



**A G E N D A**  
**CITY OF WAUPUN BOARD OF PARK AND  
RECREATION COMMISSION**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, September 03, 2024 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.***

**CONSIDERATION - ACTION**

- [1.](#) Approve Minutes of July 29, 2024 Meeting
- [2.](#) Approve Waupun Hockey Association Facility Use Agreement
- [3.](#) Playground Equipment Selection for Zoellner Park
- [4.](#) Approve Community Center Policies
5. Approve Community Center Membership Fees

**DISCUSSION ITEMS**

- [6.](#) Recreation Updates – Senior Center, Park Program, Camp, Aquatic Center
- [7.](#) Recap of Self-Service Kayak Rentals
8. Moving, Opening & Ribbon Cutting of Community Center
9. Community Center Rental Fees

**FUTURE MEETINGS**

10. Monday, September 23, 2024 at 5:30pm at City Hall

**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.*

Monday, July 29, 2024 – City Council Chambers

CALL TO ORDER

Commission President Disch called the meeting to order at 5:31pm

ROLL CALL:

Citizens: Doug Disch, Megan Williams, Wanda Nick, Lexi Zarn, and Mary Kay Gorst.

Alderman: Kambria Ledesma

Ex-officio: Recreations Director, Rachel Kaminski, and City Administrator, Kathy Schlieve

Approved Absence: Bridget Winterhack

Guest: Chris Rosenberg

No Public Participation after this point.

CONSIDERATION - ACTION

1. Approve Minutes of June 24, 2024 Meeting – Ledesma moves to accept minutes as presented, seconded by Williams. Motion passes unanimously.

DISCUSSION ITEMS

2. Self-Service Kayak & Equipment Rentals – Chris Rosenberg presents. He explains that they work with multiple municipalities across the state. The concept allows for easy public access to kayaks without requiring staffing or management from the City. They handle maintenance, marketing, equipment, risk, delivery installation, and customer support.

3. Recreation Department Updates – Kaminski presents. Historical society presentation, yoga in the park, and much more. Wednesday is the Brewer game trip. Storybook walk at Pine St Park. Attendance: 195 participants have registered. Camp Waupun averages 9 to 11 kids per week. Next summer will be different because it will be announced sooner and held at a different location. National Senior Citizens Day is coming up on August 21<sup>st</sup> and Rachel is looking for volunteers to scoop ice cream. Pool heater is broken, the pool is still operational since the weather has been so warm but when temps drop it will be problematic.

4. Review Community Center Policies – Kaminski presents, the policies have been updated based on the last discussion. The alcohol-free policy has been brought up already.

5. Community Center Fees – Schlieve presents. Plymouth’s model was heavily used for the numbers and formatting. There was some discussion about the fees being too modest for the services provided. It was suggested that we add a level for under 62 and over 62.

FUTURE MEETING OF BOARD OF PARK AND RECREATION COMMISSION

Tuesday, September 3, 2024 at 5:30pm.

Williams moved to adjourn, Zarn seconded. Motion passed unanimously.

ADJOURNMENT

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kambria Ledesma". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kambria Ledesma, Secretary  
City of Waupun

**Waupun Hockey Association and  
City of Waupun Facility Use Agreement**

THIS AGREEMENT by and between the City of Waupun; a Wisconsin Municipal Corporation, located in Dodge and Fond du Lac Counties, Wisconsin, hereinafter referred to as the CITY, and the Waupun Hockey ASSOCIATION, a Wisconsin Corporation, located at Waupun, Wisconsin, hereinafter referred to as the ASSOCIATION;

WHEREAS, the parties hereto have previously entered into a written agreement delineating the terms of a written lease of the building known as the Waupun Community Center, located at 510 E. Spring Street.;

WHEREAS, the CITY and the ASSOCIATION wish to extend the lease for an additional one year; and

WHEREAS, in consideration of mutual promises the ASSOCIATION hereby agrees to operate and manage the Community Center within the Ordinances of the City and Laws of the State of Wisconsin, and within the terms identified below:

1. The parties agree to extend the lease from the 2<sup>nd</sup> Monday in September to the last Sunday of April. Should the ASSOCIATION desire additional time on either end of the agreement, all costs experienced by the CITY shall be prorated according to the terms of this agreement.
2. The terms of this lease shall be for a two-year period of time unless either party gives written notice at least 120 days prior to October 1 of a renewal year that the party wishes to either terminate or renegotiate the lease.
3. It is further agreed that the lease shall not apply during the remaining months or part of months of May to August.
4. That during the lease period, the CITY shall be responsible for outside maintenance and the ASSOCIATION shall be responsible for custodial and janitorial requirements. The Public Works Director shall be made aware of all maintenance requests and must approve building modifications before they are made. The CITY also reserves the right to access all spaces and equipment throughout lease period. The CITY will attempt to notify the ASSOCIATION prior to the walk through.
5. Due to the shared use with the Waupun School District, over the term of this contract, the ASSOCIATION will be billed for the electrical, water/sewer and natural gas consumption for Community Center usage during the occupancy period on a sliding scale as follows:

<b>LEASE TERM</b>	<b>% of Expenses Billed</b>
2024-2025	40%
2025-2026	40%

In the event that the Waupun School District does not use the Community Center during the occupancy period and the ASSOCIATION is the sole proprietor, the ASSOCIATION agrees to be billed for the electrical, water/sewer and natural gas consumption for Community Center usage at the rate of 50% for the lease term.

