENERAL RULES AND REGULATIONS**

1. HOURS OF AVAILABILITY

The meeting rooms will be available for use between the hours of 8:00 am - 9:00 pm, seven days a week, unless prior written approval is received from the City. Weekend use will be available by “half day” (8:00 am – 2:00 pm OR 3:00 pm – 9:00 pm) or by “full day” (8:00 am – 9:00 pm).

**\*\*\*THIS INCLUDES ALL SET UP AND CLEAN UP TIME\*\*\*.**

Additional use outside of the scheduled time will not be granted, regardless of room availability.

2. ROOM SET UP / CITY EQUIPMENT

Users are responsible for their own room setup. City staff is not responsible for setting up or taking down equipment or furniture used in the meeting room.

Users are not allowed to use City equipment without written permission or appropriate fees being paid . This includes but is not limited to the:

Projection Screen	Break room Appliances	Recreation Program Equipment
Computer Equipment	Items in Storage or Office Areas	
Television / VCR	Coffee Makers	

2. SUPERVISION

Applicants must provide sufficient supervisors, chaperones and crowd control personnel to satisfy the City that the event will be controlled. It shall be the responsibility of the applicant to make the members of the group or organization using the meeting rooms aware of the rules and policy as set forth. . The applicant must be present for the duration of the event.

3. NOISE

Users are subject to Sun Prairie Ordinance 11-2-8 which controls noises disturbing the public. Any loud speaker, sound system or any other device that produces undue or unnecessary noises in any City facility are not permitted, unless permission is granted by the City Administrator or designee. Sound Systems used for presentations will be allowed in both Community Rooms provided that they do not produce undue or significantly disruptive noise.

**Users shall be aware that the Westside Community Service Building is a working environment. Users of City facilities shall refrain from congregating and socializing in the main lobby or hallway areas during business hours during User functions. Courtesy shall be extended to those residents and employees who are conducting business in the building.**

Users should be aware that noise may carry over between rooms when multiple reservations are scheduled.

4. SMOKING POLICY

Users are subject to the City Smoking Policy, Ordinance Section 8.48.020 – Smoking prohibited in certain public areas.

5. ALCOHOL CONSUMPTION

The consumption of alcoholic beverages is not permitted at the facility or grounds of the facility.

6. FOOD CONSUMPTION

Food consumption is allowed on the condition that all items are properly cleaned up or disposed of and appropriate deposit is made. All food remains and trash must be taken by plastic trash bags to the main dumpster located outside of the building.

Failure to properly cleanup garbage, food remains, and any spills will result in loss of some or all of the security deposit. The User may be invoiced by the City for any and all cleanup charges that are not covered by the deposit.

In the event of a spill, the User must complete a "Spill Incident" report form that is located on a display rack adjacent to the kitchen of the Community Room or on the last page of this policy. During weekdays from 8:00am - 4:30pm, this form must be taken directly to the Recreation Department office located on the second floor. During nights and weekends, this form should be deposited in the Drop Box located adjacent to the main entrance doors located directly outside the Community Room. By completing this form, it will allow proper treatment of the spills in a timely manner by City personnel.

7. DECORATIONS/WALL HANGINGS

Decorations, wall hangings, presentation materials, or any other items may not be taped, stapled, glued or in any way fastened or adhered to any walls, windows, ceilings or fixtures. The exception to the above items is use of temporary large post-it notes for meetings.

8. STORAGE

Storage of any equipment, food, room set up, or other items belonging to the User beyond the reserved time is not permitted.

The City of Sun Prairie is not responsible for any equipment or other accessory items left at the Westside Community Service Building at any time. Items left for seven (7) days may be disposed of in a manner deemed appropriate by the City.

9. CLEAN-UP POLICIES

Facilities must be left in the same condition and format as when the group or individual took responsibility for the premises. The User will be responsible for all damages to the building, furniture and any extra cleaning.

The following clean up procedures are expected to be followed prior to leaving the building:

1. All garbage and recyclables must be taken out of the building and placed in the appropriate garbage receptacles found in the parking lot.
2. All tables and chairs should be wiped down and returned to the storage room.
3. Floors should be swept, vacuumed (and mopped if necessary).
4. All users are responsible for the Kitchen or Kitchenette, which must be left in a very clean condition with all spills, stove, microwave, sink and counter tops completely cleaned up. The user is responsible for confirming that the stove and the coffee pot have been turned off prior to leaving.
5. The Community Room and Lobby must be clear of any personal items or garbage from the event.
6. Restrooms must be free of litter and personal items.
7. All lights must be turned off & building doors must be locked if user is leaving outside of regular business hours.
8. In addition, the "Spill/Accident" report form should be returned with the keys if the user creates any spills/accident \*OR\* finds any spills, damages or non-urgent problems with the room upon arrival.

