



A G E N D A
CITY OF WAUPUN BOARD OF PARK & RECREATION
Waupun City Hall - 201 E Main St, Waupun, WI
53963
Monday, March 17, 2025 at 5:30 PM

VIRTUAL AND TELECONFERENCE ACCESS

Join Zoom Meeting: <https://us02web.zoom.us/j/87219794191?pwd=Uk1FQ2U5aVVzZUswNjg2dlczdERzZz09>
Meeting ID: 872 1979 4191
Passcode: 906435
Dial by your location 1 312 626 6799

CALL TO ORDER

ROLL CALL

PERSONS WISHING TO ADDRESS THE RECREATION BOARD--*State name, address, and subject of comments. (2 Minutes)*

No Public Participation after this point.

DISCUSSION ITEMS

1. Recreation Updates
2. Youth Sports & Recreation Grant Update
3. Future Meetings Date, Time, Location

CONSIDERATION - ACTION

4. Community Center Rental Fees
5. Community Center Updates to Policies and Procedures

FUTURE MEETINGS

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

Waupun Community Center Rental Fees

Effective for 2025 Rentals

	Monday through Friday Four Hour Limit	Friday Evening and Saturday Six Hour Limit	Sunday Six Hour Limit
<div>City of Waupun Resident Users</div> <div>Must have a current address within the City of Waupun. Resident listed on the contract is the responsible party and must be onsite during the duration of the rental.</div>	<div>Conference Room</div> <div>\$25.00</div> <div>Multi-Purpose or Dining Room</div> <div>\$60.00</div> <div>Kitchen</div> <div>\$40.00</div> <div>Multi-Purpose Room, Dining Room & Kitchen</div> <div>\$160.00</div>	<div>Conference Room</div> <div>\$25.00</div> <div>Multi-Purpose or Dining Room</div> <div>\$80.00</div> <div>Kitchen</div> <div>\$60.00</div> <div>Multi-Purpose Room, Dining Room & Kitchen</div> <div>\$500.00</div>	<div>Conference Room</div> <div>\$25.00</div> <div>Multi-Purpose or Dining Room</div> <div>\$70.00</div> <div>Kitchen</div> <div>\$50.00</div> <div>Multi-Purpose Room, Dining Room & Kitchen</div> <div>\$350.00</div>
<div>Non-Resident Users</div> <div>All users outside of the City of Waupun</div>	<div>Conference Room</div> <div>\$35.00</div> <div>Multi-Purpose or Dining Room</div> <div>\$80.00</div> <div>Kitchen</div> <div>\$60.00</div> <div>Multi-Purpose Room, Dining Room & Kitchen</div> <div>\$270.00</div>	<div>Conference Room</div> <div>\$35.00</div> <div>Multi-Purpose or Dining Room</div> <div>\$110.00</div> <div>Kitchen</div> <div>\$80.00</div> <div>Multi-Purpose Room, Dining Room & Kitchen</div> <div>\$750.00</div>	<div>Conference Room</div> <div>\$35.00</div> <div>Multi-Purpose or Dining Room</div> <div>\$95.00</div> <div>Kitchen</div> <div>\$70.00</div> <div>Multi-Purpose Room, Dining Room & Kitchen</div> <div>\$650.00</div>
Additional Hours	\$50 per additional hour over 4 hour limit	\$100 per additiona hour over six hour time limit	\$100 per additional hour over six hour time limit.
Alcohol Service Fee <div>Charged to all renters serving alcohol to guests</div>	2 rooms \$75 3 rooms \$100	2 rooms \$100 3 rooms \$150	2 rooms \$75 3 rooms \$100
Gym Rental	Residents \$50/hour Non-Residents \$80/hour	Residents \$50/hour Non-Residents \$80/hour	Residents \$50/hour Non-Residents \$80/hour

Comm Center Rental Rate Comparison

Waupun

Rentable Rooms

ROOM	DESCRIPTION	
Conference Room	Large tables with seating and TV	12 with table and chairs
Multi-Purpose Room	8ft banquet tables with chairs	140 with tables and chairs
Dining Room	8ft banquet tables with chairs	121 with tables and chairs
Multi-Purpose & Dining Room		
Dining Room & Kitchen	Refrigerators, Freezers, Microwave, 30 or 60 cup coffee maker, water pitchers, table	
Multi-Purpose Room, Dining Room & Kitchen	Kitchen has 2 serving windows	
Gymnasium Only	full basketball court, 3 pickle ball	266 capacity
Facility (Multi-purpose Room, Dining Room,		

Richland					
4,944					
\$200.00 pick up fee					

\$500.00 lost key					
Insurance for inflatables					
Special event insurance					

Ashwaubenon Com Center					
16,986					
36 month advance booking allowed for					
3 month advance booking non-residents					
30 day cancellation notice					
monthly meetings 2 months in advance and					
Residents Rental times	Sun - Thur 8AM-10PM				
	Fri 8AM - midnight	event must end by 11PM 11PM-midnight is for clean up			
Non residents	every day 8AM - 10 PM	event must end by 9PM 9PM-10PM is for clean up			
Resident Refundable Deposit					
Activity Room 70 occupant	\$200				
Grand Park Room East (bar, kitchen, outdoor fire pit) 170 people	\$500				
Full Grand park Room (bar, kitchen, outdoor fire pite) 248 people	\$500				
\$100 additional cleaning charge					
Non-Resident Refundable Deposit					

