



SENIOR CENTER ADVISORY BOARD MEETING AGENDA

TUESDAY, APRIL 16, 2024 AT 9:00 AM

514 S. FIRST ST, WATERTOWN, WI 53094

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Review and approve: Senior Center Advisory Board meeting minutes from February 20, 2024

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and approve: Financial reports for January 2024

4. CITIZENS TO BE HEARD

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

5. BUSINESS

A. Review and approve: senior center advisory board by-laws

B. Review and approve: policies governing the use of the senior and community center

6. CHAIRPERSON COMMITTEE REPORTS

A. Update from fundraising committee

B. Update from membership committee

C. Update from community services committee

D. Update from program committee

7. DIRECTOR'S REPORT

A. Update on upcoming events

B. Update on 2024 advisory board election

8. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

**Watertown Senior Center
Advisory Board Minutes
February 20, 2024**

1. Call to Order

The Senior Center Advisory Board met in person on February 20, 2024, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Justin Munzel, Beth Beckett, Betty Jimenez, Kerry Kneser, and Cathie Wallen. Not present was Kimberly Henze, Kathleen Gillingham. Also present was Andrea Draeger.

2. Review and Approve the December Minutes

Kerry Kneser motioned to approve the minutes from December 19, 2023. Betty Jimenez seconded. Motion carried.

3. Review and Approve the Monthly Financial Report

Beth Beckett motioned to approve the preliminary 2023 year end financial reports. Cathie Wallen seconded. Motion carried.

4. Citizens to be Heard

None.

5. Business

a. Review and discuss: Senior Center Advisory Board By-Laws

Potential changes to section 10 and 13D were discussed. The board would like to be able to select the section they wish to chair after elections each year.

Additional revisions are due to the director by March 15, 2024 to discuss at the April board meeting.

6. Chairperson's Committee Report

a. Update Fundraising Committee on Current Efforts

A raffle license is still being explored as well as upcoming grants. The soup fundraiser occurred on January 18, 2024 and raised \$450. Bake sales will likely occur at the April, August, and November elections. It was suggested to make sure thank you letters are sent to bingo and other sponsors and to acknowledge them at the annual meeting in May, invite to senior citizen day, add to newsletter, etc.

b. Update Membership Committee on Current Memberships and Renewals

A new member packet is being developed and will be available soon. Renewals and new memberships are growing.

c. Update Community Services Committee on Projects/Efforts

AARP tax appointments have started. Andrea followed up on barrel donations for assisted living locations with lists of potential items. A volunteer is needed to go through books.

d. Update Program Committee on Program Attendance & New Programs

Breakfast Bunch as seen new folks turning into new members. Wellness Wednesdays are going well.

7. Director's Report

a. **Updates**

The Senior Care Fair is set for May 1 and will need assistance with managing vendors and donors. The volunteer awards event is set for May 21 with ideas needed for entertainment and catering options. The hall furniture has arrived and been put together. The next board election is coming up in April, please let us know your intentions for running.

8. Adjournment

Next meeting is scheduled for Tuesday, April 16, 2024 at 9:00 am. Kerry Kneser motioned to adjourn. Beth Beckett seconded. Motion carried.

Watertown Senior Center Advisory Board By-Laws

December 2, 1987
Commission accepted 2/88
Revised and Commission Accepted 4/88
Revised and Commission Accepted 5/91
Revised and Commission Accepted 6/92
Revised and Commission Accepted 5/93
Revised and Commission Accepted 12/97
Revised and Commission Accepted 5/00
Revised and Commission Accepted 7/03
Revised and Commission Accepted 6/07
Revised and Commission Accepted 8/10
Revised and Commission Accepted 8/12
Revised and Commission Accepted 6/15

WATERTOWN SENIOR CENTER ADVISORY BOARD BY-LAWS

ARTICLE I- NAME

The name of the organization shall be the Watertown Senior Center Advisory Board.