**Failure to follow clean up procedures will result in a loss of the deposit and/or loss of use of the facility.**

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 expenses. The applicant shall be responsible for any damage to City property, and for the supervision of the use of the facility. The City may charge for damages and/or janitorial services if he/she finds that extra clean-up costs and/or repairs have been incurred over and above those which might

normally be expected, at the actual cost for such additional services. Failure to pay may result in loss of utilization privileges, loss of deposit fee, and could result in additional administrative action. This may include but shall not be limited to, providing sufficient proof to require an advance deposit or an increased amount of deposit for any future use of the premises or loss of utilization privileges.

10. RECYCLING

Recycling is mandatory in the City of Sun Prairie. To facilitate recycling efforts, bins shall be made available by the City for collecting glass and metals. The User must also empty these recycling bins in the receptacles found in the parking lot. Articles not properly recycled will be cause for additional administrative action.

11. LIGHTS/DOORS/BUILDING CHECKOUT

On departure, all lights are to be turned off (including Community Room, bathrooms, storage rooms, entrance way and halls).

Access doors are to be **locked** at departure if after business hours. The User is responsible for making sure the kitchen lights are off and the oven, burners, and coffee pot have been completely turned off.

Instructions to lock doors are included when the building keys/card readers are issued. If the group/user/individual fails to lock the building doors at departure, the contact person will be notified and the user may risk possible forfeiture of security deposit and/or loss of reservation privileges. After the second incident where the doors are not locked, Community Room privileges will be denied for two (2) months to the group/user/individual.

12. BUILDING KEYS

It is the responsibility of the applicant to obtain and return the necessary keys for use of Community Room and/or Conference Room (WCSB).

Keys to the Westside Community Service Building must be obtained from the Recreation Department Office during normal business hours up to one day prior to use, or on the business day preceding a weekend reservation. Keys must be returned to the Recreation Department office if reservation is complete prior to 4:30pm on day of reservation. For evening and weekend use, after locking all doors prior to leaving, the keys should be deposited in the secured 24 hour Drop Box located inside the outside entrance doors across from the doors of the Community Room.

Keys that are not promptly returned will be cause for additional administrative action, including potential forfeit of deposit and future use of the room may be denied. Any and all keys may not be duplicated.

13. SPECIAL CONDITIONS FOR USE OF FACILITIES

a. Salesman, solicitors, agents, collectors, or other persons having commercial or “for-profit” intentions not related to City business shall not be permitted to use the City facilities; nor shall the sale, soliciting, or advertising for sale or purchase of merchandise, financial investments, circulars, tickets, cards, prizes, rewards, or other devices be permitted in the City buildings.

b. Collections of money or goods shall not be permitted in this facility, nor shall any functions be held there in for which tickets of admission have been sold except upon special permission from a representative of the Recreation Department.

c. Any misrepresentation on the application shall void any use of the facility.

14. PROHIBITED ACTIONS

Meeting rooms may be used by any resident of the greater Sun Prairie area for any purpose not expressly prohibited by this policy, subject to the usage requirements established. **Should there be any assessed fees by Police, Fire, EMS or City of Sun Prairie staff, due to violation of this policy or any other circumstance during the duration of your rental, the renting party will be held responsible for those fees.**

The following activities are prohibited in the City facility, and if violated, users risk a possible forfeiture of the security deposit and denial of any future reservations. It shall not be permitted that any persons, group, or organization: *(including, but not limited to)*

- a. Meeting rooms may not be used for monetary solicitation, except for city sponsored fundraising, or programs involving the sale, advertising or promotion of products, services or programs.
- b. Remove, destroy, break, injure, mutilate or deface in any way structure, monument, walls, furniture, amenities, or other property in or upon the facility.
- c. Indulge in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disturbing conduct under circumstances in which such conduct tends to cause or provoke a disturbance.
- d. Be in any other areas of the building except for the designated rental area.
- e. Be intoxicated or engage in any violent, abusive, loud, boisterous, vulgar, lewd, obscene or otherwise disorderly conduct, tending to create a breach of peace, or to disturb or annoy others, in or upon a City facility.
- f. Park, stop or leave standing whether attended or unattended, any vehicle in any manner so as to block, obstruct or limit the use of any road, or outside any designated parking area, or contrary to posted notices.
- g. Let any unauthorized person enter any building or area that may be locked or closed to public uses or contrary to a posted notice.
- h. Have attendance which exceeds the maximum capacity limit set forth by the fire code.
- i. Glitter, confetti, helium balloons, candles, open flame, fogging machines, inflatable objects or similar objects are prohibited in the facility.
- k. May not move or alter the layout of Community Room dividers.
- l. Any other questionable situation must be approved by the Recreation Director or his/her designee prior. *(10/25/10)*

15. OTHER REQUIREMENTS

- a. Users using the meeting rooms must agree to meet ADA (Americans with Disabilities Act) requirements and to provide requested accommodations for meetings or programs. The agreement to provide accommodations is to be included in the publicity or notices for each meeting or program.
- b. All City Ordinances or other local, county, state or federal regulations that are relevant shall apply.