Activity Room 70 occupant	\$500				
Grand Park Room East (bar, kitchen, outdoor fire	\$1,000				
Full Grand park Room (bar, kitchen, outdoor fire	\$1,000				
Overhead Projector	\$30				
Cordless Microphone/Lava	no charge				
DVD Usge on TV	no charge				
				Weekday Business meetings	
	Resident	Non Resident	Additional hourly rate	City Based Business	non city based business
Activity Room 70 occupant	1st 4 hours \$160	1st 4 hours \$310	\$ 40.00	\$40/hour	\$75/hour
Grand Park Room East (bar, kitchen, outdoor fire	1st 4 hours \$250	1st 4 hours \$500	\$ 62.50	\$62.50/hour	\$110/hour
Full Grand park Room (bar, kitchen, outdoor fire	1st 4 hours \$280	1st 4 hours \$530	\$ 70.00	\$70/hour	\$125/hour

Fitchburg								
32,284								
Weekdays	Mon-Thur 8AM-10PM							
	Fri 8AM-2PM							
Weekends	Fri Evening 2PM-10PM							
	Sat 12Pm-10PM							
Tier 1	Resident Weekdays		Resident Weekends		Non Resident Weedays		Non Resident Weekends	
Syene Room	4 hour rental \$50	8 hour rental \$10	4 hour rental \$	8 hour rental \$200	4 hour \$75	8 hour \$150	4 hour \$140	8 hour \$280
Tier 2								
Fitchburg Room	\$75	\$150	\$160	\$320	\$100	\$200	\$200	\$400
Prairie View Room	\$75	\$150	\$160	\$320	\$100	\$200	\$200	\$400

Swan Creek Room	\$75	\$150	\$160	\$320	\$100	\$200	\$200	\$400
Tier 3								
Oak Hall/Greenfield Room	\$160	\$320	\$300	\$600	\$240	\$480	\$400	\$800
Stoner Prairie Dining Room	\$160	\$320	\$300	\$600	\$240	\$480	\$400	\$800
50 + people with alcohol requires security	\$60 per hour 4 hour min							

Waupaca					
6,333					
Use ActiveNet for online reservations					
	Non- profits/individuals	for profit organizations			
Half Gymnasium	\$10 pr hour	\$20 pr hour			
Full Gymnasium	\$20 pr hour	\$40 pr hour			
Exercise/Activity Room	\$10 pr hour	\$20 pr hour			
Meeting Room	no charge	\$20 pr hour			
Senior Center Room	\$10 pr hour	\$20 pr hour			
Concession/Lobby	\$10 pr hour	\$20 pr hour			

Butler					
13,099					
Community Building					
15 8ft tables and 100 chairs					
	Resident	Non Resident			
Deposit Monday - Thursday	\$125	\$250			
Deposit Fri - Sun	\$125	\$250			
Rental Monday - Thursday	\$125	\$325			
Rental Fri - Sun	\$250	\$550			

Town of Pleasant Valley					
4,009					
	Resident	Non Resident			
All Day rental 6AM - midnig	\$350 + \$150 security deposit	\$550 + \$150 security deposit			
Entire Weekend Fri evening	\$550 + \$200 security deposit	\$900 + \$200 security deposit			
Hourly Rental	\$25 pr hour + \$50 security deposit	\$50 pr hour + \$100 security deposit			
Civic Groups	Free to identified groups	Hourly or all day rates			
Business meetings/trainin	\$100 over 4 hours + \$50 security deposit	\$100 over 4 hours + \$50 security deposit			
	\$50 under 4 hours + \$50 security deposit	\$50 under 4 hours + \$50 security deposit			
Fundraisers - non-profit	not applicable	50% discount on hourly or all day rates			
Max capacity is 225 seating is 175					

Nekoosa					
2,409					
Security Deposit	\$200				
Main Hall/Kitchen	\$800				
Fundraisers	\$300				
Kitchen	\$200				
Main Hall only	\$600				
Main Hall - civic groups	\$100				
Main Hall mon - Thur	\$300				

Main Hall civic groups	\$300				
Large Conference Room	\$100				
Large Conference Room					

Waunakee						
15,152						
	Resident			Non Resident		
	Mon - Friday	Fri Eve and Sat	Sun 6 hour time	Mon - Fri	Fri Eve and Sat	Sun 6 hour time limit
Conference Room	\$25 4 hour limit	\$25 6 hour limit	\$25	\$35 4 hour limit	\$35	\$35
Activity Room	\$40	\$65	\$55	\$75	\$100	\$85
Community Rooms	\$60	\$190	\$120	\$100	\$280	\$190
Large room ABC together	\$170	\$550	\$330	\$280	\$800	\$540
Additional Hours	\$50 per hour	\$100 per hour	\$100 per hour	\$50 per hour	\$100 per hour	\$100 per hour
Kitchen Fees	\$35	\$50	\$35	\$50	\$100	\$50
Alcohol Service Fee	2 rooms \$75	2 rooms \$100	2 rooms \$75	2 rooms \$75	2 rooms \$100	2 rooms \$75
	3 rooms \$100	3 rooms \$150	3 rooms \$100	3 rooms \$100	3 rooms \$150	3 rooms \$100
Gym Rental	\$60 per hour	\$60 per hour	\$60 per hour	\$90 per hour	\$90 per hour	\$90 per hour