6. If the ASSOCIATION requires additional time beyond the terms of this agreement, all cost experienced by the CITY shall then be prorated at 50% of the normal costs.



7. The ASSOCIATION will take measures, with the CITY, for energy conservation. The CITY will continue to provide a dumpster for waste disposal and the ASSOCIATION shall be encouraged to recycle items.
8. The ASSOCIATION will be responsible for all costs associated with providing or maintaining indoor ice.
9. The ASSOCIATION will provide access to the public for open skating for a minimum of four (4) hours per week with the season schedule to be approved by the Board of Public Works and Facilities Committee each August.
10. The Community Center has been identified and will remain as an evacuation site for the Waupun Area School District as outlined in emergency management plans.
11. The ASSOCIATION shall be responsible for appropriate licensing from the City Clerk for all those using the Community Center during the lease term. Alcohol consumption upon the premises and Community Center grounds is not allowed without appropriate licensing by the CITY. Operator(s), licensed by the CITY, must be present at all times during alcohol sales. Alcoholic beverages not distributed as part of license issued by the CITY is prohibited. An "off-duty" Sheriff or sworn public safety official must be present during the sale or distribution of alcoholic beverages, unless otherwise approved by the Police Chief. The ASSOCIATION and all those using the Community Center shall comply with all state and municipal statutes, regulations and ordinances concerning the storage, distribution, sales and consumption of alcoholic beverages on the premises. Distribution, sales and consumption of alcoholic beverages at the Community Center not in compliance with this provision is strictly prohibited. The ASSOCIATION shall be responsible to ensure full compliance with these provisions by all those using the Community Center during the lease term in any year. Any violation of this provision shall, at the sole option of the CITY, be considered an act of default under this lease, and shall be grounds for immediate termination of this lease by the CITY.
12. As a Public building, this is a smoke free building. Items to include, but are not limited to, tobacco and vaping products.
13. The use of a fog or smoke machine is not allowed.
14. The ASSOCIATION is eligible to rent the Community Center for special events during the period May to August.
15. If the ASSOCIATION provides other groups or organizations the use of the Community Center during the leased period, the ASSOCIATION will be the responsible party for all expenses associated during that use.
16. ASSOCIATION will provide the following, but not limited to, a financial statement, benefits to youth, ASSOCIATION achievements/goals each year to the Board of Park and Recreation on the fourth Monday of August before obtaining any keys for the building.
17. Keys for the building will be checked out at City Hall no sooner than the Friday before the first weekend in September.
18. The ASSOCIATION president or designee shall be issued twenty-eight (28) keys. Additional keys may not be duplicated. A deposit of \$400.00 shall be required for the conveyance of keys. The ASSOCIATION is responsible for identifying a contact person for all keys issued.

19. All twenty-eight (28) keys will be returned within five (5) working days of the end of April. If not returned within five (5) working days, 50% reduction of deposit shall occur for each day past the fifth day. If any keys are lost or damaged, then no refund will be returned and the deposit shall be used to re-key the exterior doors of the Community Center. During the off season the ASSOCIATION will be able to retain two (2) keys. One for pest control that the ASSOCIATION is responsible for and one key for the President/ Association designee to be able to check the compressor on a weekly basis. During the lease the city will retain five (5) keys for emergency and maintenance proposes.
20. The ASSOCIATION shall be responsible for making sure that the premises are locked and secure. A list of three (3) current contacts must be provided to the CITY for notification if necessary by Police Department.
21. In response to security/fire alarms and/or Police/Fire Department action at the Community Center during the lease period, the ASSOCIATION shall be charged:
 

First Contact	\$0.00
Second Contact	\$50.00
Third Contact	\$150.00 plus actual costs
Fourth or more contacts	\$250.00 plus actual costs
22. All food, equipment & cooking supplies not removed will not be the responsibility of the City.
23. CITY will remove the ice.
24. Boards and glass will be stored away by the ASSOCIATION within four (4) days after ice is removed. If not Department of Public Works will store and charge ASSOCIATION for all personnel and equipment time.
25. Joint inspection will be conducted each spring and fall by the CITY and ASSOCIATION as part of the lease agreement. Any damages or deficiencies will be corrected by the responsible party.
26. The ASSOCIATION will provide Indemnification Insurance with \$1,000,000 coverage for each general liability occurrence.

**CITY OF WAUPUN**

Date: \_\_\_\_\_

\_\_\_\_\_  
Recreation Director Rachel Kaminski

Date: \_\_\_\_\_

\_\_\_\_\_  
City Clerk Angela J. Hull

**WAUPUN HOCKEY ASSOCIATION**

Date: \_\_\_\_\_

\_\_\_\_\_  
President

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary

**Zoellner**

29

**# In Household in each age category**

Kids <5	18
Kids 6-12	19
Kids 13-18	8
Kids 19-29	6
Adults 30-49	29
Adults 50-69	17
Adults 70+	5

**How far do you typically travel to visit this park?**

Less than 1/2 mile	24
Between 1/2 mile to 1 mile	3
Between 1-2 miles	1
Over 2 miles	1

