



Greenfield CommUnity Center

7215 W. Cold Spring Road, Greenfield, WI

Phone (414) 329-5370 Fax (414) 543-2369

www.ci.greenfield.wi.us/parksrec

Rental Information Packet





CONTACT INFORMATION

GREENFIELD CITY HALL
2ND FLOOR, ROOM 200
7325 W. Forest Home Avenue
Greenfield, WI 53220-3356

OFFICE HOURS
Monday-Friday 9:00 AM-6:00 PM

COMMUNITY CENTER TOURS
Monday-Friday 9:00 AM-5:00 PM

TELEPHONE
(414) 329-5370

FAX
(414) 543-2369

ONLINE
www.ci.greenfield.wi.us/parksrec

 **Facebook**
www.facebook.com/gfwiparksrec

 **Twitter**
www.twitter.com/gfwiparksrec

PRB June 2017



GREENFIELD COMMUNITY CENTER

7215 W. Cold Spring Road, Greenfield, WI

Welcome

Welcome to the Greenfield Community Center, which opened in July 2011. The Center is owned and operated by the City of Greenfield and serves as the home to many programs and activities sponsored by the Parks and Recreation Department. Each year, the Center serves thousands of guests for recreation programs and rental events.

The Greenfield Community Center, when not in use for Parks and Recreation sponsored activities, may be made available for a fee to groups for events and activities consistent with the rental policies of the Greenfield Community Center. Whether you are planning a wedding, anniversary, reception, tradeshow, class reunion, business meeting, retreat, or an awards banquet, our newly-renovated facility has an array of amenities to offer your group. Location, location, location—close to convenient access to major freeways makes it easy for your guests to find, along with an abundance of free lighted parking. The site has a beautiful patio and is surrounded by beautiful landscaping, making an attractive backdrop for your event.

Included in this Rental Information Packet, you will find the rules and regulations that govern the rental use of the Greenfield Community Center. Please take the time to read through this information to assist you in planning and running a successful event at the Center.

The Greenfield Community Center will not be made available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, national origin, families with children, gender, marital status, age, sexual orientation, or the presence of any sensory, mental, or physical disability. Permission to use the facility does not constitute an endorsement of a group's philosophies, policies, or beliefs.

Take A Tour

Simply call (414) **329-5370** to request a tour. Tours provided Monday-Friday 9:00 AM-5:00 PM.

How To Reserve Your Space

Call the City of Greenfield Department of Parks and Recreation (414) **329-5370** to check room availability.

Community Center Rental Agreement

Forms are available at the Greenfield Parks and Recreation Department office in City Hall (7325 W. Forest Home Ave., Greenfield), Room 200, M-F 9 AM-6 PM or on-line www.ci.greenfield.wi.us/parksrec | Community Center Rental Information.

Reservations are accepted in-person only on a first come, first serve basis at the Greenfield Parks & Recreation Department office in City Hall (7325 W. Forest Home Ave., Greenfield), Room 200. Office hours: 9 AM -6 PM. Full payment, including deposit, is due at time of reservation.

Our staff looks forward to assisting you. Please direct questions or comments to Greenfield Department of Parks and Recreation (414)329-5370.



City of Greenfield Department of Parks and Recreation

7325 W. Forest Home Ave. Greenfield, WI 53220

Office Hours M-F 9 AM-6 PM • Phone: (414) 329-5370 • Fax: (414) 543-2369

www.ci.greenfield.wi.us/parksrec



Greenfield Community Center

7215 W. Cold Spring Road
Greenfield, WI 53220

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GREENFIELD COMMUNITY CENTER

RESERVATION PROCEDURES

- Rental application and payments are **ONLY** accepted at the Greenfield Parks and Recreation Department, 7325 W. Forest Home Ave. (City Hall, Room 200) on Monday through Friday from 9:00 AM to 5:00 PM at least five (5) business days in advance of the requested date.
- Reservation requests will be taken on a first come, first served basis, subject to space availability. The City of Greenfield reserves the right to refuse any lease request at any time. Groups/users who utilize the facility on a regular basis are required to submit a new application each year. To inquire about date availability, call (414) 329-5370.
- Application will only be accepted with **full payment of rental fee(s) and damage deposit**. Greenfield Community Center Rental Use Agreement must be filled out in its entirety or the Lease will be rejected. The status order of a reservation is determined by the date of receipt by the City of Greenfield Parks and Recreation Department of the signed application, not the date of the initial inquiry. No telephone reservations will be accepted.
- We accept cash, check, money order, or charge card (VISA, Discover and MasterCard). **The damage deposit must be paid with charge card only.** Requests received less than 14 days prior to event must pay in the form of cash or charge card only.
- Applicant must be 21 years of age or older, and will assume primary responsibility for compliance with facility rules during the event. Parents or guardians must sign the reservation form on behalf of any renter under 21 years of age. Anyone under 21 years of age and youth groups requesting the use of the facility must ensure an adult chaperone ratio of one (1) adult per fifteen (15) minor children for the duration of the event.

All applications must be verified and approved by the Greenfield Parks and Recreation Department. **Bring your approved 'Facility Rental Agreement' with you on the day of your event.**

If your facility request can not be accommodated, a Greenfield Parks and Recreation Department representative will contact you by phone to see how we can help you further.



CITY OF GREENFIELD COMMUNITY CENTER

RULES, REGULATIONS, POLICIES & GENERAL INFORMATION

ALCOHOL

Only **Fermented Malt Beverages** (i.e. **beer and wine**) may be served during your event.

NO HARD ALCOHOL (meaning: an alcoholic beverage that is distilled rather than fermented - i.e. vodka, whiskies, rum, gin, tequila, and brandy).

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner.

No charge for beverages shall be made for guests, and no alcoholic beverages shall be distributed to any persons under 21 years of age. **No alcoholic beverages shall be dispensed or be in possession of any person on the premises after 11:00 PM (Friday & Saturday) / 9:00 PM (Sunday-Thursday).**

No alcohol permitted outside the building

Note: Sale of alcoholic beverages requires a special liquor license and approval of the Common Council.