16. EMERGENCY BEFORE AND/OR AFTER BUSINESS HOURS *(10/25/10)*

- a. If an emergency arises *during business hours (8am-4:30pm)* where you may need to speak to someone reference a problem regarding the rental of the Community Room (such as heating/air conditioning problems, doors are not staying unlocked/locked, power outage, etc.) Please respond to the 2<sup>nd</sup> floor, at the Recreation Department office to speak to someone.
- b. If an emergency arises *after business hours (4:30pm-9pm or anytime on weekends)* where you may need to speak to someone reference a problem regarding the rental of the Community Room (such as heating/air conditioning problems, doors are not staying unlocked/locked, power outage, etc.) Please pick up the **RED PHONE** in the entry way near the card reader and speak to Sun Prairie Police Dispatch.
- c. **If a medical or fire emergency arises**, no matter what time of day, find the nearest internal phone to you and dial 7-911 or pick up the **RED PHONE** in the entry way near the card reader and speak to Sun Prairie Police Dispatch.
- d. **Weather emergency procedures are posted in the Community Room.**

## G. REVIEW AND APPEAL

If an application is recommended for denial by the Recreation Department Director or their designee a copy of the recommended denial determination shall be referred to the City Administrator. The City Administrator or his/her designee shall review the application and determine the final action of the application. If the application is denied, a copy of the denial and an explanation of the decision will be provided to the Common Council

Any person or organization who is refused usage of the room or has another objection may file a notice of appeal to the City Council by filing it in writing with the Recreation Director within 10 days of the refusal or the grounds for appeal. Council shall hear the said appeal as soon as reasonably practicable.

## H. NON-DISCRIMINATORY USE

All individuals and organizations utilizing the City facilities will maintain compliance with all existing Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal Americans with Disabilities Act.

## I. LIABILITY

The person or persons to whom the application is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such application has been issued.

## J. CANCELLATION POLICY

All reservation cancellations must be made by request to the Recreation Department office in writing or in person by 4:30 pm at least 14 days prior to the scheduled event. Any cancellation request made after this time will be subject to a 50% forfeiture of the reservation fee at the discretion of the Recreation Director or his/her designee.

***This policy may be subject to change based on need or circumstance***

Revised: 02/18/14-Council Approval Resolution 14/019

Revised: 11/09/11 – City Administrator/Recreation Department Action (CCW revision)

Revised: 10/25/10 – Recreation Department Action

Revised: 6/16/09 – Council Action

Revised: 10/16/07 – Council Action – Resolution 07/193

Revised: 4/27/07 – City Administrator Action

Revised: 2/21/05 – City Administrator Action

Revised: 5/18/1999 – Council Action

Created: 1995 – Council Action

User Type	Fees	Security Deposit
Residential Users-Meeting	No fee	\$100-no food \$200-food
Residential Users-Non Meeting	\$100 8am-2pm 3pm-9pm \$200 Full day reservation	\$100-no food \$200-food
Non Residential Users-Meeting	\$30 per hr/minimum 2 hours	\$250-no food \$350-food
Non Residential Users- Non meeting	\$100 8am-2pm 3pm-9pm \$200 Full day reservation	\$250-no food \$350-food
*Use of kitchenette	\$25	\$50





City of Sun Prairie  
Westside Community Service Building  
Facility Reservation Application  
Sun Prairie Recreation Department  
2598 West Main Street  
Sun Prairie, WI 53590

This form is to be used by all groups entitled to use the Westside Community Service Building facilities for an event that is not a primary City function. A formal application shall be filed at the Recreation Department office at least 3 days before the required usage of the facilities. Permission for use of the Westside Community Service Building facilities shall be granted not less than 3 days or more than 120 days prior to the date requested. The City reserves the right to cancel a scheduled use of the Westside Community Service Building facilities in the event of an anticipated violation of any rule, regulation or law. Any misrepresentation on the application shall void any use of the facility.