**How often do you visit this park?**

Daily	5
Weekly	6
Monthly	14
Yearly	4

**Playground**

Enhance	16
Preserve	8
Transform	8

**Seating**

Enhance	20
Preserve	8
Transform	2

**Hard Surface Area**

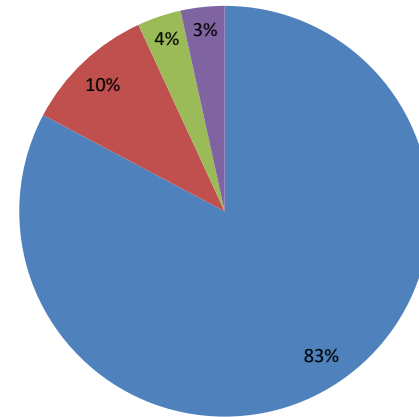
Enhance	16
Preserve	12
Transform	2

**Explain**

We use the park regularly with our 4 kids, but would really love some more equipment for them because it's very simple.
We like this park because it's close to home for quick stops, but often walk the extra distance to Pine Park because it has way more to offer for my kids. The equipment is difficult to get on for my youngest because she can't reach the bottom steps. We do appreciate all of the swings and accessibility to the bathroom.
The play ground equipment is dated and has unsafe edges.
Park is very run down. The slides dont work well. I think the swings are great but would like one swing that is a chair swing.
Needs an upgrade!
The park is extremely outdated and could really use updating. We've lived here 15 years and have seen every park in the city get updated - except for Zoellner Park.

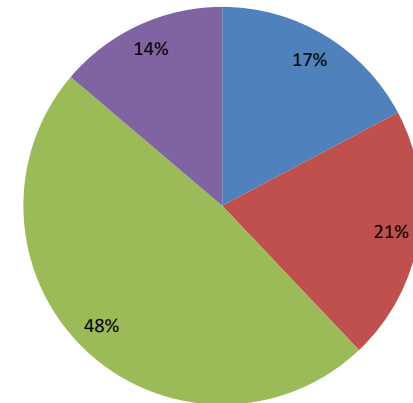
**How far do you typically travel to visit Zoe Park?**

■ Less than 1/2 mile ■ Between 1/2 mile to 1 mile ■ Between 1-2 miles



**How often do you visit Zoellner Park**

■ Daily ■ Weekly ■ Monthly ■ Yearly



I don't use this park at this point much but there are kids on my block that I know that do and when I walk by I can tell it needs an upgrade.
I think this is a nice little park and could be enhanced. I know the nearby daycare uses it and it would be nice to enhance what is already there. Add some equipment or add to the equipment.
More seating and shade
More seating for parents and a neat playground for the kiddos
We definitely utilized this park more when our kids were younger. Would like to see some additional equipment or something that would be more appropriate for older kids as well.
This is a small neighborhood park with the appropriate amount of amenities.
i have 3 grandchildren so it would be nice to have better and more playground equipment for them. they also live within 2 blocks of this park
Completely new playground. I have small kids and they are to little to climb the rope to get up by the slides and the steps are to high they can't get up by them self. Plus the one slide you have to keep scooting your butt forward to get down it.
Comfortable seating as a grandparent to watch the grandkids play. Maybe more things to keep the grandkids occupied for a while.
The hard surface area/paillion seem to be a nice size for the size of the park. Seating seems to be sufficient as well. It would be nice to see some newer pieces added to the playground or see it transformed to something like Dodge Park.
There are great playground elements; add to them :) I love the benches made by Cole Panzer's group; one or two more would be nice. I worry about the hard surfaces at any park.

**In 10 Years I would like Zoellner Park to**

Be a space to go exercise on my own	6
Be more accessible	4
Help reduce environmental impacts from urban surroundings	4
Provide educational opportunities	7
Be a place to create social connections with neighbors	22
Provide organized recreational opportunities	10
Be a safe place for children to explore	27
Be a place to relax	22
Have lots of activity	11
Provide opportunity to explore nature	8

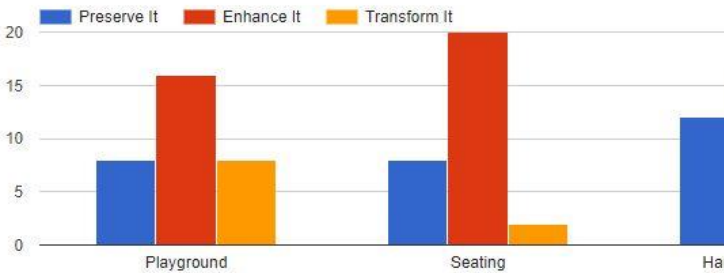
**What's not in park that you would like to see?**

More / upgraded playground equipment
More benches, playground equipment
Actually pretty nice the way it is
Another area to climb or jump on
More seating area possibly a basketball area
Better playground equipment
Just update like other parks, more slides, balance beams, climbing activities
Handicap swings
A pavilion/over head shelter for enough seating for at least 3 dozen people with possible electrical hookups
More tower or castle play sliding
Upgraded equipment
More tables
Equipment for older children as we many children on this street that would enjoy everything

**In 10 Years I would like Zoellner Park to**



**Which of the following existing park elements would you like to preserve, enhance, or transform in Zoellner Park?**



I'd like to see outdoor exercise equipment for adults to use as well as safer playground equipment for the kids.
Upgrade playground. Nicer seating for adults who bring their kids there.
Monkey bars, rock wall, small basketball court
Access to woods across the river
More climbing items
A bigger shelter
We miss the sand that was there before; even a small box would be nice for the kids to play in
I think it has everything it needs.
more playground equipment
More activities we love the pine street park it has more than 2 slides monkey bars balance bar. We do like the digger that is currently there
Something for different ages to hold their interest in staying at the park and wanting to go back
I think a sandbox would be a great addition to the park.
Playground elements that children of all abilities can use.
A screened in area to sit and not get bug bites in the summer.