Waupun Community Center Policies and Procedures



Approved by the Park & Recreation Board

9/2/24 Last revision: 3/14/2025

Adopted by Common Council

9/10/2024

Table of Contents

Policy Statement	2
Section 1 – General.....	2
Hours of Operation	2
Photo Release	2
Code of Conduct	2
Priority Users.....	3
Video Surveillance.....	3
First Aid and Medical Emergencies	3
Tobacco/Vaping	4
Firearm/Weapons	4
Alcohol.....	4
Pets and Service Animals.....	4
Missing Person	4
Active Violence Threat	4
Winter Inclement Weather	5
Severe Weather Shelter In Place	6
Review and Amendment of Procedures.....	6
Section 2 – Participant	7
Age of Use Policy	7
Common Space Use.....	7
Membership and Fees	7
Participant Liability Waiver	7
Fitness Center Guidelines	8
Gymnasium Guidelines	8
Volunteer Policy	9
Volunteer Liability Waiver	10
Section 3 – Facility Rental	11
Rental Fees	11
Room Rental Scheduling	11
Rental Damage Deposit	12
Rental Cancellations	12
Rental Rules and Guidelines	12
Clean-Up/Damages.....	13
Appendix A – Fees.....	14
Appendix B – Participant Liability Waiver	15
Appendix C – Volunteer Waiver and Release of Liability Form	17
Appendix D – Rentable Rooms	19

Policy Statement

The Waupun Community Center provides recreational, social, health, and educational programs and services to Waupun area residents. The City of Waupun Board of Park and Recreation Commission is the overseeing entity of the Waupun Community Center. The following policies and regulations have been established to assure fair usage and maximum enjoyment of the facility and programs sponsored and endorsed by the City of Waupun. As members/guests, your compliance of these policies and procedures is mandatory in order to maintain a welcoming, positive, and safe environment for all.

Section 1 – General

Hours of Operation

Monday – Friday, 8am – 4pm, subject to change

Photo Release

City of Waupun programs and events are often photographed or filmed for promotional purposes. If you do not wish to be included in a photograph, please indicate this to the instructor and/or photographer, otherwise the City of Waupun has the right to use photos for promotional purposes associated with the Waupun Community Center.

Code of Conduct

We expect those using the Waupun Community Center to behave in a way that shows respect and caring for others, which includes not using any language or engaging in any action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct. Persons who conduct themselves in an inappropriate or disorderly manner shall be asked to leave the premise by City of Waupun staff and/or Waupun Police officers.

Participants of the Waupun Community Center Shall:

- Treat other participants and staff respectfully and courteously.
- Treat others in the same manner you would like to be treated.
- Understand that this facility is a shared space.
- Do their best to mind their own business and avoid gossip.
- Maintain personal cleanliness and good hygiene.
- Wear activity appropriate clothing and footwear. Non-marking soled shoes in the gymnasium. Street shoes are not allowed in the fitness center.
- Sign in each day when accessing the facility.
- Be responsible for their own personal property.
- Be independent and can care for their own personal needs. Youth under 12 years of age must be attending a scheduled Waupun Community Center activity/event and under the direct supervision of an adult 18 or over. Active older adults are welcome to bring an attendant or caregiver with them to enjoy services and programs.
- Report unusual occurrences, inappropriate behavior, or damages to the Waupun Program Director or designee.

Participant Actions Not Permitted:

- Using angry or vulgar language; swearing, name calling or shouting.
- Making physical contact with another person in an angry or threatening way.
- Harassment or intimidation with words, gestures, or body language. Behavior that is inappropriate, threatening or offensive in nature.
- Engaging in sexual activity or contact.
- Stealing or behavior that results in destruction of property.
- Carrying a firearm at the Waupun Community Center or on the Waupun Community Center grounds.
- Carrying or concealing devices or objects that may be used as weapons.
- Smoking/Vaping: Waupun Community Center and grounds encourage a tobacco and vape free environment. Smoking is not permitted within 25 feet from entrances and exits of the building.
- The Waupun Community Center reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving sexual abuse, is, or has been, a registered sex offender.

Priority Users

The following users have priority use of the Waupun Community Center.

1. Emergency Management/Disaster Relief
2. Elections
3. Recreation Department Use
4. City Department Reserved Use
5. Building Tenant Reserved Use
6. Public/Private Reserved Use

Video Surveillance

The City of Waupun has authorized the use of video surveillance and electronic monitoring equipment at the Waupun Community Center. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

First Aid and Medical Emergencies

The Community Center is not a healthcare center. The City of Waupun Community Center is able to provide first aid and medical emergency response services to patrons of the facility. Building staff and volunteers will offer basic first aid services such as treating minor cuts, bruises, and burns. In the event of a medical emergency, staff and/or volunteers will call 911 and provide first aid until further help arrives. Additionally, there may be staff or volunteers trained in CPR and AED use. The facility is equipped with a first aid treatment center and AED. Medical emergency push buttons are located within the building to further fast track staff and volunteers in the event of a medical emergency. If you are experiencing a health-related illness or injury, please use caution when participating in Waupun Community Center activities before entering the facility.

Tobacco/Vaping

The City of Waupun Community Center aims to promote a healthy and tobacco free environment. Tobacco and vaping are prohibited within the Waupun Community Center. Smoking is not permitted within 25 feet from Waupun Community Center entrances, exits, and ventilation intakes with the goal of preventing smoke from entering the facility.

Firearm/Weapons

The City of Waupun prohibits any weapon in or on Waupun Community Center building and grounds.

Alcohol

The Waupun Community Center facility and grounds are alcohol free. No alcohol allowed.