Organization / Event Name: \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ (days) \_\_\_\_\_ (evenings) \_\_\_\_\_ (cell)

Address \_\_\_\_\_  
   Street  (Apt)  City  State  Zip

Email \_\_\_\_\_

Date of Meeting(s) \_\_\_\_\_

Hold Deposit for future events? (deposit check will be cashed) \_\_\_\_ YES \_\_\_\_ NO

Reservation to begin at: \_\_\_\_\_ am/pm                      Reservation to end at: \_\_\_\_\_ am/pm

Attendance – estimated total (required): \_\_\_\_\_

Describe activity planned (required):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Portion of the Community Room used (as available) \_\_\_\_ 1/3 ROOM \_\_\_\_ 2/3 ROOM \_\_\_\_ FULL ROOM

1<sup>st</sup> floor Conference Room (Room 102) to be used? \_\_\_\_ YES \_\_\_\_ NO

Will refreshments be served? \_\_\_\_ YES \_\_\_\_ NO

If yes, please describe (types of liquids and types of food) (required):  
 \_\_\_\_\_  
 \_\_\_\_\_

Please check the equipment that you will be using or would like to use if available:  
 \_\_\_\_ Kitchenette (Room 144) (microwave, stove, refrigerator, water source)(additional \$25.00 fee required)  
 \_\_\_\_ Overhead Screen (Room 145) (projector **not** included)  
 \_\_\_\_ Kitchenette (Room 146) (water source)

**Have you been given and reviewed a copy of the Community Room policy? YES / NO** (please circle)

*My Organization/Group agrees to meet ADA (Americans with Disabilities Act) requirements and to provide accommodations to access the meeting or program. My Organization/Group will be responsible for the repair and replacement of any damages to the facility. We understand that repairs for damages may be taken from the deposit and any additional amounts will be invoiced to us by the City. My Organization/Group agrees to comply with the conditions set forth in the Community Room and Facility Policy. A copy of said Policy has been given to me, and I have reviewed it.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

-----office use only-----

ACTION TAKEN: (check all that apply)

\_\_\_\_\_ **RENTAL FEES RECEIVED** (Includes all rooms)

**WEEK DAY:**

- \_\_\_\_\_ Government Group (No fees)
- \_\_\_\_\_ Civic Group (No fees)
- \_\_\_\_\_ City Residents (No fees for meetings, \$100/\$200 for all other events)
- \_\_\_\_\_ Non-Residents \_\_\_\_\_ hours @ \$30 = \$\_\_\_\_\_ (minimum 2 hours)

**WEEKEND/HOLIDAYS:**

- \_\_\_\_\_ Government Group (No fees)
- \_\_\_\_\_ City Residents / Civic Groups
  - \_\_\_\_\_ \$100 Half Day (8:00 am – 2:00 pm OR 3:00 – 9:00 pm)
  - \_\_\_\_\_ \$200 Full Day (8:00 am – 9:00 pm)
  - \_\_\_\_\_ \$0 For Meetings
- \_\_\_\_\_ Non-Residents
  - \_\_\_\_\_ \$200 Half Day (8:00 am – 2:00 pm OR 3:00 – 9:00 pm)
  - \_\_\_\_\_ \$400 Full Day (8:00 am – 9:00 pm)
  - \_\_\_\_\_ <Meetings \_\_\_\_\_ hours @\$30 = \$\_\_\_\_\_ (minimum 2 hours)

\$ \_\_\_\_\_ **Total Fees**    **Date Received** \_\_\_/\_\_\_/\_\_\_  
 \_\_\_\_\_ **Check Number**

**KITCHENETTE:**

\$ \_\_\_\_\_ **Total Fees**    **Date Received** \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ **SECURITY DEPOSIT(S) RECEIVED** (Check all lines that apply):

- \_\_\_\_\_ \$100 Deposit (no food or beverage)
- \_\_\_\_\_ \$200 Deposit (with any food or beverage)
- \_\_\_\_\_ \$250 Deposit (food/beverage and kitchenette use)
- \_\_\_\_\_ Deposit on file, sent to Finance, date: \_\_\_\_\_ (Check to be cashed)

\$ \_\_\_\_\_ **Total Deposit**    **Date Received** \_\_\_/\_\_\_/\_\_\_  
 \_\_\_\_\_ **Check Number**

\_\_\_\_\_ **COUNCIL ACTION REQUIRED**

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

**DATE SECURITY DEPOSIT RETURNED:** \_\_\_\_\_

\_\_\_\_\_ RETURNED TO ORGANIZATION CONTACT \_\_\_\_\_  
 if not specify who deposit was returned to \_\_\_\_\_  
 \_\_\_\_\_ RETURNED BY: \_\_\_\_\_

\_\_\_\_\_ WILL NOT BE RETURNED  
 Specify below why deposit will not be returned

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_