ARTICLE II- PURPOSE/MISSION STATEMENT

The Purpose/Mission Statement of this organization shall be to promote a more productive life for the senior citizens of Watertown and surrounding areas by providing a place where seniors can be actively involved in educational, recreation, and community affairs and where they can have access to services for the elderly.

ARTICLE III- OPERATION- ADMINISTRATION

Section 1. This organization shall be operated and administered by the City of Watertown Parks and Recreation Department under the direction of the Park, Recreation and Forestry Commission.

Section 2. This organization shall have an on-site Director to organize, supervise, and promote the activities for the center. The Senior Center Director shall be responsible for the scheduling of all day to day operation, organization and implementation of all programs, coordinating facility use for groups and individuals, and also the keeping of records. The Senior Center Director shall be the Parks and Recreation Department representative to the Senior Center Advisory Board and shall be directly responsible to the Director of the Parks and Recreation Department. The Senior Center Director shall keep abreast of all current trends, programs, services and funding availability, and in effect, shall be the city's expert on matters concerning seniors in Watertown.

ARTICLE IV- ADVISORY BOARD

Section 1. This organization shall have an Advisory Board consisting of seven members. Five of whom shall be active members of the center and are elected by ballot and approved at the Annual Members meeting in May by Senior Center members. Two shall represent the community at large and shall be appointed by the Advisory Board at the Annual Members Meeting.

Section 2. The role of the Advisory Board shall be to promote the philosophy and goals of its members.

Section 3. Responsibilities of the Advisory Board shall be:

- A.** Through a consensus of the Board, present collectively the viewpoint of the elderly and/or Center to the community and the Parks and Recreation Department through the Director of the center. (Guidance)
- B.** Assist in raising funds for the Center. (Resource Development)
- C.** Aid in volunteer recruitment. (Resource Development)
- D.** Develop ways by which the Center can contribute to the community at large. (Community Service)
- E.** Help in promoting the Center to senior citizens, particularly older persons with the greatest economic, health, or social needs. (Outreach)
- F.** Develop written long and short-term program goals for the center. (Program Planning)
- G.** Develop regular written assessment of the Center's programs and activities. (Evaluation)

Section 4. The Advisory Board shall meet bi-monthly on a set day, time and location with the approval of the majority of the Advisory Board **unless there are no immediate decisions to be made.**

Section 5. A quorum of the Board shall be four.

Section 6. Board terms shall be: All five members of the board shall serve two year terms on a rotation basis of 3 members expiring in one year and then 2 members expiring the next year. Community at Large representative shall serve at least a one year term.

Section 7. Officers of the Board shall consist of a Chairperson and Vice-Chairperson.

Section 8. Officers shall be elected by the advisory board at the next scheduled meeting of the Advisory Board following the Annual Members meeting and shall begin the day officers are elected.

Section 9. The outgoing Chairperson of the Board, if no longer a member of the Board, may serve as an ex-officio, non-voting member of the Board for the following year.

Section 10. Board members shall be automatically dropped from the Board after accumulating 3 unexcused absences from the Advisory Board meeting in a one year time frame.

Section 11. In March of each year, notice of open positions will be posted at the center and in other media designated by the Director. Members and staff of the center will solicit candidates to run for any open positions on the board. Active members may cast their Ballots beginning the end of March until the date designated before the Annual members meeting. Ballots will then be tallied and winners announced at the Annual Members meeting in May. A motion will be made and seconded to approve winning nominees.

Section 12. When Board vacancies occur between Annual Meetings, appointments are to be made within two months by the Senior Center Advisory Board upon recommendations made by the Director of the Senior and Community Center.

Section 13. The Advisory Board shall have the following standing committees:

A. Membership Committee - The goal of this committee is to increase new members, to encourage regular attendance, and have contact with inactive members.

B. Program Committee - The goal is to provide activities in areas such as: education, health, nutrition, advocacy, creative arts, recreation, and inter-generational.