Pets and Service Animals

Pets are prohibited within the Waupun Community Center, except for service animals. On occasion, the Waupun Senior Center will host animal related presentations and activities. These programs are permitted. The City of Waupun Community Center service animal policy aims to create a welcoming and inclusive environment for individuals who require assistance of a service animal. The policy outlines guidelines for the proper behavior and responsibilities of service animal owners while on the premises of the Waupun Community Center. The goal is to ensure that all individuals have equal access to the facility.

1. The service animal must always be under the control of the owner at all times.
2. The animal must not pose a direct threat to the health or safety of others.
3. The animal must be housebroken and well behaved in public settings.

Missing Person

If a person is lost or possibly in the building during hours of operation. Staff will conduct a search to attempt to find the missing person. After a detailed description of the person is given, staff will announce the situation, sweep the building looking for the missing person, monitor building exits, and alert guardian and/or police if person is not found.

Active Violence Threat

The purpose of this policy is to outline steps to take if there is an active threat of violence to participants, visitors and/or staff of the Waupun Community Center, or the Waupun Community Center building in general. If a threat of violence is made towards the Center and/or Center occupants, contact 911 and notify building staff immediately.

1. Report any real or potential threats, or concerns regarding possible violent actions.
2. Gather as much information about the situation as possible including a description of the individual, individual vehicle and license plate, and/or any photos.

THREAT IS REPORTED OUTSIDE THE BUILDING OR IN THE IMMEDIATE AREA

1. Announce over paging system about the external threat several times. Announcing that the threatening person has not yet entered the building, and the Center must take immediate action to lock all means of entry into the building.
2. All entrances will be locked and sheltering in place is recommended until the “ALL CLEAR” is given by law enforcement or the administrator/director.
3. Vacate hallways and keep everyone away from doors and windows.
4. Move to an inner room that can be properly secured.

INTRUDER/ACTIVE THREAT IN THE BUILDING

1. **RUN:** If a safe passage is available, leave the area immediately and Dial 911 as soon as possible. Be prepared to give as many details of the situation as you can to the dispatcher, such as how many perpetrators, location of the person(s) and their description, types of weapons being used, any hostages/casualties, etc.
2. **HIDE:** If you are unable to safely leave the building, attempt to seek shelter in a nearby room avoiding windows, which are capable of being locked from the inside, assisting others, if possible. If the door does not have a lock, attempt to barricade the door with furniture, etc., and remain very quiet. Shut off TVs and radios and set cell phones on vibrate/muted. Remain quiet and hidden, until authorities unlock the door. Do not answer the door for anyone without a key.
3. **FIGHT:** If none of the above options are available to you, and you are directly faced with the shooter/intruder, as a last resort, fight back.

Winter Inclement Weather

In the event of inclement/severe weather, the Waupun Community Center shall close with or without notice. If the Waupun Area School District has closed and/or canceled school related activities, all Waupun Community Center activities are canceled, and the Waupun Community Center will be closed.

If the Waupun Area School District has a delayed start due to bad weather, the Waupun Community Center early morning activities will be canceled. Morning activities will start at 10:00am and the facility will open at 10:00am. If the Waupun Area School District closes early or cancels after school activities, the Waupun Community Center will close accordingly, and all afternoon and evening activities will be canceled.

Community Center Closings and Delays will be published on:

- City of Waupun website (www.cityofwaupunwi.gov)
- Posted on Facebook (Waupun Recreation Department)
- Broadcasted on AM 1170/103.3 FM

Severe Weather Shelter In Place

When a tornado warning has been issued during hours of operation, seek shelter inside the Waupun Community Center. In the event of a tornado and you are sheltering in place, notify your emergency contact via personal device. Go to an interior room without windows. Put as many walls as possible between you and the outside. Stay away from doors, windows, and outside walls. Staff will monitor weather conditions.

Review and Amendment of Procedures

It is recognized that as conditions change, these "Policies and Procedures for the Waupun Community Center Use" will need to be reviewed and amended to reflect those changes or to address omissions that have become apparent. At such time, the City of Waupun Board of Park and Recreation Commission shall review any proposed amendment and make a recommendation to the Waupun City Council. The Waupun City Council shall then make the final determination regarding amendments to the document.

Section 2 – Participant

Age of Use Policy

The City of Waupun Community Center strives to provide a safe and supervised environment for all ages. Our facility offers a variety of activities and services geared towards health and recreation. However, our facility is not a daycare or care facility. Youth under 12 years of age must be attending a scheduled Waupun Community Center activity/event and under the direct supervision of a caregiver. Active older adults are welcome to bring an attendant or caregiver with them in order to enjoy services and programs. Participants without a caregiver must be independent and able to care for their own personal needs.

Common Space Use

Gymnasium	<ul style="list-style-type: none">• Open community gym time may be accessed whenever available and as scheduled on the community calendar.• Exclusive use – scheduled events for large groups (20 or more people) is reserved through the community calendar up to 90 days in advance if space is available
Kitchen / Dining Multi-Purpose Room, Conference Room	<ul style="list-style-type: none">• Open community time may be accessed by tenants whenever available and whenever scheduled on the community calendar.• Exclusive use – reserved through the community calendar up to 90 days in advance.• If space is available (not reserved) can be utilized same day as needed, however the space must be reserved through the electronic scheduling system.
Sitting Room	<ul style="list-style-type: none">• If space is available (not reserved) can be utilized same day as needed, however the space must be reserved through the electronic scheduling system.
Billiards Room	<ul style="list-style-type: none">• Not available for reservations
Fitness Center	<ul style="list-style-type: none">• Membership only; not available for reservations
Laundry Area	<ul style="list-style-type: none">• Tenants have access as needed

Membership and Fees

Waupun Community Center participation requires a Membership Fee to provide, maintain, and expand our services and programs.