**Is there anything else you would like to tell us about the park**

Unlock the restrooms so the kids can use. I'm sure guardians won't abuse it or make a mess. We will take good care of it as a community.
Definitely could be used more by the neighborhood if refurbished.
Currently the park doesnt have a park director which is a shame because the population of kids 10 and under has increased tremendously. The playground equipment was adequate back in the day but is now old and has rough edges...to put it mildly. Not only do the neighborhood families use Zoellner but Little Sprouts Day Care uses it at least 3 times a week.
My kids grew up with this park. Now they bring their kids to share memories
It's a great piece of land. I hope you can fix it up to be a nice play for my kids to play forever
It would be nice to see a maintence free walkway/pathway from sidewalk to misc for easier travel for senior or individuals with disabilities as it is currently all grass, wet/soggy ground, and rough travel
More seats
It's a beautiful park that could offer so much more to the neighborhood.
Paint the pavilion so bad picture is no longer there. Security cameras to catch those vandalizing
As this the closest park to us, we'd love to see it used more. The picnic area is pretty small, so it doesn't seem to be a good fit for a birthday party, etc. But I love how you can sit by the river and just enjoy nature there.
Our child spent a lot of time at the park when he was little and as grateful we had this small park.
This is a neighborhood with lots of young families so we need to evolve with the changes
Nobody goes there, not worth the money
It would be nice to be able to keep it for the kids in the neighborhood and grandkids to have something to do
The park seems to be well used and there are many young families near this park, it would be great to see it upgraded for the upcoming generation.
When our kids were younger they had crafts in the summer. We have a lot of happy memories of that park.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 9/2/24

**TITLE:** Playground Equipment Selection for Zoellner Park

**AGENDA SECTION:** ACTION

**PRESENTER:** Kathy Schlieve, City Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Quality of Life	\$40,000 (2025 Budget Allocation)	

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**SUMMARY:**

As part of the 2025 budget, we are planning to replace the playground at Zoellner Park. Currently there is a significant discount (40%) being offered for equipment ordered by year end. We will review the included spec sheets and pricing and are asking for a recommendation to be made to the Common Council for early purchase due to the available discount.

**STAFF RECOMMENDATION:**

**ATTACHMENTS:**

Neighborhood playground survey  
2 alternatives for playground equipment with estimates

**RECOMMENDED MOTION:**

Motion to recommend [insert playground equipment selected] at a cost of [insert estimated price] to the common council and that the council authorize early purchase of the playground equipment by December 20, 2024 to leverage the available discounts on selected equipment.



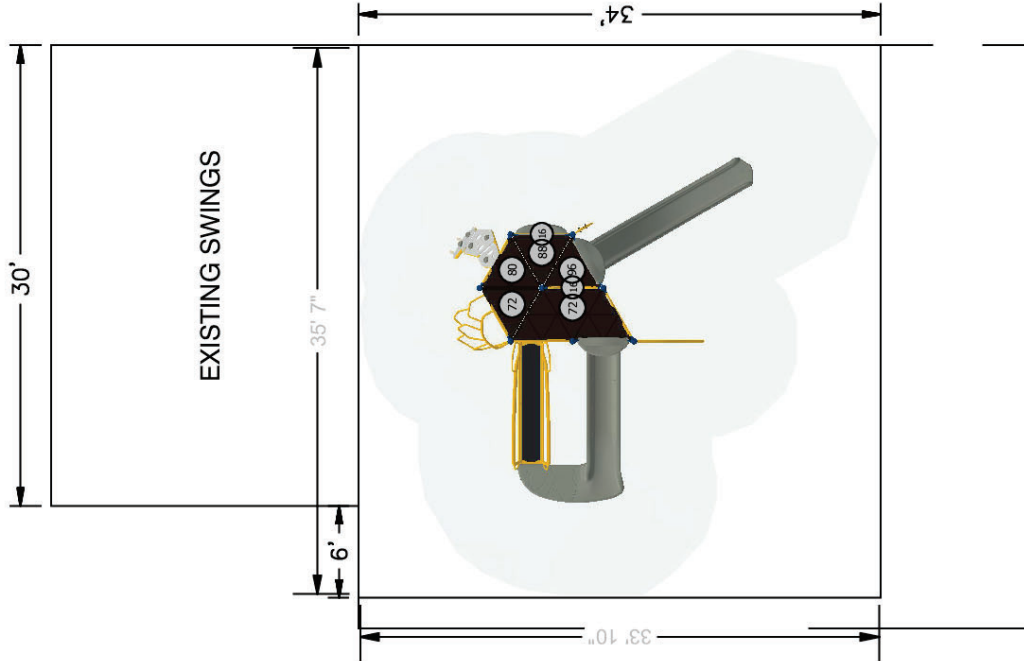


**COLOR KEY**

● BLUE	BLUE
● YELLOW	YELLOW
● GRANITE	GRANITE
● GRAY	GRAY
■ GRAY/BLACK	GRAY/BLACK







NOTE: ALTHOUGH ALL ATTEMPTS HAVE BEEN MADE TO PROVIDE AN ACCURATE SITE IT MAY NOT TRULY REPRESENT THE AREA WHERE THIS STRUCTURE IS TO BE PLACED.