C. Fundraising Committee - The goal is to raise money for the purpose of instructional supplies, furnishings, renovations or educational materials, program supplies, etc., for the Watertown Senior & Community Center.

D. Community Services - The goal is to encourage involvement in and with the community to create more public awareness and goodwill.

Sub-Section 1. The Chairperson of each committee shall be appointed by the Chairperson of the Advisory Board with the approval of the Advisory Board.

Sub-Section 2. Members of each committee shall be appointed by the Chairperson of that committee.

Sub-Section 3. Each committee member shall serve at least a one year term to ensure a spread of responsibility throughout the membership. It is desirable to add a new committee member each year.

Section 14. The Watertown Senior Center Advisory Board shall at all times function in a way as to promote the best interest of Senior Citizens within the limits of and recommendations of the appropriate regulatory agency.

ARTICLE V - MEMBERSHIP

Section 1. Membership to this organization shall be open to persons 50 years old and over, residents of Watertown and surrounding areas. If a married couple requests membership but only one is 50 years or older, the younger spouse will be eligible for membership.

Section 2. Any individual under 50 years of age who is a member of the Advisory Board shall be an honorary member.

Section 3. Any individual under 50 years of age who has been an honorary member of the Advisory Board may become a member.

ARTICLE VI - MEMBERSHIP FEES

Section 1. An annual membership fee, to be recommended by the Senior Center Advisory Board and approved by the Park, Recreation, and Forestry Commission is asked of seniors in Watertown and surrounding areas. Members living outside the Watertown city limits will be charged at a rate of 50% higher than city residents.

ARTICLE VII - AMENDMENTS

Section 1. Amendments may be recommended to the Advisory Board by any Center participant and shall be submitted to and approved by the Senior Center Advisory Board no later than March.

Section 2. By-laws shall be amended only at the Annual Members meeting by approval of two-thirds majority of the members present.

Section 3. Upon approval of the by-laws at the Annual Members meeting, the by-laws will then be presented to the Park, Recreation and Forestry Commission for final approval.

Section 4. By-laws shall be reviewed and evaluated every three years by the Advisory Board.

Article VIII - DISSOLUTION OF ORGANIZATION

Section 1. In the event of the dissolution of this organization, and in the event that no successor organization is created as a result of such dissolution, the Advisory Board shall distribute all fundraising monies that may exist at that time to such organization(s) operated exclusively for charitable, educational, or service provision purposes, as the Advisory Board shall determine. It is further specified that such fundraising money may not be distributed in any manner that would benefit any individual member of the organization.

POLICIES GOVERNING USE OF THE SENIOR & COMMUNITY CENTER

PURPOSE

The Watertown Senior & Community Center is a public facility which is designated to help meet the recreational, social, and cultural needs of the community. As much as possible, this facility will be made available for city recreational programming and meetings of community groups and organizations. Revenue generated by facility rentals is used to offset operational expenses.

The center is designated for senior citizen activities and services as well as community programs. Senior programming has priority Monday through Friday, from 8 a.m. to 4 p.m. However, occasional use of the center for senior programming may take place after hours and weekends. Use of the facilities by groups other than the seniors during this time period will be based on availability.

Activities of city recreation must take priority for use of the facility. In an effort to obtain maximum use for this facility, we schedule groups other than city recreation. However, as the demand for city recreation activities increases, the need to cancel groups may be necessary. Should it become necessary to cancel, the contact person will be notified not less than two weeks in advance, so that other arrangements can be made.

The center is owned and operated by the City of Watertown. All activities must comply with the City Policies and Ordinances to protect the rights of citizens and the City of Watertown from legal action.

CLASSIFICATIONS

Preference in scheduling will be given to classes 1 and 2, subject to the approval of the Director of Parks and Recreation. Cancellation of activities of a lesser classification may be necessary to accommodate the functions of a higher class.