Current Fee Schedule listed in Appendix A of this manual.

Participant Liability Waiver

Form can be found in Appendix B of this manual.

Fitness Center Guidelines

The Waupun Community Center fitness center includes exercise machines, handheld weights and stretching area for participant and staff use. Fitness Center participants must be age 18 or over. Fitness center users must dress appropriately and bring gym shoes along. Street shoes are not allowed on the fitness center floor. There are benches and chairs provided to change shoes prior to exercising. Designated times are established for optimum use of the fitness center including, but not limited to, staff use, circuit use and open use to members. Safety and sanitation guidelines have been established. Instructional signs and appointments with staff and/or volunteers are available to familiarize participants with the exercise equipment. Provided sanitation wipes must be used on each exercise machine after each use. Towels are provided for user use and must remain in the fitness center and placed in the appropriate basket for washing. The Waupun Community Center Fitness Center will provide a safe, clean, and welcoming place for age appropriate and physical fitness levels for individuals to achieve their health and wellness goals in a supportive atmosphere.

Gymnasium Guidelines

Gymnasium guidelines have been established to ensure the safety and wellbeing of our participants and spectators. Our primary focus is to promote a positive and welcoming atmosphere where individuals feel comfortable and motivated to participate in various fitness and educational activities. By implementing gymnasium guidelines, we aim to minimize the risk of accidents and conflicts.

1. Please be courteous toward participants, spectators, staff, and volunteers.
2. Good sportsmanship is expected for all activities.
3. Profanity and foul language are not permitted.
4. Children 7 and under must be actively supervised by an adult.
5. Children between the ages of 7 and 11 must have an adult present.
6. Food and beverages are not allowed with the exception of personal water, food provided by activity staff, or food and beverage approved by the Director.
7. Non-marking indoor shoes are required for use of the gym.
8. Fighting, threatening or indecent conduct will not be permitted.
9. Dunking and hanging on basketball rims is prohibited except during organized basketball leagues.
10. Music played over a speaker must be appropriate for all age levels and contain no profanity or derogatory language.
11. The Community Center is not responsible for personal items.
12. Waupun Recreation Department programming or rentals takes priority over open gym time.
13. Families and individuals will be given priority during open gym. Pick-up games cannot use more than half of the gym during this time.
14. As a community space and family facility, we expect all members and guests to act within the boundaries of the Waupun Community Center's Code of Conduct.
15. The Community Center staff and volunteers reserve the right to modify the gymnasium guidelines at its discretion to ensure the safety of all members, guests, and staff.

Volunteer Policy

As members of a team, it is expected that each volunteer does a fair share based on their ability to do so. Qualities of cooperation, patience and compassion toward participants, staff and other volunteers are very important traits as a volunteer. This ensures a warm and friendly atmosphere for all. If a volunteer is going to be off on a particular day, they should attempt to get their own substitute. A volunteer substitute contact list will be provided to all volunteers. Do not volunteer if you have been sick or recovering from medical procedures or injury. Volunteer job descriptions are below. Please contact Director if you are interested in volunteering.

WELCOMING DESK VOLUNTEERS

- Be visible by wearing a volunteer badge.
- Greets all guests of the building and is especially helpful and welcoming to new people.
- Explains and monitors registrations and activity sign ins.
- Directs participants that are signed in to building activity areas.
- Answer the desk phone by answering questions or leaving messages for the Director.

FITNESS CENTER VOLUNTEERS

All fitness center volunteers will be trained by Director on how to properly use the exercise equipment, turn on/off the music, turn on/off the rotation timer, turn on/off the lights and unlock/lock the fitness center.

CARD PLAYING & TABLE GAMES VOLUNTEERS

All card playing and table games volunteers will be shown where activity supplies are stored by Director. Volunteers will be trained by Director on where and how to set up activities.

LUNCH VOLUNTEERS

Lunch volunteers are under the direct supervision of the Fond du Lac County ADRC Nutrition Program. The Waupun Community Center is the hosting meal site.

Volunteer duties will include:

- Volunteer hours are 9:45am – 12:30pm on the day scheduled.
- Record food temperatures and monitor food safety.
- Cleaning the dining room tables and chairs with sanitation wipes before and after indoor dining.
- Prepare the dining room and set the dining room tables.
- Supervise daily donation box.
- Serve lunch to registered participants.
- Monitor daily meal orders.
- At noon, make a phone call to the Fond du Lac County ADRC Nutrition Program to report the daily attendance and the next day order.

- Report cancellations or no shows by phone or write a note to the Fond du Lac County ADRC Nutrition Program.
- Maintain cleanliness of kitchen and kitchen utensils.

BUILDING SUPERVISION VOLUNTEERS

If a staff person is not on-site due to other job-related duties, scheduled time off, and/or illness. The building supervision volunteer duties include:

- Delivers excellent service to all members, guests, and program participants.
- Responds to participant and volunteer needs.
- Maintains cleanliness of the building
- Activity set up/clean up.
- Activity and building supervision.
- Handles and resolves concerns and informs Director or City Hall of unusual situations or unresolved issues.
- Report comments or concerns to Director or City Hall by phone.
- Applies all Waupun Community Center policies.

Volunteer Liability Waiver

Form can be found in Appendix C of this manual.