**OVERALL BOUNDING OF USE ZONES**  
 \*\*The space requirements shown here are to ASTM standards. Requirements for other standards may be different.  
 Area: 1199.7 sq.ft.  
 Perimeter: 138.6 ft.  
**STRUCTURE SIZE:** 10"x35' 7"  
**POST SIZE(S):**

PLAYGROUND ACCESSIBILITY (Provided/Required)				
TOTAL ELEVATED EVENTS	TRANSFER ACCESSIBLE EVENTS	RAMP ACCESSIBLE EVENTS	GROUND EVENTS	TYPES OF GROUND EVENTS
9	6 / 3	0 / 0	4 / 2	3 / 2

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

**SERIES** Nucleus

**GROUP:**  
 NU-3428

**DESIGNED FOR AGES:**  
 5 to 12

**Zoellner Park**  
 Waupun, WI 53963-1210



**SITE PLAN VIEW**

08/21/2024

**Lee Recreation, LLC**  
 142-189920-1

Designer: Luke Schueller





Office (800) 775-8937  
Fax (608) 423-7655

260 W. Main Street  
Cambridge, WI 53523

info@leerecreation.com  
www.leerecreation.com

PROVIDING FUN ACROSS WISCONSIN SINCE 1995

**DATE:** August 28, 2024  
**TO:** City of Waupun  
201 E. Main St.  
Waupun, WI 53963

**SOURCEWELL ID #: 180926**

**PROJECT NAME:** Zoellner Park  
**PROJECT LOCATION:** 910 Newton Ave.  
Waupun, WI 53963

**FROM:** Jeff Thompson  
**RE:** Playground Proposal #142-189920-1

**BURKE "Play That Moves You" - Sourcewell Contract #010521-BUR**

ITEM	DESCRIPTION	UNIT PRICE	TOTAL
142-189920-1	NU-3428 Nucleus Structure	\$38,676.00	\$38,676.00
Discount	7% Discount Per Sourcewell Contract #010521-bur		(\$ 2,707.32)
Additional	Fall In Love With Play Sale Discount, Structure NU-3428		(\$10,829.68)
Assembly	Assembly/Installation		\$ 12,000.00
Freight	Delivery of Equipment		\$ 1,000.00
	<b>TOTAL</b>		<b>\$38,139.00</b>

Quote accepted by:\_\_\_\_\_Date:\_\_\_\_\_

- TERMS: Net 30 from ship date for equipment & freight; Net 30 from completion date for all remaining
- Marking of Private Lines, Site Preparation, Resilient Surfacing and Site Restoration is the responsibility of the Customer
- Lead-Time: 10-12 weeks upon receipt of order
- Quote effective: **Until 12-20-2024 (Fall In Love With Play Sale Ends 12/20/2024)**



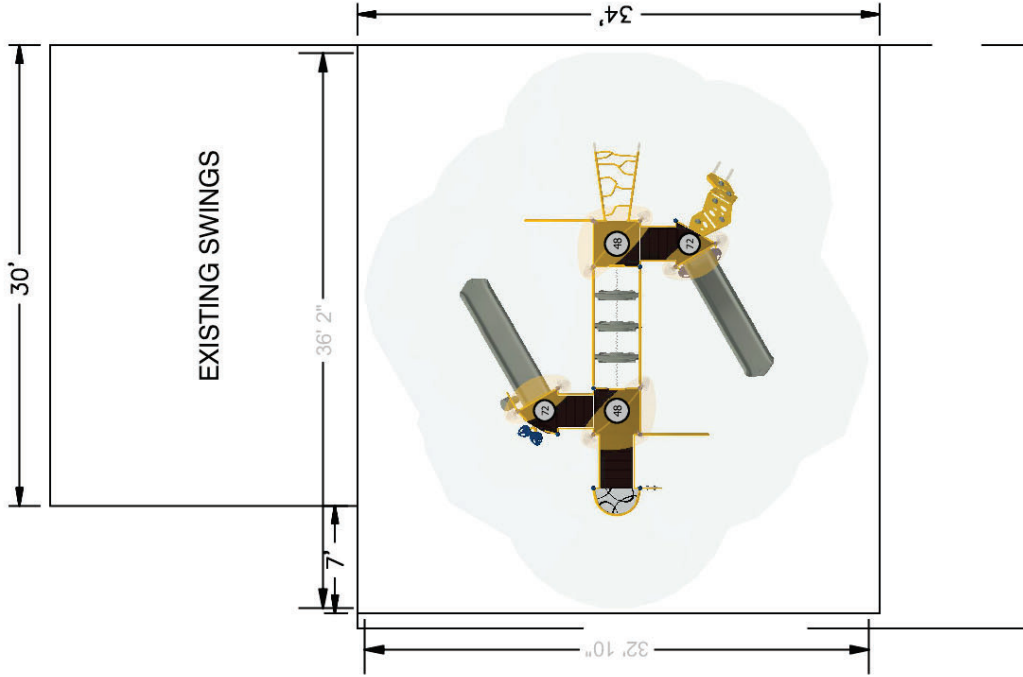


**COLOR KEY**

● BLUE	BLUE
● YELLOW	YELLOW
● GRANITE	GRANITE
● GRAY	GRAY
■ GRAY/BLACK	GRAY/BLACK







NOTE: ALTHOUGH ALL ATTEMPTS HAVE BEEN MADE TO PROVIDE AN ACCURATE SITE IT MAY NOT TRULY REPRESENT THE AREA WHERE THIS STRUCTURE IS TO BE PLACED.