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| Class | 1. | Programs of the Parks and Recreation Department. |
| | 2. | Functions of municipal government (e.g. elections). |
| | 3. | Community groups or organizations which have purposes related to civic or public improvement. Groups are approved for a specific use (i.e. monthly meetings). Any other use may be subject to fees: party, dances, dinners, fund raisers, storage, etc. |
| | 4. | Agencies offering instructional and recreational programs which charge fees. |
| | 5. | Exhibitions attended by the public. |
| | 6. | Religious services and gatherings. |
| | 7. | Private parties or gatherings. |

ROOM RENTAL FEES

All fees are based on a per-hour use, including set-up & clean up, and are updated annually according to the Room Rental Application. Taxes are included in fees. Fees and security deposit must be paid at the time of reservation. Any proposal for reclassification or waiving of fees must be presented to, and approved by, the Parks, Recreation, and Forestry Commission.

- CLASSES 1 and 2 are exempt from all rental fees and security deposits.
- CLASS 3 must pay an annual fee of \$50 for administrative and custodial costs as well as a security deposit. Certain Class 3 renters may be required to sign a Facility Use Agreement and will be subject to additional rental fees.
- CLASSES 4-7 are subject to regular, per-hour fees and security deposits according to the Room Rental Application.

SECURITY DEPOSIT

Security deposits for city residents and non-city residents is required by groups except for classes 1 and 2 for the purpose of cleaning and damages, Non-city residents will pay a 50% higher security deposit in accordance with the Department Fees and Charges Policy and Room Rental Application. If damages exceed the deposit amount, the renter will be billed for the additional costs with payment due within 30 days from invoice date.

ROOM RENTAL APPLICATIONS/FACILITY USE AGREEMENTS

Room Rental Applications are available at the Senior & Community Center office or online. Groups falling into CLASSES 3 - 7 are required to complete the Room Rental Application.

1. Application by groups for permission to use a room on a regularly scheduled basis should be submitted by November 1 for the upcoming year.
2. Groups and organizations wanting to use a room on random occasions should submit an application as soon as possible.
3. Applications will be issued to adults only. There must be at least one adult for every 10 minors.
4. Rent and security deposit must accompany the application.
5. The Parks, Recreation, and Forestry Commission reserves the right to limit the number of rentals or reservations for which each person, group or organization may request/apply each year.
6. **A Facility Use Agreement will be required for any organization or group in class 3 which requires long-term or extensive use of the facility or storage of items or equipment.**

ROOM USE RULES

1. **Hours of Rental** – Rentals may be requested from 8:00 am to 10:00 pm. Set up and cleanup of event must be part of the rental hours. Rental outside of normal hours needs approval from the Director of Parks and Recreation. Set-up and take-down times must be included in rental hours. Use beyond stated rental time will result in additional fees.
2. **Entrance Doors** – Front doors will automatically be unlocked 15 minutes prior to your event and automatically lock 15 minutes after your scheduled event.
3. **Attendance Form** – An attendance form is placed in the room of your event and should be filled out and placed on the front reception desk or drop box outside the building entrance doors.
4. **Cleaning/Reset Room** – Groups may rearrange tables and chairs as long as they are returned to their original position. All renters must clean up after their event. A cleaning sheet is attached to the attendance form. A cleaning cart is available in or near the room of rental. Trash must be deposited in the trash bins on the North side of the building. Excessive trash will result in loss of the security deposit. Custodian is not available on the weekend. Additional fees may be imposed and future use restricted for any excessive cleaning beyond the normal cleaning timeframe. An additional fee for excessive cleaning and property damage will be billed to the renter at a rate of \$100/hour with a 2-hour minimum charge.
5. **Special Services/Equipment** - Each room is equipped with a designated amount of equipment and a basic equipment setup pattern. Certain equipment may be rented as described in the Room Rental Application. The City of Watertown will not incur additional expense for any supervision, security, utilities, snow/ice removal, clean up, etc. It will be the responsibility of each group, organization, or individual to pay for any additional costs involved in the use of the facility or parts thereof.
6. **Security of Building** – The renter is responsible for the security of the building and should ask any unauthorized people to leave or contact the Police Department at 920-261-6660. The renter (person to whom the Room Rental Application is issued) must remain on the premises until the rental end time.
7. **Room Assignment** – Participants of your event must stay in the assigned room to not disturb other renters in the building.
8. **Decorations** – Decorations may be hung using painter’s tape. Taping, hanging, or tacking to walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited.
9. **Kitchen** – Authorized kitchen users must clean sinks, stoves, oven, tables, counters, and floors. The dishwasher is not available for use. No utensils, plates, cups, or napkins are supplied by the Center.
10. **Alcohol** – Alcohol is permitted if the renter is qualified and agrees to the terms of the Senior & Community Center Alcohol Policy. This policy is an addendum to the Room Rental Application.
11. **Prohibited Items** – Smoking, drugs, and glass are prohibited in the building. Only service animals and police canines are allowed inside the building.