Section 3 – Facility Rental

Rental Fees

Fees are charged to off-set ongoing maintenance and program costs and minimize public subsidy for this building. All fees and deposits must be paid at time of reservation. Fees covered under these policies are subject to change. Those fees quoted to prospective users at the time of reservation will be honored.

If the Community Center Director determines that damage has occurred to the facility or that there is a need for extraordinary clean-up measures, the cost of these damages will be deducted from the room deposit paid. If charges are more than the room security deposit received, the user will be billed the additional charges. Failure to follow rental rules and policies may result in loss of utilization privileges and could result in additional administrative and/or legal action. All renters must adhere to Waupun Community Center Code of Conduct.

The current list of rentable rooms and fees can be found in Appendix D of this manual.

ROOM	DESCRIPTION	SEATING CAPACITY
Conference Room Only	Large tables with seating and TV, wi-fi access	12
Multi-Purpose Room Only	8 ft banquet tables with chairs and TV	140
Dining Room Only	8 ft banquet tables with chairs	60
Kitchen	Refrigerators, Freezers, Microwave, 30 or 60 cup coffee maker, water pitchers, table and serve ware, 2 serving windows	
Gymnasium Only	Full basketball court with 2 hoops, 3 pickle ball courts	266

Room Rental Scheduling

The Waupun Community Center rooms and facility are available for rent any day of the week, Monday through Sunday depending on activity schedules. The Waupun Community Center will close no later than 9:00pm. The Waupun Community Center will not be available for rentals on holidays.

The Waupun Community Center is available for booking a maximum of 18 months in advance for residents and 12 months in advance for non-residents. Renters are encouraged to call ahead to gather rental information, visit the facility and discuss the details of the rental process. Reservations will not be confirmed until application and payment have been received.

Proper reservation notification is required for any group using the Waupun Community Center outside of business hours and apart from City of Waupun Recreation Department sponsored programs. There are no holds for rentable rooms. Reservation fees must be paid at the time of the reservation via online payment or check. Make checks payable to: City of Waupun. To reserve rooms and to check room rental availability, call 920-324-7930. Rentals are approved and permitted on a first-come, first-served basis.

Rental Damage Deposit

Facility rentals require a damage deposit. Charges will be charged to the credit card used to make the deposit. If no damages occur, the fee will be refunded to the credit card. Charges are defined in Appendix D of this manual.

Rental Cancellations

- If a cancellation occurs for any reason more than 1 month prior to the rental date, 50% of the deposit will be withheld. All other paid fees will be returned.
- If a cancellation occurs for any reason less than 1 month prior to the rental date, 50% of all fees (rental fee & deposit) will be withheld with the remaining balance returned.

Rental Rules and Guidelines

CURFEW

All events must end by their scheduled end time (latest time being 9:00pm). All guests must vacate the premises. Final clean up and take down of personal property (decorations, gifts, etc.) must also be done at the scheduled end time.

NOISE

Users are subject to Waupun Police Department Code of Ordinance 8.02, which controls noises disturbing the public. No person shall make or cause to be made any loud, disturbing, or unnecessary sounds or noises such as may tend to annoy or disturb another in or about any public street, alley or park, or any private residence.

KITCHEN USE

All food and beverage must be removed from the kitchen after rental. The stove must be turned off. All utensils and roasters must be cleaned and put away.

CANDLES

Open flame candles of any kind are not allowed in the Waupun Community Center.

FOOD

Food is allowed in the multi-purpose room, dining room, and kitchen. Food is not allowed in all other areas unless with the approval of the Director.

RECYCLING & TRASH

All trash and recycling must be placed in designated containers with garbage bags. Garbage bags are provided.

DECORATIONS

The use of nails, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is prohibited. Glitter, rice, confetti and the like are also prohibited. Fog machines are not allowed. Balloons must be tethered.

ANIMALS

Pets are not allowed except for service animals.

ALCOHOL

1. Cash bar/alcohol sales are not allowed in our facility.
2. Alcohol is not allowed in the gymnasium.
3. Renters are allowed to bring and serve alcohol to their guests if it is a private event, the beverages are provided free of charge to the guests, it is an invitation only event and the renter accepts complete responsibility for the service of alcohol as well as any issues that may arise from it. A licensed bartender is not required but is highly recommended.
4. There is an additional fee charged for renters serving alcohol at their event.

Clean-Up/Damages

Cleaning up is required. Cleaning equipment and supplies are located on the cart in the dining room. Renter is responsible for leaving the facility in the same condition it was found. All cleaning supplies/equipment and garbage bags are provided. Renters must stay on site until all items brought into the building are removed and vacated, including all attendees, contracted entities, decorations, supplies, and equipment.

- Wipe down all countertops, tables, chairs, and other surfaces used during rental.
- Dispose of all garbage into “indoor” trash cans.
- Sweep all floor surfaces.
- Vacuum all carpeted areas.
- Tables, chairs, and other furnishings shall be returned to their original place.
- Flush toilets.
- Remove all food and beverages from refrigerators and freezers.
- Clean any garbage from around the outside of the facility that your group may have caused.

Appendix A – Fees

Standard Annual Membership	
Resident	\$60
Non-resident	\$80
Day-pass Resident	\$3
Day-pass Non-Resident	\$5

Standard Plus Fitness Annual Membership	
Resident Individual	\$120
Resident 2-person household	\$180
Family	\$225
Non-Resident Individual	\$140
Non-Resident 2-Person Household	\$200
Non-Resident Family	\$245

Standard Membership grants you access to participate in basic programs and activities.