**OVERALL BOUNDING OF USE ZONES**  
 \*\*The space requirements shown here are to ASTM standards. Requirements for other standards may be different.  
 Area: 1185.4 Sq.ft.  
 Perimeter: 137.9 ft.  
**STRUCTURE SIZE:** 10"x36' 2"  
**POST SIZE(S):** 5"

PLAYGROUND ACCESSIBILITY (Provided/Required)			
TOTAL ELEVATED EVENTS	TRANSFER ACCESSIBLE EVENTS	RAMP ACCESSIBLE EVENTS	TYPES OF GROUND EVENTS
13	8 / 4	4 / 0	4 / 3
		0 / 0	4 / 3

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

**SERIES** Synergy

**GROUP:**  
SY-3497

**DESIGNED FOR AGES:**  
5 to 12

**Zoellner Park**  
Waupun, WI 53963-1210



**SITE PLAN VIEW**

08/21/2024

**Lee Recreation, LLC**  
142-189921-1

Designer: Luke Schueller



Office (800) 775-8937  
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PROVIDING FUN ACROSS WISCONSIN SINCE 1995

**DATE:** August 28, 2024  
**TO:** City of Waupun  
201 E. Main St.  
Waupun, WI 53963

**SOURCEWELL ID #: 180926**

**PROJECT NAME:** Zoellner Park  
**PROJECT LOCATION:** 910 Newton Ave.  
Waupun, WI 53963

**FROM:** Jeff Thompson  
**RE:** Playground Proposal #142-189921-1

**BURKE "Play That Moves You" - Sourcewell Contract #010521-BUR**

ITEM	DESCRIPTION	UNIT PRICE	TOTAL
142-189921-1	SY-3497 Synergy Structure	\$47,408.00	\$47,408.00
Discount	7% Discount Per Sourcewell Contract #010521-bur		(\$ 3,318.56)
Additional	Fall In Love With Play Sale Discount, Structure SY-3497		(\$15,644.44)
Assembly	Assembly/Installation		\$ 14,500.00
Freight	Delivery of Equipment		\$ 1,000.00
<b>TOTAL</b>			<b>\$43,945.00</b>

**Quote accepted by:\_\_\_\_\_Date:\_\_\_\_\_**

- TERMS: Net 30 from ship date for equipment & freight; Net 30 from completion date for all remaining
- Marking of Private Lines, Site Preparation, Resilient Surfacing and Site Restoration is the responsibility of the Customer
- Lead-Time: 10-12 weeks upon receipt of order
- Quote effective: **Until 12-20-2024 (Fall In Love With Play Sale Ends 12/20/2024)**

**GENERAL POLICIES & PROCEDURES**

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Priority Users	Page 2
Video Surveillance	Page 3
First Aid & Medical Emergencies	Page 3
Tobacco/Vaping	Page 3
Firearm/Weapon	Page 3
Alcohol	Page 3
Pets & Service Animals	Page 3
Missing Person	Page 3
Active Threat	Page 4
Winter Inclement Weather	Page 4
Severe Weather Shelter	Page 5
Hours of Operation	Page 5
Review and Amendment of Procedures	Page 5

**PARTICIPANT POLICIES & PROCEDURES**

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Common Space Use	Page 5
Membership & Fees	Page 6
Participant Liability Waiver	Pages 7 – 8
Fitness Center Guidelines	Page 9
Gymnasium Guidelines	Page 9
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Volunteer Liability Waiver	Pages 11 – 12

**FACILITY RENTAL POLICIES & PROCEDURES**

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Cancellations	Page 14
Rules	Page 14
Clean-Up/Damages	Page 15

**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.

**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.
- Be considered guests of the facility.
- 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 in order 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 with another person.
- 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 & 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 POLICY**

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.

### **FIREARMS/WEAPONS POLICY**

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

### **ALCOHOL POLICY**

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

### **PETS & SERVICE ANIMALS POLICY**

Pets are prohibited within the Waupun Community Center, with the exception of 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 ultimate goal is to ensure that all individuals have equal access to the facility.

1. The service animal must 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 missing person, monitor building exits, and alert guardian and/or police if person is not found.

### **ACTIVE VIOLENCE THREAT POLICY**

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**

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.

1. All entrances will be locked and sheltering in place is recommended until the "ALL CLEAR" is given by law enforcement or the administrator/director.
2. Vacate hallways and keep everyone away from doors and windows.
3. 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 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, that is 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 POLICY**

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.cityofwaupun.org](http://www.cityofwaupun.org))
- Posted on the Facebook (Waupun Recreation Department)
- Broadcasted on AM 1170/103.3 FM



**SEVERE WEATHER SHELTER-IN-PLACE POLICY**

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.