- 12. **Prohibited Use** - Renters or groups may not use the center for their mailing address, return address, or letterhead. The facilities are not to be used for personal gain. Profit-oriented use of the city recreational facilities is prohibited. Solicitation of any kind is prohibited.
- 13. **Storage** - Renters or groups may not store items, equipment, paperwork, etc. on the premises unless a Facility Use Agreement is signed. The Center is not responsible for lost or stolen items. Take all belongings with you.
- 14. **Excessive Noise** – Noise (loud talking, music, etc.) must be kept to a minimum to not disturb other renters in the building. Amplified music (band, DJ, sound system, etc.) must pay a \$30.00 permit fee.
- 15. **Cancellations/Refunds** - Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.) No refunds are given for unused reserved time. Any group who has scheduled room use and does not arrive (“no show”), without 24 hours advance notice to the Department, will forfeit the security deposit due to lack of supervision and security in the building.
- 16. **Non-Emergency** – If you have a non-emergency issue, please call the Police Department’s non-emergency number at 920-261-6660.
- 17. **Failure to comply with the above rules will result in forfeiture of the security deposit and additional fees may be imposed. Room use privileges may be revoked for future rentals. The Parks, Recreation, and Forestry Commission reserves the right to revoke any application or agreement for any reason at any time.**

LIABILITY:

To the fullest extent permitted by law, any individual or organization using the Senior & Community Center, shall defend, indemnify and hold harmless the City of Watertown, its agents, representative, officers, directors, officials and employees from and against all allegations, demands, proceeds, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising to, arising from or out of, the use of the Senior & Community Center.

SENIOR & COMMUNITY CENTER POLICIES

The Senior Center Advisory Board is additionally organized and governed by the Senior Center Advisory Board By-Laws. The By-Laws also set Senior Center membership eligibility. Membership and other fees are set by the Parks, Recreation, and Forestry Commission through the Fees & Charges Policy.

RULES OF CONDUCT

Watertown Senior & Community Center rules of conduct are for the benefit of Center participants and staff. The Center welcomes everyone to enjoy these facilities. It is the policy of the center to provide an environment that is safe, pleasant, and comfortable for all participants. Because the Center is owned and operated by the City of Watertown, behavioral activity must be regulated to protect the rights of citizen users and protect the City of Watertown from legal action.

The Senior & Community Center will not tolerate aggressive and abusive behavior, including:

1. Physical threats of harm or assault.
2. Verbal harassment or threat of harm.
3. Abusive or foul language.
4. Sexual harassment and inappropriate sexual behavior.
5. Failure to respond to staff instructions.