ANIMALS

Animals are **NOT** permitted inside the facility, except for certified service animals.

AV EQUIPMENT

Audio Visual equipment is **NOT** available.

BATHROOMS

Restroom facilities are located in the main hallway, near the front entrance.

BUILDING SUPERVISION

A complete set of instructions (*check list*) regarding opening, cleaning, and closing procedures for the building will be given to the rental group. The City has the right to assign staff to supervise the event.

CANDLES

Lighted candles or open flames (*with the exception of sterno cups for catering*) inside the building are forbidden. No smoking, nor vaping use of candles, open flames, decorations which may be flammable or combustible, smoke or fog generating equipment or apparatus is allowed.

CLEAN-UP

Please keep our facility clean.

It is the renter's responsibility (**before closing time**) to clean:

- **Indoors:** wipe down tables and chairs, counters, appliances, floors, and walls of any spills (*including bathrooms*).
- **Outdoors** - clean any garbage from around the outside of the facility that your group may have caused.

Cleaning supplies and garbage bags are available in the closet, located in Activity A room (*adjacent to kitchen*). Proper (labeled) cleaning solutions are available to wipe off all tables and counters. Garbage should be bagged and should be placed in garbage containers outside (*north west corner*) of building.

LITTER/REFUSE

Any LITTER or REFUSE generated (*inside or outside*) by the group or activity must be collected and disposed of in appropriate trash receptacles. The Parks and Recreation Department may assess a fee for damages or additional cleaning if the area is not returned to original condition and reserves the right to deny future applications if these conditions are not met.

All renters will be given a cleanup/closure check list identifying expected levels of cleaning and building closure procedures.

Excessive cleanup fees may be deducted from your security deposit.

Cleanup should begin 30-60 minutes prior to agreed end time

Note: You will be responsible for removal of personal items or anything extra you may have brought in for your event (*i.e. decorations*).

**CANCELLATIONS/
REFUNDS
AND/OR
DATE/TIME CHANGES**

Cancellation of room rentals may result in a non-refundable cancellation fee per room, per date. Cancellation fees are based on the room that you reserved and the amount of notice given.

In order to cancel a room reservation, you **MUST** provide us with the following:

1. Written notification indicating your cancellation;
2. Renter applicant name (*as it appears on rental application form*);
3. Rental Application Date; and
4. Return of Permit

JANSEN FEST HALL AND KITCHEN

AMOUNT OF NOTICE

Less than two (2) months
Two (2) months or more

CANCELLATION FEE

50% of rental fees
\$50.00 per room

Groups that reserve multiple dates will face a cancellation fee for each date and/or room reserved.

ALL OTHER ROOMS

AMOUNT OF NOTICE

Less than 14 days
Less than two (2) months
Two (2) months or more

CANCELLATION FEE

50% of rental fees or \$50.00, whichever is greater
\$50.00 per room
(*) No cancellation fee \$5 processing fee is charged

DATE/TIME CHANGE *ALL DATE/TIME CHANGE REQUESTS MUST BE DONE IN WRITING.*

A minimum 14-day notice per date/time change, and are subject to facility availability per contract. All date/time change requests submitted with less than 14-days notice will be treated as a rental cancellation and new reservation.

Please refer to the cancellation policy above for more information. All applicable cancellation fees will apply.

CLOSING

At the conclusion of your event:

- Clean up all areas noted on the **Rental Applicant's Check List**.
 - Any materials or equipment belonging to the renter **must** be removed from the facility and grounds at the conclusion of the activity, unless written permission has been granted for storage.
 - Cleanup should begin 30-60 minutes prior to agreed end time
-

**COMMERCIAL OR
PROFIT MAKING
ACTIVITY**

Commercial or profit-making activities/programs are not allowed. You may not sell products, solicit donations, sell tickets, or offer other money-making activities without prior special approval by the Parks and Recreation Department Director. Any for-profit activity deemed to be a duplication of City of Greenfield programs and services will not be allowed. Facilities may not be used or rented for personal profit or for private lessons.

A permit holder shall use only those areas and facilities that are specifically reserved and so designated on the permit. There shall be no subleasing of facilities reserved by permit.

**COMPLAINTS /
PROBLEMS**

Please contact the Parks and Recreation Department at (414) **329-5370** on the first business day after your rental. Please be sure to let us know if there are any items/areas that need repair.

CONDUCT OF GROUP

Rental Applicants are responsible for the conduct of **ALL** guests inside and outside of building and **contracted providers/entertainment** attending the event. **Children must be supervised by an adult.** If your event requires police intervention, all of your Security/Damage Deposit may be withheld and the event may be terminated.

We highly recommend a *non-alcohol drinking policy/clause* for hired contractors/entertainment.

**DAMAGE
DEPOSIT**

Please advise the Parks and Recreation Department as soon as possible if there is any problem with the appliances, restrooms, windows, etc. If the facility is damaged as a result of an event or rental, the cost for the labor and materials used for repair will be charged to the event renter.

Damage deposits are 100% refundable as long as all of the following conditions are met:

1. The rooms and adjacent facility (*including outside*) are left in a clean and orderly manner as stated in the Rental Applicant's Checklist.
2. Use of the room does not exceed the scheduled time.
3. All equipment is accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to the building has not occurred.
6. All rules/guidelines governing alcohol consumption as stated on the Beer/Wine Distribution Permit are met.
7. All rules/guidelines governing rental usage of the Greenfield Community Center are met.

If these conditions are not met to the satisfaction of staff per these guidelines and others listed within this packet and accompanying documents, an appropriate fee will be deducted from the damage deposit.

If necessary, the rental applicant will be charged an additional fee to cover any additional costs.

Damage deposits will be refunded to the **card holder** within ten (10) business days.

Rental Applicant shall be liable for any loss, damage, or injury sustained by virtue of the activity conducted.

