



**CITY OF SUN PRAIRIE  
WESTSIDE COMMUNITY SERVICES BUILDING  
FACILITY RESERVATION POLICY**

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**STATEMENT OF POLICY**

Recognizing that the Westside Community Service Building and the grounds belong to the community, the Common Council and Parks, Recreation and Forestry Commission encourage the use of certain City facilities by and for the benefit of residents when it will not interfere with municipal operations.

**A. DESCRIPTION OF FACILITY**

The Westside Community Service Building (WCSB) available facilities consist of:

Conference Room: This room is designed for 10 people. It has a large conference table with 10 chairs.

Community Room: This multi-purpose room is designed for approximately 120 people. The room is separated by a divider wall, and both sides can be available to User. Tables and chairs are provided.

**B. PROCEDURE FOR REQUESTS FOR USE OF THE FACILITY**

Requests for use of the WCSB Community Room or Conference Room should be submitted to the Park, Recreation, and Forestry Department (PRF) at [rec.cityofsunprairie.com](http://rec.cityofsunprairie.com) or in person during normal business hours. Approval for use of available rooms will be given on a first request basis unless used for recreational programming and city services and/or events.

Applicants shall give sufficient lead time to analyze the needs and make all necessary arrangements. The request shall specify the facilities requested, purpose of request, 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.

**C. USER ELIGIBILITY AND DESIGNATION**

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

The following classes of Users are established: Governmental Users, Residential Users, and Non-Residential Users.

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.

Residential Users: Includes Residential Users and businesses within the corporate City limits. A Residential User is one who lives within the City of Sun Prairie limits or those who live outside of city limits but in the Sun Prairie School District. Residency status will be determined based on the status of the primary contact that is making the reservation. This person will be responsible for payment (rental fees and cleaning fee, if applied) and keys to the facility.

Non-residential Users: A Non-residential User is one who does not live or have a business within the City of Sun Prairie limits. Residency status will be determined based on the status of the primary contact that is making the reservation. This person will be responsible for payment (rental fees and cleaning fee, if applied) and keys to the facility.

#### **D. APPROVAL PROCEDURE**

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

1. A reservation request shall be submitted to the PRF Department for the WCSB Community Room and/or Conference Room at least three (3) business days prior to the required use of the facility. For tax exempt organizations, tax exempt documentation must be submitted to [rec@cityofsunprairie.com](mailto:rec@cityofsunprairie.com) at time of request.
2. The PRF 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.
3. PRF Department shall notify the applicant of the approval or denial, if applicable. If approved, PRF Department will send the applicant an invoice to be paid by due date set.
4. The City reserves the right to cancel a scheduled use of the WCSB facilities in the event of inclement weather, anticipated or past violation of any rule, regulation, law, or when security or safety may be an issue of concern.

#### **E. SCHEDULING POLICY- RESERVATIONS**

Proper notification is required for any User using the WCSB Community Room and Conference Room. All requests shall be submitted to the PRF Department for reservations at the WCSB.

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

Users will be allowed to use the facility on a first come, first served basis. Users may make reservations up to 90 days in advance of their requested date unless PRF Department is in process of planning recreational programming. Reservations will then be held until all recreational programming is scheduled and Users will be notified if facility is available.

A reservation will be cancelled if the appropriate fee is not received by due date on invoice.

**The community rooms and conference room are not reservable to Residential Users and Non-Residential Users on national holidays and/or holiday weekends.**

#### **F. RESERVATION FEES**

The WCSB Conference Room is available at no charge to Residential and Non-residential Users.

The WCSB Community Room may be rented on the following schedule:

- Weekday Reservations: Weekdays are defined as 8:00 am Monday through 2:00 pm on Friday. The facility may be rented on an hourly basis between the hours of Monday - Thursday from 8:00 am – 9:00 pm and Friday from 8:00 am– 2:00 pm.
- Weekend Reservations: Weekends are defined as Friday evening beginning at 3:00 pm through Sunday evening ending at 9:00 pm. The facility may be rented in half day or full day increments only. Walls dividing the space will not be available for weekend reservations and **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. Only one rental per weekend will be allowed. The facilities may be rented on the following schedule:

**HALF DAY: 8:00 am – 2:00 pm OR 3:00 pm – 9:00 pm**  
**FULL DAY: 8:00 am – 9:00 pm**

**\*Timeframes listed above include all set up and clean up time. Users may not be in the space outside of listed times.**

<b>WEEKDAY</b>	<b>COMMUNITY ROOM FEE (includes tax)*</b>
Residential Users	\$10 per hour
Non-Residential Users	\$20 per hour
<b>WEEKEND – HALF DAY</b>	
<b>COMMUNITY ROOM FEE (includes tax)*</b>	
Residential Users	\$150
Non-Residential Users	\$200
<b>WEEKEND – FULL DAY</b>	
<b>COMMUNITY ROOM FEE (includes tax)*</b>	
Residential Users	\$300
Non-Residential Users	\$400

\* No fee will be charged for government agencies.

Users are required to adhere to the Clean-Up/Check-Out Procedure listed in Section I. A minimum of \$100 cleaning fee may be invoiced by the City of Sun Prairie.