**HOURS OF OPERATION**

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

**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 possibly 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.

**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**

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

**MEMBERSHIP & FEES**

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

**Financial Assistance For Seniors** Waupun Community Center does not want cost to be a barrier to membership participation for those 62 plus years of age. As such, a scholarship program has been established by past and present members of the Waupun Senior Center. For more information on the financial assistance program, visit the Financial Assistance Page, call the office at (920) 324.7930, or email us at parks@cityofwaupunwi.gov.

Want to sponsor a member? Learn more [\[include a link to allow people to sponsor people\]](#)

Standard Annual Membership		Standard + Fitness Annual Membership	
Resident	\$60	Resident Individual	\$120
Non-Resident	\$80	Resident 2-Person Household	\$180
Day-Pass Resident	\$3	Family	\$225
Day-Pass Non-Resident	\$5	Non-Resident Individual	\$140
		Non-Resident 2-Person Household	\$200
		Non-Resident Family	\$245

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

**PARTICIPANT LIABILITY**

**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:

\_\_\_\_\_

(print name legibly)      First                  Middle                  Last

Participant's Address:

\_\_\_\_\_

Participant's Address

\_\_\_\_\_

City    State                  Zip

\_\_\_\_\_

Phone (Home)    Phone (Cell)

Participant's Signature & Date

\_\_\_\_\_

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

### **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. In conclusion, 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 Director.
7. Non-marking indoor shoes are required for use of the gym. change #11 to say something like “the center is not responsible for personal items.”
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 are sick or recovering from medical procedure or injury. Volunteer job descriptions are below. Please contact Director, if you are interested in volunteering.

### **WELCOMING DESK VOLUNTEERS**

- Be visible by wearing 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.
- Answers 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 for activity.

### **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 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 Fond du 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**

In the event that 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**

**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").

**Waiver and Release**

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:

\_\_\_\_\_

(print name legibly)      First      Middle      Last

Participant's Address:

\_\_\_\_\_

Volunteer's Address

\_\_\_\_\_

City      State      Zip

\_\_\_\_\_

Phone (Home)      Phone (Cell)

Volunteer's Signature & Date

\_\_\_\_\_

Signature      Date

IN WITNESS WHEREOF, Volunteer and Parent/Guardian of Volunteer have executed this Waiver and Release of Liability as of the day and year first above written.

Witness's Signature & Date

\_\_\_\_\_

Signature      Date



**RENTAL FEES & DEPOSITS & DAMAGES**

Fees are charged in order 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.

**RENTABLE ROOMS**

<b><u>Room</u></b>	<b><u>Description</u></b>	<b><u>Seating Capacity</u></b>	<b><u>Fee (Rental &amp; Janitorial)</u></b>
<b><u>Conference Room Only</u></b>	Large table with seating and TV		
<b><u>Multi-Purpose Room Only</u></b>	8 ft. banquet tables with chairs and TV		
<b><u>Dining Room Only</u></b>	8 ft. banquet tables with charis		
<b><u>Multi-Purpose Room &amp; Dining Room</u></b>			
<b><u>Dining Room &amp; Kitchen</u></b>	Refrigerators, Freezers, Microwave, 30 or 60 cup coffee maker, Water pitchers, table and serveware		
<b><u>Multi-Purpose Room, Dining Room &amp; Kitchen</u></b>	Kitchen has 2 serving windows		
<b><u>Gymnasium Only</u></b>	Full basketball court with 2 hoops		
<b><u>Facility (Multi-Purpose Room, Dining Room, Kitchen &amp; Gymnasium</u></b>			

### **ROOM RENTAL SCHEDULING POLICY**

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 be available for rentals on holidays. If a rental is approved on a holiday, normal rental rates will be charged.

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 check room rental availability, visit [www.\\_\\_\\_\\_\\_](http://www._____) or call \_\_\_\_\_. Rentals are approved and permitted on first-come, first-served basis.

### **RENTAL CANCELLATION POLICY**

- If a cancellation occurs for any reason more 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 & GUIDELINES**

#### **CURFEW**

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

**RENTAL CLEAN-UP CHECKLIST**

Clean up is required. Cleaning equipment is in the cleaning closet located in the lobby. 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.