Deposits will be returned in part or full depending upon the condition of the facility.

An inspection will be conducted by Park and Recreation maintenance personnel.

Fees that may be charged against your damage deposit include:

- \$100.00 Failure to put garbage in appropriate trash cans.
- \$100.00 Violation after hours (*unless with prior approval*).

Other damages fees will be determined by the number of staff hours required (*one hour minimum at \$150 per hour*) and property replacement costs.

DANCING

Nothing may be sprinkled on or applied to floors. No DJ allowed in Activity Room(s) A or B.

DECORATIONS

All decorations, scenery, etc., shall be erected without defacing the facility in any way. All signs, decorations, scenery, etc., shall be installed and removed from the facility within the time reserved. No items / materials may be affixed to walls, doors, flooring, furniture, etc., that will leave a residue, stain, scratch, or otherwise mar these surfaces. No nails or tacks to be placed on ceiling and/or walls for hanging. No smoking, use of candles, open flames, decorations which may be flammable or combustible, smoke or fog generating equipment or apparatus is allowed. Helium balloons must be weighted. Floral displays must be freestanding. No fog machines. Ladders are not provided nor recommended. **No live animals allowed (fish, birds, etc...)**

DISTURBANCE

The Rental Applicant will be responsible for any charges incurred if the City of Greenfield Police or Fire Department responds to the facility due to disturbances, and the event may be terminated.

Permission to use recreation facilities/buildings will be granted only where the function can be reasonably accommodated and such use will not unduly interfere with the rights of the general public, the prior use by others, or City sponsored programs, and will not present a clear and present danger to public health and safety.

Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules and regulations of the Parks and Recreation Department.

If, during the course of any rental, the City of Greenfield deems that the activities of any participant or spectator have become abusive or destructive of city or private property or have become adverse of the permitted intent, the City of Greenfield reserves the right to immediately interrupt, terminate, or cancel that event as necessary, in the interests of public safety. In such cases, **Rental Applicant waives any claims for damages or compensation.**

EXTERIOR DOORS	All exterior doors, including patio must remain closed (do not prop open).
ENDORSEMENT	<p>The fact that a group is permitted to use the Community Center does not in any way constitute endorsement of the group's policies, positions, or beliefs on the part of the City.</p> <p>Advertising/promotion of events, meetings, programs, etc, for which space within the facility has been reserved, must clearly state the sponsor of the event, a local contact person, and a telephone number. Promotional materials, press releases, etc, must be worded so it is clear to the general public the event is not sponsored by the City of Greenfield. All promotional materials must be approved by the Parks and Recreation Director. Non-compliance with this policy may lead to immediate cancellation of the event and forfeiture of rental fees paid.</p>
EQUIPMENT / RENTED DISPLAYS/ FURNITURE	All displays, equipment, or furniture brought on site require written approval. Bounce Houses are not permitted. <i>All materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the activity, unless written permission has been granted for storage.</i>
FACILITY APPEARANCE	The City of Greenfield cannot guarantee that the rented space will have the same appearance as when originally viewed.
FIREARMS	No firearms or dangerous weapons are allowed unless the program/event is a certified WI DNR safety program sponsored by the City of Greenfield .
FUNDRAISING	Fundraising events for non-profit organizations are allowed. <i>(Requires a special use permit.)</i>
GAMBLING	Gambling is prohibited.
GARBAGE	All garbage must be placed in garbage bags and placed in the dumpsters. Dumpsters are located outdoors on the north west side of facility — use exit door located in Activity Room B or front entrance.
HANDICAPPED ACCESS	All rental facilities at the Greenfield Community Center are accessible by wheelchair. Handicapped parking is available near the main entrance. Handicapped parking laws apply; violators will be ticketed.
HEATING/ AIR CONDITIONING/ FANS	The thermostats are not to be adjusted. The thermostats are set to a reasonable temperature depending on the season. The ceiling fans can be controlled by the switches located on the west wall of the Jansen Fest Hall near Emergency AED/First Aid box.
HOURS OF OPERATION AND AVAILABILITY	<p>The City of Greenfield Community Center meeting rooms and special event rooms are subject to availability and generally, may be reserved during the following time.</p> <p>No Holidays—Center is not rented on Easter, Thanksgiving, Christmas Eve, Christmas Day, or New Years Eve/Day.</p> <ul style="list-style-type: none"> • Sunday-Thursday 10:00 AM-9:00 PM* <i>(Only renter's cleaning crew are allowed in facility from 9:15-10:00 PM - facilities must be cleaned and secured by 10:00 PM) (except holiday weekends, Memorial Day/Labor Day).</i> No alcoholic beverages shall be dispensed or be in possession of any person on the premises after 9:00 PM. Music off at 9:00 PM. • Friday & Saturday 11:00 AM-11:00 PM* <i>(Only cleaning crew are allowed in facility from 11:15 PM-12:00 midnight - facilities must be cleaned and secured by 12:00 midnight).</i> No alcoholic beverages shall be dispensed or be in possession of any person on the premises after 11:00 PM. Music off at 11:00 PM. <p>RENTAL TIME MUST INCLUDE TIME NEEDED FOR SET-UP, DELIVERY OF ANY SUPPLIES, AND CLEAN UP.</p> <p>Reservations are limited to dates, times, rooms, and areas listed in the "Greenfield Community Center Rental Agreement."</p> <p>The City of Greenfield reserves the right to schedule multiple bookings in building when the additional booking does not interfere with the primary renter's booking.</p> <p>(*) All activities must CEASE.</p>

INSURANCE

Depending on the nature of the activity planned, a certificate of insurance may be required. If required, permit holders shall submit a general liability insurance policy certificate (*minimum \$1,000,000 coverage - additional amount may be required depending on the nature of the activity*) including personal injury and blanket contractual coverage, as well as auto liability and worker's compensation coverage if applicable. The certificate shall name the City of Greenfield as an additional insured party.