**G. EXCESSIVE DAMAGE**

**IF THERE IS A VIOLATION OF ANY SECTION OF THE COMMUNITY ROOM POLICY, OR IF DAMAGES ARE INCURRED, USERS RISK A POSSIBLE DENIAL OF ANY FUTURE RESERVATIONS.** If after a rental, additional maintenance is required in excess of normal services or time, the User will be charged accordingly. To initiate a request for reimbursement for excessive damage, the Parks, Recreation and Forestry Department will submit to the User a detailed written accounting of the excessive damages and the cost of their repair as evidenced by cost estimates, quotes and documentation of staff time. The accounting will be submitted via first class mail, return receipt requested, to the address the User provided at the time of the reservation request. The User shall remit payment no later than thirty (30) days from the receipt of the accounting.

**H. CANCELLATION POLICY**

All reservation cancellations must be received by the PRF Department at least ten (10) days prior to the reservation to receive a 50% refund or a 100% program credit. Reservations made within ten (10) days of the reservation date are non-refundable.

**I. GENERAL RULES AND REGULATIONS**

1. **HOURS OF AVAILABILITY**

Rooms are 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\*\*\*.**

2. SUPERVISION

Applicants must provide sufficient supervisors, chaperones and crowd control personnel to ensure 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. ***Due to noise concerns, users shall refrain from gathering in the lobby or any other areas other than the Community Room or Conference Room.***

3. NOISE

Users are subject to Sun Prairie Ordinance 8.32 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 PRF Department 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 WCSB 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.**

4. SMOKING POLICY

Smoking is strictly prohibited inside the facility.

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. All food remains and trash must be removed from the facility (see Section 9 below).

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.

Glitter, confetti, helium balloons, candles or any open flame, fogging machines and inflatable objects are prohibited in the facility.

8. STORAGE

Storage of any equipment, food 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 items left at the Westside Community Services Building. Items left for seven (7) days may be disposed of in a manner deemed appropriate by the City.

9. CLEAN-UP/CHECK OUT PROCEDURES

Facilities must be left in the same condition 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 that may be needed.

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 in the manner they were found.
3. Floors should be swept, vacuumed (and mopped if necessary).
4. If the kitchen is used during the rental, it must be left in a 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 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.

**Failure to follow clean-up/check out procedures may result in a minimum \$100 cleaning fee and/or loss of future use of the facility.**

Facilities left in a manner requiring other than customary cleaning will be sufficient reason to bill the User 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, and could result in additional administrative action.

#### 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. Glass and metal containers must be rinsed out, and labels must be removed before they are placed in the appropriate recycling bins. The User must also empty these recycling bins in the receptacles found in the parking lot.

#### 11. LIGHTS/DOORS/BUILDING CHECKOUT

On departure, all lights are to be turned off (including 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 User fails to lock the building doors at departure, the contact person will be notified and the User may risk being charged a cleaning fee and loss of future reservation privileges.

#### 12. BUILDING KEYS

It is the responsibility of the User to obtain and return the necessary keys for use of WCSB rooms. Keys to the WCSB must be obtained from the PRF 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 PRF 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 in the vestibule.

Keys that are not returned within 2 business days of rental will cause for additional administrative action, including additional fees invoiced and future use of the room may be denied. Keys may not be duplicated.

#### 13. SPECIAL CONDITIONS FOR USE OF FACILITIES

- a. Salespersons, 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 written permission from the Director of Parks, Recreation and Forestry Department.

#### 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. 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. Patrons, under State Statute, are prohibited from entering City buildings with weapons, unless they possess a permit issued or recognized by the State of Wisconsin.

In addition, in the State of Wisconsin, it is unlawful for anyone (except for law enforcement), including persons with a Concealed Carry Weapon license, to knowingly carry a weapon (firearm, electric weapon, a knife or a billy club) in the following locations:

- Any portion of a building that is a police station, sheriff's office, state patrol station, or the office of a Division of Criminal Investigation special agent of DOJ.

- i. Have attendance which exceeds the maximum capacity limit set forth by the fire code.
- j. May not move or alter the layout of Community Room dividers.
- k. No fogging machines or devices similar that could potentially set off the fire alarm in the building.
- l. Any other questionable situation must be approved by the Parks, Recreation & Forestry staff prior to the reservation date.

15. EMERGENCY BEFORE AND/OR AFTER BUSINESS HOURS

- a. If an emergency arises *during business hours (8:00 am - 4:30 pm)* where you may need to speak to someone regarding your rental (heating/air conditioning problems, doors are not staying unlocked/locked, power outage, etc.) please respond to the 2<sup>nd</sup> floor, at the PRF Department office to speak to someone.
- b. If an emergency arises *after business hours (4:30 pm-9:00 pm or anytime on weekends)* where you may need to speak to someone reference a problem regarding the rental of the WCSB Community Room and/or Conference Room (such as heating/air conditioning problems, doors are not staying unlocked/locked, power outage, etc.) Please use the intercom 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 use the intercom in the entry way near the card reader and speak to Sun Prairie Police Dispatch.

**J. 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.

**K. 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.

Revised 4/19/2024