Additionally:

1. Participants will not promote racism, ageism, or any other type of discrimination against others.
2. Participants will display good sportsmanship.
3. Participants will settle personal discrepancies among themselves, unless threats of harm to self or others are made. In this case, staff will determine if the police should be called.
4. Participants will act in a nonaggressive and nondisruptive manner, be honest, trustworthy, courteous, and will have patience and understanding for other participants living with aging challenges.
5. Participants must maintain acceptable habits of personal hygiene and cleanliness.
6. Participants must be able to toilet themselves, feed themselves, and be oriented to their current surroundings, unless a caregiver is present (see caregiver policy).
7. Participants will be held responsible for any damage or loss resulting from the negligence of users.
8. Participants will avoid unnecessary noise which might disturb other groups using the facility.
9. Gambling is prohibited.
10. Smoking, illegal drugs, and weapons are prohibited.
11. Individuals under the influence of intoxicating beverages are not permitted.
12. Any activities involving children shall have adult supervision.
13. Only service animals and police canines are allowed inside the building.
14. Any crime, misdemeanor, or violation of City Ordinance is prohibited.

WEATHER CANCELLATIONS

The Senior & Community Center will cancel all scheduled activities and programs for days and/or time periods the Watertown Unified School District closes school. The building will remain open regular business hours as a designated warming shelter. Office staff may or may not be available for in-person services. Program leaders may also use discretion when cancelling activities and programs, with approval from the Director of the Parks, Recreation, and Forestry Department.

VOLUNTEERS

All potential volunteers are required to submit a volunteer application. All volunteers over the age of 18 must pass a background check before they begin volunteering.

GUEST & CAREGIVER POLICY

“Guest” is defined as anyone age 50 or older and is not a current member of the center and who wishes to participate in any senior program or activity (e.g. bingo, sheepshead, euchre). “Guests” can participate in any senior program or activity the first time at no charge. Guests who participate in any future senior program or activity will then be charged a \$1.00 activity fee or asked to join the center at the current membership rate.

“Caregiver” is defined as anyone who assists a member, or someone eligible to be a member, with participation in a senior program or activity. “Caregivers” can assist a member, or someone eligible to be a member, with participation in any senior program or activity at no charge. The “Caregivers” role is strictly to assist the member, not to participate as an individual. “Caregivers” cannot participate in any senior program or activity on their own merit. Example: “Caregivers” can help members play their bingo cards and assist with marking cards. “Caregivers” can help members play their cards during other card games such as sheepshead or euchre.

GUIDELINES FOR PROGRAM LEADERS

1. The Director will make determinations regarding the ability of all program and activity leaders to lead and can appoint or remove a leader from their role.
2. Each program leader must follow, and has the ability to enforce, the above Senior & Community Center Rules of Conduct and ask participants to leave the program if not in compliance.
3. Each program leader must make unbiased decisions and determine fairness.
4. Each program leader must determine standards of game play for each game type and must follow the same standards if multiple leaders oversee the same game type.

Individuals who fail to comply with these rules will be told to leave the building or the police will be summoned. If recurrence, further discipline shall result.

Discipline shall proceed from one level to the next higher level.

1. Verbal warning
2. Written warning
3. Suspension from the Center facilities for 30 days
4. Membership revoked and will not be renewed

To dispute a decision, you may attend a Watertown Park & Recreation Commission meeting to state your case. At least one week advance notification is required.

Park & Recreation Commission approved 6/4/2001

ALCOHOL POLICY

GENERAL RULES

1. Renter pays an additional fee of \$50 for each event when alcohol is served. The fee is \$100 for attendance of 100 people or more.
2. Renter must institute controls that prevent underage alcohol consumption and intoxicated patrons.
3. Food and non-alcoholic beverages must be available when alcohol is served.
4. Renter must agree to remove and deny entrance to intoxicated patrons. Staff may direct the Renter to remove intoxicated patrons and has the authority to take appropriate measures to ensure the safety of participants and the protection of the facility, including police assistance.
5. Consumption and service of alcoholic beverages must remain within the designated event rental space. Alcohol cannot be taken outdoors. Glass bottles are not allowed with the exception of seated meals.
6. Marketing practices that encourage alcohol consumption, like oversized drinks, contests, or volume discounts, are not permitted.
7. Watertown Senior & Community Center (WSSC) reserves the right to limit or deny the use of alcohol at any event, private or public.
8. For publicly advertised events, renter must provide a written plan which addresses crowd control and security measures and the prevention of underage drinking/intoxicated patrons.