KITCHEN

The kitchen is to be used as a **warming kitchen**, and is intended for catering and reheating only and may not be used for the preparation of food.

Kitchen includes: a large refrigerator with freezer, serving window, stove, microwave, coffee pots, dishwasher, and counter top space.

It is the responsibility of the Rental Applicant to provide all cooking, serving and eating dishes, utensils, and all other items not listed here. No one is allowed to store any items in the kitchen prior to or after the event. The City of Greenfield is not responsible for any items left in the building at the conclusion of your event. It is the responsibility of the Rental Applicant to clean the kitchen at the conclusion of the rental. Please refer to the attached Rental Applicant Checklist.

LIGHTS

Rental Applicants are expected to turn off all lights upon conclusion of their event.

The light switches for the Jansen Hall are located on the brick wall (north side), near activity Room "A" door. The restroom lights are on a sensor - please do not turn off.

The parking lot lighting is on a timer and will automatically turn on/off.

MUSIC

(additional fee applies)

• DJ

- All music is restricted to the **interior** of the facility.
- Outside doors of the building (*including patio*) must remain closed throughout any event.
- Music must stop at **11:00 PM on Friday and Saturday** and **9:00 PM on Sunday-Thursday**.
- **No** amplified music (DJ) allowed in Activity Room(s) A or B.
- DJs must provide extension cords and equipment.
- The **Rental Applicant** is responsible for the behavior of the DJ conduct and music level.
We highly recommend a non-alcohol drinking policy/clause for hired contractors/entertainment (i.e. DJs).
- Rental Applicants are required to provide contact information (*name and phone number*) of DJs **30 days** prior to event.
- **Fog machines prohibited.**

Live bands with amplified music are NOT allowed.

If you like... a list of a variety of approved DJs are available in the Park & Recreation office.

Please note: The Greenfield Community Center is located in a residential area. Please be considerate to the surrounding neighbors.

PARKING

Parking is available in the Greenfield Community Center parking lot on a first come, first served basis. Parking permits are not required. City personnel do not direct traffic/parking. Rental Applicant is responsible to leave area like they found it. Abuse of handicap/disabled parking — violators will be ticketed.

PATIO (Radler Terrace)

Patio closes at **9:30 PM**. **Children must be supervised at all times.**
Patio doors must remain closed when music is playing— please use the front entrance doors as exit. Patio door alarm will be activated when DJ starts
Rental Applicant is responsible to leave area like they found it. No smoking allowed.

PERSONAL PROPERTY

The City of Greenfield is **NOT** responsible for any valuables or personal property left on the premises.

PROBLEMS

If any problems are experienced with your reserved facility on the weekend, or during non-office hours, call the Greenfield Parks and Recreation Department Staff member on duty (*number posted on refrigerator*), and they will contact the appropriate personnel. If it is an **emergency, dial (9-1-1)**.

RICE/CONFETTI

Rice, confetti, or similar materials are not allowed at any time. Birdseed may be used outside the facility.

SAFETY

A **phone** is located on the wall in kitchen (**Dial 9-1-1 for emergencies**).
Rental Applicants are encouraged to use their own cell phone for non-emergency phone calls.
An **AED** (Automated External defibrillator) is located in the Dan Jansen Hall on west wall.
For minor injuries— **first aid supplies** are located in kitchen (on top of *refrigerator*).

SELLING ITEMS

Rental Applicants that wish to sell items during an event at the Greenfield Community Center must obtain a City of Greenfield Business License. A copy of the Business License must be received at least five (5) business days prior to the scheduled event. Business Licenses may be obtained by contacting the City Clerk’s Office at City Hall, (414) 329-5219 M-F 9 AM-5 PM.

SET-UP

To assure that set-up needs are met in a timely manner, the renter is required to complete a **room set-up configuration** at least seven (7) business days prior to the rental. City of Greenfield Department of Parks and Recreation staff will set up and take down tables and chairs for you. The amount of tables and chairs set up will be based on the amount of attendees that the Rental Applicant specifies at the time of the permit application. **NO ADDITIONAL CHAIRS OR TABLES WILL BE MADE AVAILABLE ON THE DAY OF THE EVENT.**

Additional set-up or changes that need to be made on the day of the event will be the sole responsibility of the renter. Please be sure to allow enough time to complete your additional room set-up and decorating when booking your event. Rental Applicant will be charged for any and all time used for set-up.

Please be aware of the floors when moving equipment. Chair carts are available to assist in moving the stacked chairs. **DO NOT DRAG TABLES AND/OR CHAIRS ACROSS THE FLOORS.** Damage that occurs to the floor is the responsibility of the renter and may result in forfeiture of the entire damage deposit.

NOTE: Tables and chairs that are provided by the Community Center are not allowed outside the facility.

Times designated on the application form must include time for both decoration and clean up of all decorations and removal of all non-Parks and Recreation Department equipment and supplies.

All non-Parks and Recreation Department equipment and supplies, including, but not limited to, DJ equipment, catering supplies, and decorations, must be delivered and removed during Rental Applicant reserved hours. Nothing may be stored on site without prior approval of the Greenfield Department of Parks and Recreation. A fee may be charged for items brought early or left by the Rental Applicant.

Items such as soda, beer, food, etc., purchased from dealers, must not be delivered to rented facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless someone is there to receive said items.

Rental Applicant is responsible for removal of all of their personal equipment/items brought in. Please be aware that at no time can exits be covered or obstructed by tables or equipment.

STATE STATUTES & CITY ORDINANCES

The Rental Applicant and all attendees of the event are required to comply with all applicable State Statutes and City Ordinances. Visit www.greenfieldwi.us (*City Government municipal code*)

SUPERVISION

The Rental Applicant identified on the application as representing the organization/group, shall be responsible for the conduct and control of both patrons and participants at the event/activity, **and must be present at the facility throughout the time of the activity or designate an alternate adult supervisor.** The supervisor shall remain on site until all members of the group have left the facility. **Children must be supervised at all times by an adult.**

Rental Applicant should keep a copy of the permit and fee receipt to verify reservation. Permits must be exhibited to any duly authorized person.