**RECREATION DEPARTMENT  
MONTHLY REPORT TO COMMON COUNCIL – August 19, 2024**

<b>Activity/Project</b>	<b>Status</b>	<b>Notes/Other</b>
Senior Center Attendance – July	1,391 participants signed in Average daily attendance - 63 participants	Open 22 days
Senior Center Rentals – July	1 rental	1 rental in July 2023
Senior Center Meals – June	Serving Monday - Wednesday, 54 Indoor Dining Meals Serving Monday - Friday, 117 Mobile Meals, FdL Cty	Daily Average – 4 meals Daily Average – 5 meals
Senior Center Special Activities/Events	<ul style="list-style-type: none"> <li>July 9 – Historical Society Presentation</li> <li>July 23 – Community Conversations Focus Group</li> <li>July 25 – Yoga in the Park</li> <li>July 31 – Brewer Game</li> </ul>	14 participants 12 participants 39 participants 24 participants
Upcoming Senior Center Special Activities/Events	<ul style="list-style-type: none"> <li>August 21 – National Senior Citizens Day</li> <li>August 22 – Yoga in the Park</li> <li>August 26-30 – Rachel Vacation</li> </ul>	Ice Cream 12:30 – 1:00pm  Building open with Volunteers and video exercise classes
Waupun Family Aquatic Center Update	<ul style="list-style-type: none"> <li>July Average Temperature - 79°</li> <li>July Average Daily Attendance – 182 patrons</li> <li>Closed early 2 days due to low attendance</li> </ul>	July 11 – Mock Spinal Injury Drill July 19 - Pool Olympics, 26 participants
Park Program Update	<ul style="list-style-type: none"> <li>July is National Park &amp; Recreation Month               <ul style="list-style-type: none"> <li>All Month: Park Passport (9 participants)</li> <li>All Month: Pine Street Park Storybook Walk</li> <li>July 2: Animal Show (103 participants)</li> <li>July 5: Park Bingo (24 participants)</li> <li>July 11: Movie in the Park (21 participants)</li> <li>July 18: Ice Cream Social (89 participants)</li> <li>July 22: Farm Animal Petting Zoo (94 participants)</li> </ul> </li> <li>July 12 – Field Trip to Zoo (26 participants)</li> <li>August 1 – Rock Scavenger Hunt (8 participants)</li> <li>August 9 – Last Day Picnic (65 participants)</li> </ul>	196 registered participants  <u>Park Program July Attendance:</u> Pine Street, 290 kids, 21 days open = 14 kids/day  Dodge Park, 536 kids, 22 days open = 24 kids/day  West End Park, 297 kids, 20.5 days open = 14 kids/day
Camp Waupun Update	<ul style="list-style-type: none"> <li>11 registered participants for Week 5 (July 1-5)</li> <li>12 registered participants for Week 6 (July 8-12)</li> <li>12 registered participants for Week 7 (July 15-19)</li> <li>11 registered participants for Week 8 (July 22-26)</li> <li>11 registered participants for Week 9 (July 29- Aug. 2)</li> </ul>	Participants can sign up weekly or for more weeks at a time
Park Shelter Rentals - July	Rentals in 2024 Dodge Park – 6 Harris Mill Park – 4 McCune Park – 0 West End Park – 5 Wilcox Park – 1	Rentals in 2023 Dodge Park – 2 Harris Mill Park – 4 McCune Park – 0 West End Park – 5 Wilcox Park – 1

## Rent.Fun Kayak and Paddleboard Self-Service Rental Lockers

Green Bay	\$12.50 / 1 hour
Wausau	\$20 / 2 hours
Mountain	\$20 / 2 hours
Oshkosh	\$20 / 2 hours
Appleton	\$20 / 2 hours
Onalaska	\$20 / 2 hours
Hortonville	\$20 / first 2 hours, \$2.50 / 15 minutes after
Neenah	\$20 / first 2 hours, \$10 / hour after
Kimberly	\$20 / first 2 hours, \$10 / hour after
Menominee	\$20 / first 2 hours, \$10 / hour after
Hilbert	\$20 / 2 hours or \$50 / 6 hours
Pepin	\$35 / first 2 hours, \$15 / hour after
Columbus	Coming Soon
Wauwatosa	Coming Soon

<p><b>4 - UNIT</b></p>  <p><b>\$20,000</b></p> <p>Activation Fee (one time fee)</p>	<p><b>8 - UNIT</b></p>  <p><b>\$35,000</b></p> <p>Activation Fee (one time fee)</p>	<p><b>12 - UNIT</b></p>  <p><b>\$45,000</b></p> <p>Activation Fee (one time fee)</p>
<p><b>PROGRAM DETAILS</b></p> <p>City Rev Share: 50%</p> <p>Term: 5 years</p> <p>Renewal: No Cost</p>	<p><b>PROGRAM DETAILS</b></p> <p>City Rev Share: 50%</p> <p>Term: 5 years</p> <p>Renewal: No Cost</p>	<p><b>PROGRAM DETAILS</b></p> <p>City Rev Share: 50%</p> <p>Term: 5 years</p> <p>Renewal: No Cost</p>
<p><b>SERVICES</b></p> <p>Software Set Up</p> <p>Standard Marketing Package</p> <p>Monthly Utilization Reporting</p> <p>7-day customer support</p> <p>Installation</p> <p>City-Branded Signage</p>	<p><b>SERVICES</b></p> <p>Software Set Up</p> <p>Standard Marketing Package</p> <p>Monthly Utilization Reporting</p> <p>7-day customer support</p> <p>Installation</p> <p>City-Branded Signage</p>	<p><b>SERVICES</b></p> <p>Software Set Up</p> <p>Custom Website</p> <p>Monthly Utilization Reporting</p> <p>7-day customer support</p> <p>Installation</p> <p>City-Branded Signage</p>
<p><b>EQUIPMENT</b></p> <p>Paddles</p> <p>Adult Lifevests</p> <p>Single Kayaks</p> <p>Tandem Kayaks</p> <p>Paddleboards</p>	<p><b>EQUIPMENT</b></p> <p>Paddles</p> <p>Adult Lifevests</p> <p>Single Kayaks</p> <p>Tandem Kayaks</p> <p>Paddleboards</p>	<p><b>EQUIPMENT</b></p> <p>Paddles</p> <p>Adult Lifevests</p> <p>Single Kayaks</p> <p>Tandem Kayaks</p> <p>Paddleboards</p>