Fitness Membership grants you access to everything a Standard Membership does, plus the ability to join our many instructor-led Fitness Classes and access to open gym times.

Resident versus non-Resident rate is determined by physical address. A City of Waupun address is required for resident rates. Program offerings requiring specialized instruction, or the use of equipment or special supplies will be fee-based to support program delivery.

Additional fees may apply for certain programs offered by contracted instructors, practitioners, or for travel programs. Contact the office at (920) 324-7930 if you have questions about what programs may require an additional fee.

Appendix B – Participant Liability Waiver

CITY OF WAUPUN PARTICIPANT WAIVER AND RELEASE OF LIABILITY FORM

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.

BEFORE SIGNING THIS WAIVER AND RELEASE OF LIABILITY, READ THIS ENTIRE DOCUMENT CAREFULLY. IF YOU SIGN THIS WAIVER AND RELEASE OF LIABILITY AND AN INCIDENT OCCURS RESULTING IN INJURY OR LOSS OF PROPERTY, THEN YOU WILL BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE. IF YOU DO NOT UNDERSTAND ANYTHING IN THIS DOCUMENT, OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, YOU SHOULD NOT SIGN THIS DOCUMENT AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS MAY BE DIRECTED TO THE CITY ATTORNEY'S OFFICE AT 920-324-2951 WEEKDAYS BETWEEN 9:00AM – 12:00PM, 1:00PM-5:00PM.

This Participant Waiver and Release of Liability, executed on this ____ day of _____, 20____, by _____ (the "Participant") in favor of the City of Waupun and its elected officials, officers, employees, and agents (collectively "Municipality").

Waiver and Release

The Participant freely, voluntarily, and without duress executes this Waiver and Release under the following terms:

The Participant does hereby release and forever discharge and hold the Municipality harmless from any and all liability, claims, and demands, either in law or in equity, which arise or may hereafter arise from Participant's activities with the Municipality.

The Participant understands that this Waiver and Release discharges the Municipality from any liability or claim that the Participant may have against the Municipality with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Participant's activities with the Municipality, whether caused by the Participant or by the negligence of the Municipality or its officers, directors, employees, agents, or otherwise. However, the Municipality and the Participant understand that the Municipality is not released from liability for harm incurred by the participant which results from the Municipality's intentional or reckless conduct.

The Participant understands that the Municipality does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness to the Participant.

The Participant desires to engage in the activities sponsored by the City of Waupun at its facilities. The Participant understands that the activities include, but are not limited to, indoor and/or outdoor recreational programs, may require the operation of equipment, and understands that the Activities include work that may be hazardous to the Participant. The Participant hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases the Municipality from any and all liability for injury, illness, death, or property damage resulting from the Activities and caused by the Participant or by the negligence of the Municipality.

The Participant does hereby release and forever discharge the Municipality from any claims whatsoever which arise or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Participants' activities with the Municipality.

The Participant understands that the Municipality does not carry or maintain health, medical, or disability insurance coverage for any volunteer. The Participant understands that he/she is provided with liability insurance coverage under the provisions of the Municipality's liability insurance policy.

Each participant should obtain his/her own medical or health insurance coverage.

The Participant does hereby grant and convey unto the Municipality all right, title, and interest in any and all photographic images and video or audio recordings made by the Municipality during the Participant's Activities with the Municipality, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Construction of Waiver and Release and Severability

The Participant expressly agrees that this Waiver and Release is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin, and that this Waiver and Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. The Participant agrees that in the event that any clause or provision of this Waiver and Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Waiver and Release which shall continue to be enforceable.

I have read this Waiver and Release of Liability thoroughly and fully understand and enter into it on behalf of myself, my heirs, next of kin, assigns, and personal representatives. No one has made any representations, statements, or inducements that change or modify anything written in this Waiver and Release of Liability.

Participant's Full Name:			
(please print)	First	Middle Initial	Last Name
Participant's Address			
	Address	City	State Zip
Phone:	Home	Cell	
Participant's Signature			
	Signature	Date	
IN WITNESS WHEREOF, Participant and Parent/Guardian of Participant have executed this Waiver and Release of Liability as of the day and year first above written.			
Witness's Signature & Date			
	Signature	Date	

Appendix C – Volunteer Waiver and Release of Liability Form

CITY OF WAUPUN VOLUNTEER WAIVER AND RELEASE OF LIABILITY FORM

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.

BEFORE SIGNING THIS WAIVER AND RELEASE OF LIABILITY, READ THIS ENTIRE DOCUMENT CAREFULLY. IF YOU SIGN THIS WAIVER AND RELEASE OF LIABILITY AND AN INCIDENT OCCURS RESULTING IN INJURY OR LOSS OF PROPERTY, THEN YOU WILL BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE. IF YOU DO NOT UNDERSTAND ANYTHING IN THIS DOCUMENT, OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, YOU SHOULD NOT SIGN THIS DOCUMENT AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS MAY BE DIRECTED TO THE CITY ATTORNEY'S OFFICE AT 920-324-2951 WEEKDAYS BETWEEN 9:00AM – 12:00PM, 1:00PM-5:00PM.

This Volunteer Waiver and Release of Liability, executed on this _____ day of _____, 20____, by _____ (the "Volunteer") in favor of the City of Waupun and its elected officials, officers, employees, and agents (collectively "Municipality").