It shall be the responsibility of the Rental Applicant to pay for all damages or loss that are a result of the improper use or supervision of the facility, equipment, buildings, or grounds in addition to security deposit.

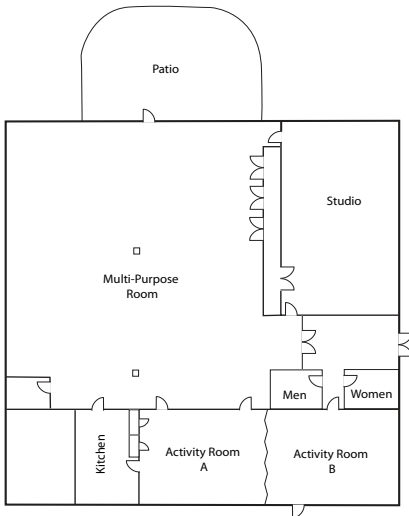
The renter must be present at the facility for the entire time of the facility rental.

SMOKING

SMOKING IS PROHIBITED inside the facility and Radlers Terrace.

The City of Greenfield reserves the right to add, delete, or modify the rules and regulations regarding use of the Greenfield Community Center at any time.

We hope you enjoy your rental at the Greenfield Community Center.



Maximum Room Capacity

The maximum room capacities are as follows and must be adhered to:

- Jansen Fest Hall** 225 Banquet Style Seating (rectangular tables with chairs)
200 Theater Style Seating (Dept. available chairs)
- Activity Room A** 40 Banquet Style Seating (6 chairs per 6' table)
24 Class Room Seating (3 chairs per 6' table)
40 Theater Style Seating (Chairs only)
(No DJ allowed in Activity Room A)
- Activity Room B** 30 Banquet Style Seating (6 chairs per 6' table)
18 Class Room Seating (3 chairs per 6' table)
40 Theater Style Seating (Chairs only)
(No DJ allowed in Activity Room B)
- Studio** NOT available for rentals

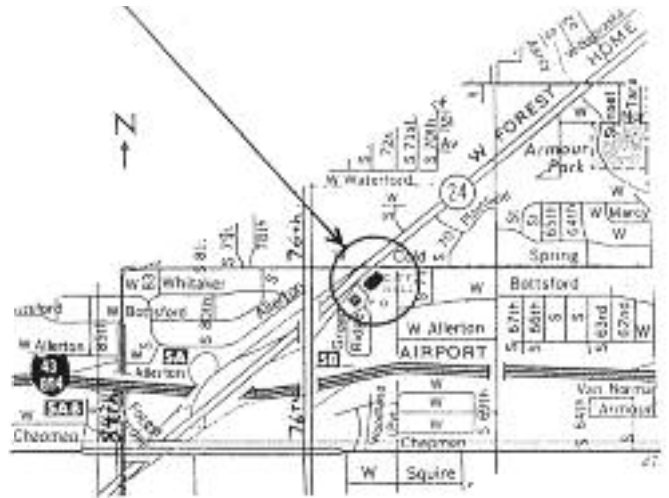
TOTAL CAPACITY 225

Directions to Greenfield Community Center



Greenfield Community Center

7215 W. Cold Spring Road, Greenfield, WI 53220



Suggested Exits...

If arriving from the **WEST** on 894, take the 84th Street Exit and turn left onto 84th Street. Continue to Coldspring Road and turn right. Proceed to Forest Home Avenue.

If arriving from the **EAST** on 894, take the 76th Street Exit, turn right onto 76th Street, and proceed to take a quick right at the HWY 24/Forest Home Avenue.



Return this form two (2) weeks prior to your event to the Parks & Recreation Office (Greenfield City Hall Room 200 M-F 9AM-6PM)

MUSIC: DJ

If using a DJ, please complete the following...