ASSUMPTION OF RESPONSIBILITY

By my signature, I agree that I have read and understand all of the terms and conditions in the Watertown Senior & Community Center Alcohol Policy. I understand the Alcohol Policy is in addition to the terms stated in the Room Rental Application. I agree to comply with, and enforce, all the rules in this Policy. I understand that failure to comply with the Alcohol Policy may result in immediate cancellation of my event, forfeiture of security deposit, rent paid and additional fees/penalties, including those from police intervention. I assume all liability related to the service and/or sale of alcoholic beverages. To the fullest extent permitted by law, any individual or organization using the Senior & Community Center, shall defend, indemnify and hold harmless the City of Watertown, its agents, representative, officers, directors, officials and employees from and against all allegations, demands, proceeds, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising to, arising from or out of, the use of the Senior & Community Center.

Renter (print name)

Signature

Date

Person signing alcohol policy must be at least 21 years of age.
Proof of age in form of photo ID may be required.

	Public and/or Large Events	Special Organizations	Small, Invitation-Only Events
Details	<p>Renter must use a catering service. The type and quantity of alcohol served by the catering service depends upon their license. Discuss details of your desired menu with the caterer. A catering service with only a Food and Drink license cannot sell alcohol. The following licensed catering services can serve alcohol:</p> <ul style="list-style-type: none"> • A Class A licensed caterer has no limit to the quantity or type of alcohol purchased. • A Class B licensed caterer has a limit to the quantity of liquor purchased, but no limit on wine and beer. 	<p>Retail Class "B" fermented malt beverage license:</p> <ul style="list-style-type: none"> • Six-month license. A license may be issued at any time for six months in any calendar year, for which 1/2 of the applicable license fee shall be paid, but such license shall not be renewable during the calendar year in which it was issued. • Picnic license: a per-day fee to bona fide clubs or lodges pursuant to § 125.26, Wis. Stats. If the licensed premises is on City-owned property, this license shall be limited to the sale or dispensing of fermented malt beverages in open paper or plastic cups or like containers only. <p>Application questions, including eligibility and insurance requirements should be directed to the City Clerk's Office, City Hall, 106 Jones St.</p>	<p>Upon approval by WSCC and the City Attorney, a renter with an invitation-only small event (typically less than 100 people), may choose to purchase wine and/or beer for consumption at their event.</p> <p>Alcohol must be provided at no charge to invited guests. Any form of money exchanged for alcohol (coupons, tickets, etc.) is not allowed.</p>
Cash Bars	Cash bars are NOT allowed.	Cash bars are allowed.	Cash bars are NOT allowed.
Requirements	<p>Required documentation must be submitted to the WSCC three weeks prior to event or the rental contract will be cancelled.</p> <ul style="list-style-type: none"> • Copy of the catering service's license. • Copy of the renter's agreement with the catering service. • Copy of the catering service's Certificate of Liability Insurance listing the City of Watertown as an additional insured with a \$1,000,000 general liability limit. • Evidence showing the catering service's \$1,000,000 liquor liability. 	<ul style="list-style-type: none"> • Copy of Certificate of Liability Insurance listing the City of Watertown as an additional insured with a \$1,000,000 liability limit. • Evidence showing a \$1,000,000 liquor liability. • Copy of Temporary Class B license. 	<ul style="list-style-type: none"> • Alcohol is limited to wine and/or beer only. • A written plan detailing proposed wine and/or beer quantity to be served and expected guest attendance. This plan must be approved by the City Attorney prior to the event. • Hiring a licensed bartender may be required.