The Volunteer freely, voluntarily, and without duress executes this Waiver and Release under the following terms:

The Volunteer does hereby release and forever discharge and hold the Municipality harmless from any and all liability, claims, and demands, either in law or in equity, which arise or may hereafter arise from Volunteer's activities with the Municipality. The Volunteer understands that this Waiver and Release discharges the Municipality from any liability or claim that the Volunteer may have against the Municipality with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's activities with the Municipality, whether caused by the volunteer or by the negligence of the Municipality or its officers, directors, employees, agents, or otherwise. However, the Municipality and the Volunteer understand that the Municipality is not released from liability for harm incurred by the volunteer which results from the Municipality's intentional or reckless conduct. The Volunteer understands that the Municipality does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness to the Volunteer.

The Volunteer desires to work as a volunteer for the Municipality and engage in the activities related to being a volunteer (the "Activities"). The Volunteer understands that the activities may include:

_____.

The Volunteer understands that the Activities may require the operation of equipment such as:

_____.

The Volunteer understands that the Activities include work that may be hazardous to the Volunteer, including, but not limited to: _____.

The Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases the Municipality from any and all liability for injury, illness, death, or property damage resulting from the Activities and caused by the Volunteer or by the negligence of the Municipality.

The Volunteer does hereby release and forever discharge the Municipality from any claims whatsoever which arise or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's activities with the Municipality.

The Volunteer understands that the Municipality does not carry or maintain health, medical, or disability insurance coverage for any volunteer. The Volunteer understands that he/she is provided with liability insurance coverage under the provisions of the Municipality's liability insurance policy. Each volunteer should obtain his/her own medical or health insurance coverage.

The Volunteer does hereby grant and convey unto the Municipality all right, title, and interest in any and all photographic images and video or audio recordings made by the Municipality during the Volunteer's Activities with the Municipality, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Construction of Waiver and Release and Severability

The Volunteer expressly agrees that this Waiver and Release is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin, and that this Waiver and Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. The Volunteer agrees that in the event that any clause or provision of this Waiver and Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Waiver and Release which shall continue to be enforceable.

I have read this Waiver and Release of Liability thoroughly and fully understand and enter into it on behalf of myself, my heirs, next of kin, assigns, and personal representatives. No one has made any representations, statements, or inducements that change or modify anything written in this Waiver and Release of Liability.

Volunteer's Full Name:			
(please print)	First	Middle Initial	Last Name
Volunteer's Address			
	Address	City	State Zip
Phone:	Home	Cell	
Volunteer's Signature			
	Signature	Date	
IN WITNESS WHEREOF, Volunteer and Parent/Guardian of Participant have executed this Waiver and Release of Liability as of the day and year first above written.			
Witness's Signature & Date			
	Signature	Date	

Appendix D – Rentable Rooms

Waupun Community Center Rental Fees

Effective for 2025
Rentals

	Monday through Friday Four Hour Limit	Friday Evening and Saturday Six Hour Limit	Sunday Six Hour Limit
City of Waupun Resident Users Must have a current address within the City of Waupun. Resident listed on the contract is the responsible party and must be onsite during the duration of the rental.	<u>Conference Room</u> \$25.00 <u>Multi-Purpose or Dining Room</u> \$60.00 <u>Kitchen</u> \$40.00 <u>Multi-Purpose Room, Dining Room & Kitchen</u> \$160.00	<u>Conference Room</u> \$25.00 <u>Multi-Purpose or Dining Room</u> \$80.00 <u>Kitchen</u> \$60.00 <u>Multi-Purpose Room, Dining Room & Kitchen</u> \$500.00	<u>Conference Room</u> \$25.00 <u>Multi-Purpose or Dining Room</u> \$70.00 <u>Kitchen</u> \$50.00 <u>Multi-Purpose Room, Dining Room & Kitchen</u> \$350.00
Non-Resident Users All users outside of the City of Waupun	<u>Conference Room</u> \$35.00 <u>Multi-Purpose or Dining Room</u> \$80.00 <u>Kitchen</u> \$60.00 <u>Multi-Purpose Room, Dining Room & Kitchen</u> \$270.00	<u>Conference Room</u> \$35.00 <u>Multi-Purpose or Dining Room</u> \$110.00 <u>Kitchen</u> \$80.00 <u>Multi-Purpose Room, Dining Room & Kitchen</u> \$750.00	<u>Conference Room</u> \$35.00 <u>Multi-Purpose or Dining Room</u> \$95.00 <u>Kitchen</u> \$70.00 <u>Multi-Purpose Room, Dining Room & Kitchen</u> \$650.00
Additional Hours	\$50 per additional hour over 4-hour limit	\$100 per additional hour over six-hour time limit	\$100 per additional hour over six-hour time limit.
Alcohol Service Fee Charged to all renters serving alcohol to guests	2 rooms \$75 3 rooms \$100	2 rooms \$100 3 rooms \$150	2 rooms \$75 3 rooms \$100
Gym Rental	Residents \$50/hour Non-Residents \$80/hour	Residents \$50/hour Non-Residents \$80/hour	Residents \$50/hour Non-Residents \$80/hour
Outside Grounds	Residents \$50/hour Non-Residents \$90/hour	Residents \$100/hour Non-Residents \$175/hour	Residents \$100/hour Non-Residents \$175/hour

Damage Charges	
Failure to remove trash from facility	\$50
Carpet cleaning other than customary	\$200
Kitchen cleaning other than customary	\$100
Misc cleaning other than customary	\$50/hour, actual time billed
Replacement of table	\$350
Replacement of chair	\$100
Service of alcohol without prior permission	2x the fee
Misc. repairs to facility	Actual costs incurred