Group Name _____

(First & Last Name) of DJ

Event Date _____

Phone: (____) _____ - _____

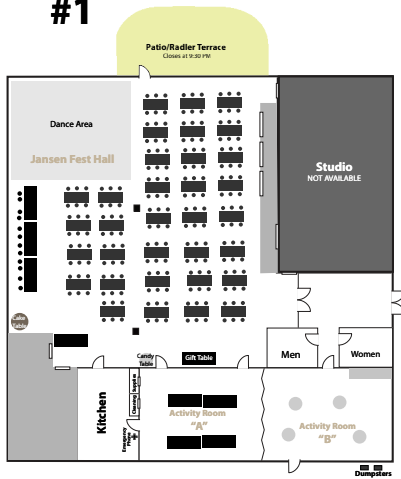
Approx. Guests Attending # _____

Time of Arrival _____

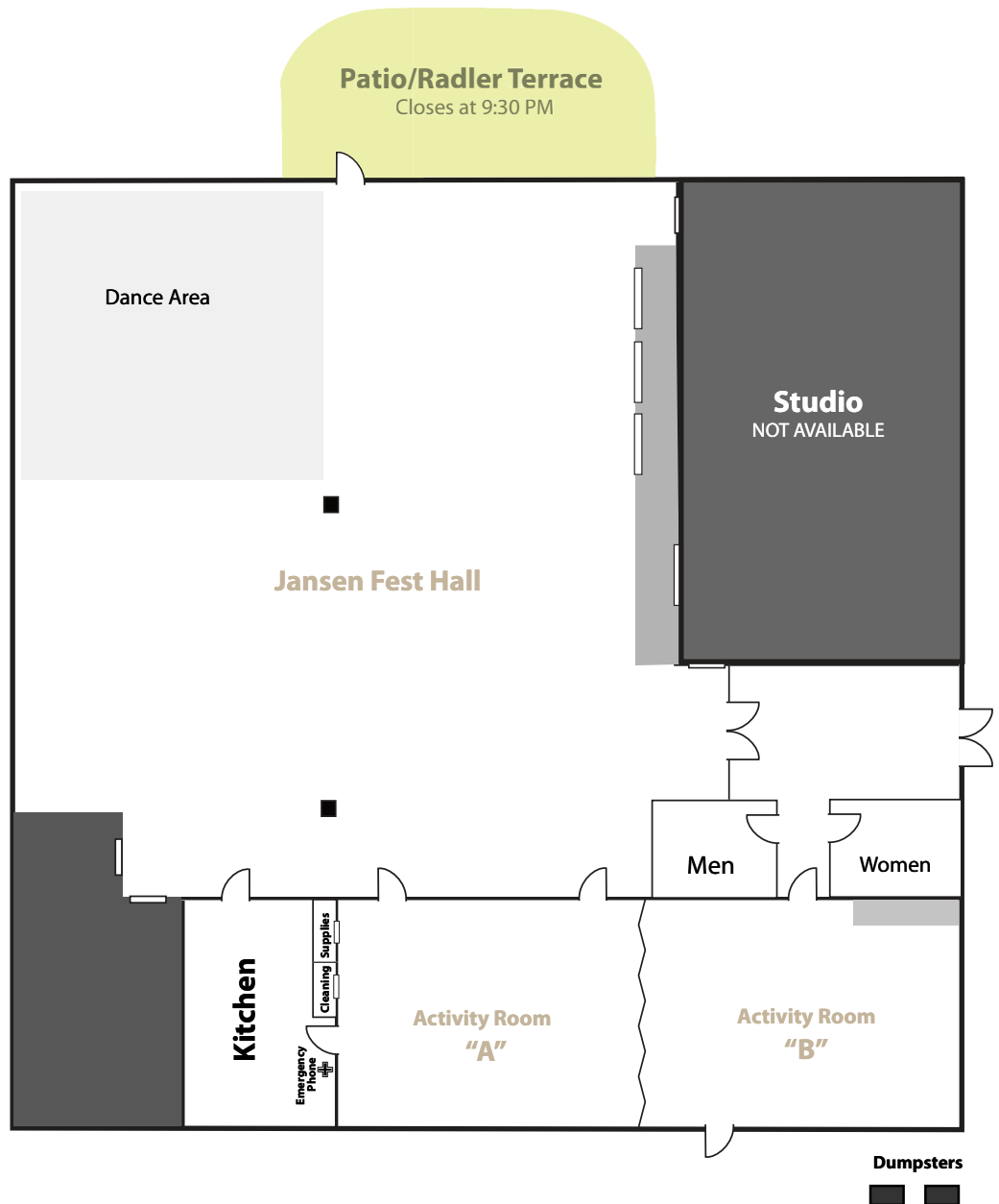
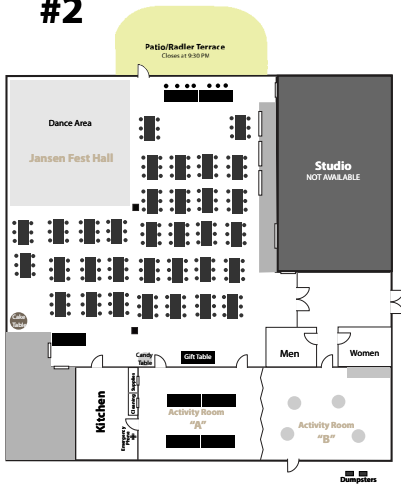
Arrival Time _____ - Depart Time _____

Standard Set-ups

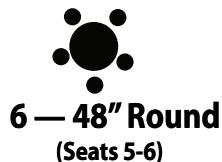
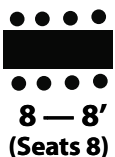
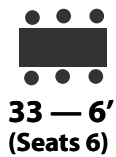
#1



#2



AVAILABLE TABLES



Flags Displayed

Yes No

Divider Wall between A & B

Opened Closed

Dumpsters
■ ■

GREENFIELD COMMUNITY CENTER RENTAL APPLICANT'S GUIDELINES/CHECKLIST

The following is a review of the Greenfield Community Center Guidelines, along with a Checklist to use at the end of your event. We recommend renters use this form to keep our Community Center neat and clean. Community Center staff will implement these guidelines and Security Deposits may be withheld based on non-compliance or any damages. For larger groups using **Jansen Fest Hall** — Community Center Staff may be assigned to assist with any questions or concerns regarding this Checklist. We thank you in advance for your cooperation and hope you enjoy your event at the Greenfield Community Center.

Remember to check the site when you arrive!

If you experience any problems/damage, please *inform the site supervisor or immediately call Erik (414) 750-2797 and leave a detailed message.*

GUIDELINES

Refer to Rental Agreement for a complete list of rules, regulations & policies.

- **MUSIC** - Must be kept at a reasonable volume and stopped by 11:00 PM (*Friday & Saturday*), 9:00 PM (*Sunday-Thursday*).
- **EXTERIOR DOORS** - Must remain closed at all times. (*Do not prop open*)
- **PATIO** - The patio closes at 9:30 PM.
- **BALLOONS** - Must be weighted and secured (*not allowed to float to the ceiling*).
- **CONFETTI** - Confetti, rice, glitter, etc. are not allowed.
- **BLINDS** - Please close the blinds on the east side of the building when using spot or strobe lights in Jansen Fest Hall.
- **ALCOHOL** - Only **beer** and **wine** allowed inside the facility and on the patio. **No hard alcohol** allowed on the premises. Underage consumption is not allowed and will be strictly enforced.
- **POLICE** - If police/fire are called to your event, your security deposit may be forfeited.
- **SCHEDULED TIMES** - Decorating and cleaning must be completed within time indicated on your permit.

CHECKLIST

All cleaning supplies and extra trash bags are located in the Custodial Closet found in Activity Room A.

- Tables/chairs wiped down, no stains or sticky surfaces, returned to original location and/or put away if applicable. *Please do not drag the tables.*
- Kitchen area...remove all food and beverages. Wipe down counter tops, sinks, and appliances, and mop floor.
- Make sure the oven/stove is turned off.
- Clean any markings on wall surfaces (stains or scuffs).
- Sweep floors, clean spills, and damp mop affected area(s).
- Place bagged trash in the garbage cans located on the north side of building (*extra trash bags are located in the Activity Room "A" custodial closet*). Remove all boxes (*take home*).
- Clean and tidy bathrooms (*pick-up debris, empty garbage and mop if necessary*).
- Turn off lights and fans.
- Any materials or equipment belonging to the renter **must be removed from the facility and grounds at the conclusion of the activity unless written permission has been granted for storage.***
- Please double check to ensure all exterior doors are locked (*main entrance/patio door/north side of building*).



GREENFIELD POLICE DEPARTMENT

Office of the Chief of Police

Pledged to Progress

Re: Community Center Rentals

Welcome to the Greenfield Community Center. I am glad you chose our venue and hope your event will be a great success.

The Greenfield Community Center is located adjacent to a residential area and we must insist that the use of the Community Center does not create a nuisance for the neighborhood residents. In order to preserve a peaceful atmosphere we will insist on the following standards of conduct for your event:

1. You may not exit the Community Center with an open container of alcohol at any time, for any reason. Alcohol may not be consumed in the parking lot or in vehicles parked in the parking lot. Individuals found with open intoxicants will receive a municipal citation.
2. Please monitor children and young adults if they are using the outdoor space adjacent to the community center and ensure that their conduct does not create a noise nuisance for neighbors.
3. Entertainment, whether it be in the form of a DJ or live band, will not be allowed to create a nuisance for neighbors. Both you and the DJ or band leader will be held personally responsible for any noise emanating from the Community Center. We highly encourage you to do a "sound check" to ensure that music, particularly bass levels, can not be heard outside of the Community Center.

Police Department and Parks staff will frequently monitor noise levels outside the Community Center. If those employees detect music or bass outside of the boundaries of the Community Center, both you and the DJ/band leader will receive municipal citations and fines of up to \$3,000.00 each, as well as the loss of your security deposit.

4. Please monitor your guests as they leave your event to ensure that they move quietly and swiftly to their vehicles and depart the community center without causing a noise disturbance.

We hope these guidelines will help you ensure a successful event without disturbing our neighborhood residents.

Sincerely,

A handwritten signature in black ink, appearing to read "Bradley R. Wentlandt".

Bradley R. Wentlandt
Chief of Police

Greenfield Law Enforcement Center - 5300 West Layton Avenue - Greenfield, WI 53220-4098

Phone: 414-761-5300 Fax: 414-761-5323

www.greenfieldpolice.org



GREENFIELD COMMUNITY CENTER RENTAL AGREEMENT

7215 W. Cold Spring Road Greenfield, WI 53220

City of Greenfield Parks and Recreation

Office

7325 W. Forest Home Ave.
Greenfield, WI 53220
Phone: (414) 329-5370
Fax: (414) 543-2369
www.ci.greenfield.wi.us/parksrec

M-F 9AM-6PM



GREENFIELD COMMUNITY CENTER

7215 W. Cold Spring Road
Greenfield, WI 53220

Jansen Fest Hall

(225 capacity)

A warm and stylish space to host ceremonies and receptions, corporate events, or a private party, with access to the outdoor patio.

Amenities:

Access to kitchen / tables & chairs / outdoor patio

Activity Rooms A & B

(Midsize/small groups)

Perfect space to hold small events, meetings, classes or trainings.

Amenities:

Access to kitchen (Room A) / tables & chairs / retractable divider wall

Building Capacity

225

PRB 8/21/2014

Applicant Name: _____

Group/Company Name: _____

Phone: Day (____) _____ - _____ Evening (____) _____ - _____

Cell: (____) _____ - _____ Email: _____

Address _____ City _____ State ____ Zip _____

Alternate Contact Person Name _____

Phone: Day (____) _____ - _____ Evening (____) _____ - _____

Type of Event: Meeting Birthday Wedding Anniversary Shower
 Reunion Graduation Other _____

Date of Event: _____ 20____
Month Date Year Day of the Week

Time Requested (Include set up and clean up): Start: _____ AM/PM / End _____ AM/PM

Approximate number of people attending: _____

Please answer the following questions:

- Are you charging an entrance fee? Yes No If YES, A Special Use permit is required (inquire with the Director of Parks & Recreation)
- Are you serving beer/wine? Yes No If YES, please read and understand the permit terms below and sign if acceptable.
- Are you charging for beer/wine? Yes No The sale of beer/wine requires a special liquor license and approval of the Greenfield Common Council (inquire with the Director of Parks & Recreation)
- Are you serving food? Yes No
- Are you using an DJ ? Yes No
If yes, please provide name and contact information of DJ ...
Name _____ Phone (____) _____ - _____
- Is this event open or a private event? Private Open to the general public

Beer/Wine Distribution Permit

The gathering shall be a private affair, not open to the public, and not advertised publicly in any manner. No charge for beverages shall be made to the guests, and no beverages shall be distributed to any persons under 21 years of age. Only beer and wine distribution is allowed (i.e. no hard liquor). No intoxicating or alcoholic beverage shall be dispensed or be in possession on any person on the premises after 11:00 PM. A copy of this permit will be on file at the Greenfield Police Department.

Signature: _____ Date: _____

RENTAL FEES & CHARGES

Fees subject to change

Please check all that apply

Jansen Fest Hall 4 Hour Minimum Large groups - 225 capacity

(Don't forget to include time for set-up & clean up)

Greenfield Resident

(Proof of Greenfield residency required)

- \$80 per hour with Kitchen
- \$800 Daily Rate (12 hours)**
(Includes Rooms A & B plus kitchen)
- plus \$400 Damage Deposit*** (Credit Card Only)

Non-Resident

- \$90 per hour with Kitchen
- \$900 Daily Rate (12 hours)**
(Includes Rooms A & B plus kitchen)
- plus \$400 Damage Deposit*** (Credit Card Only)

- DJ** — an additional **\$100** fee for a staff coordinator will be assessed.

Activity Room (s) 3 Hour Minimum

(Don't forget to include time for set-up & clean up)

Greenfield Resident

(Proof of Greenfield residency required)

- \$50 per hour **A & B** with Kitchen (70 capacity)
- \$40 per hour **A** with Kitchen (40 capacity)
- \$25 per hour **B** (no kitchen) (30 capacity)
- plus \$200 Damage Deposit*** (Credit Card Only)

Non-Resident

- \$60 per hour **A & B** with Kitchen (70 capacity)
- \$45 per hour **A** with Kitchen (40 capacity)
- \$35 per hour **B** (no kitchen) (30 capacity)
- plus \$200 Damage Deposit*** (Credit Card Only)

No DJ allowed in Activity Rooms A & B)

(*) **A Damage Deposit is required with reservation along with a form of photo ID.**

Falsification or misrepresentation of resident/non-resident status, use of Alcohol, DJ could constitute an automatic loss of damage deposit and/or cancellation of event (or any other policy procedure).

Room Set-up Configuration

The Renter Applicant is responsible for choosing a room set-up configuration no later than 6:00 PM **two (2) weeks prior** to rental. If no room set-up configuration is submitted... staff will set-up a general configuration according to number of guests indicated on contract.

Standard Set-up _____

See attached set-up

A confirmed "Rental Agreement" is required to reserve any meeting area. A signature and payment of all rental fees is required to confirm. By signature, renter agrees to comply with the City of Greenfield Community Center Rental Policies and Procedures.

I have read and understand the required rental fees and building regulations for use of the facility. I understand if damage expense exceeds the Damage Deposit fee, the City will bill the Rental Applicant the difference. Payment must be made within 30 days of invoice date. I agree to follow stated policies and any instructions given by the City of Greenfield Parks and Recreation Department in charge of the facility at the time of use. The City of Greenfield, their employees or agents, and any volunteers/organizations associated with the activity at this rental will not be held responsible for any personal injury or loss that may occur in conjunction with the activity.

Signature **X**: _____ Date: _____

TOTAL DUE (at time of reservation)

Resident Non-resident

_____ Hours X \$ _____ = \$ _____

_____ Extra Hours X \$ _____ = \$ _____

DJ Charge \$100 = \$ _____

Deposit \$ _____

Beer/Wine Permit @ \$10 = \$ _____

Additional Options _____ @ \$ _____ @ \$ _____

Total Amount Due \$ _____

Payment Method: (✓)

Check (Payable to: **CITY OF GREENFIELD**)

Credit Card (circle)



Exp. Date ___ / ___ / ___ Card # _____

Print Card Holder Name: _____

Signature: **X** _____



City of Greenfield Department of Parks and Recreation

7325 W. Forest Home Ave. Greenfield, WI 53220
Office Hours M-F 9 AM-6 PM • Phone: (414) 329-5370 • Fax: (414) 543-2369
www.ci.greenfield.wi.us/parksrec

Dated: _____ Renter's Name: _____

Received Copy: _____ Contract to supervisor: _____ Date of Event: _____

The following is a quick review of three of the Greenfield Community Center Guidelines as there has been some confusion pertaining to these requirements. Please initial by each of these guidelines. You can refer back to the actual booklet should you need a review of these guidelines.

_____ **ALCOHOL** (refer to page #4)
Only Fermented Malt Beverages (i.e. beer and wine) may be served during your event. **NO HARD ALCOHOL** (meaning: an alcoholic beverage that has been distilled rather than fermented – i.e. vodka, whiskey, rum, gin, tequila, and brandy) are allowed.

The gathering shall be a private affair, not open to the public, nor advertised publicly in any manner. No charge shall be made for guests, and no alcoholic beverages shall be distributed to any persons under 21 years of age. No alcoholic beverages shall be dispensed or be in possession of any person on the premises after 11:00 PM (Friday & Saturday) / 9:00 PM (Sunday-Thursday) Note: Sale of alcoholic beverages requires a special liquor license and approval of the Common Council.

_____ **HOURS** (refer to page #7)
The City of Greenfield Community Center meetings rooms are subject to availability and generally, may be reserved during the following time.
No holidays—Center is not rented on Easter, Thanksgiving, Christmas Eve, or New Years Eve/Day.

- **Sunday-Thursday 10:00 AM-9:00 PM*** (Only cleaning crew are allowed in facility from 9:15-10:00 PM – facilities must be cleaned and secured by 10:00 PM.) (Except holiday weekends, Memorial Day/Labor Day.) No alcoholic beverages shall be dispensed or be in possession of any person on the premises after **9:00 PM. Music off at 9:00 PM.**
- **Friday & Saturday 11:00 AM – 11:00 PM*** (Only cleaning crew are allowed in facility from 11:15 PM-12:00 midnight – facilities must be cleaned and secured by 12:00 midnight.) **No alcoholic beverages** shall be dispensed or be in possession of any person on the premises after **11:00 PM. Music off at 11:00 PM.**

_____ **MUSIC** (refer to page #8)

- All music is restricted to the interior of the facility.
- Outside doors of the building (including patio) must remain closed throughout any event.
- Music must stop at **11:00 PM on Friday and Saturday and 9:00 PM on Sunday-Thursday.**
- No amplified music (DJ) allowed in Activity Room(s) A or B.
- DJs and musicians must provide extension cords and equipment. Fog machines prohibited.
- The **Rental Applicant** is responsible for the behavior of the DJ conduct and music level. We highly recommend a non-alcohol drinking policy/clause for hired contractors/entertainers (i.e. DJs).
- **Rental Applicants** are required to provide contact information (*name and phone number*) for DJs **30 days** prior to event.

Live bands with amplified music are NOT allowed.