



A G E N D A
**CITY OF WAUPUN BOARD OF PARK AND
RECREATION COMMISSION**
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, June 24, 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 May 20, 2024
- [2.](#) Approve Community Center Vision, Mission, & Values Statements

DISCUSSION ITEMS

- [3.](#) Self-Service Kayaks & Equipment Rentals
- [4.](#) Recreation Updates
- [5.](#) Review Community Center Job Descriptions
- [6.](#) Review Community Center Policies
 - Hours of Operation
 - Video Surveillance
 - Severe Weather Shelter Policy
 - Weapons
 - Active Threat
 - Missing Person
- [7.](#) Review Community Center Participant Fees

FUTURE MEETINGS

- [8.](#) Monday, July 22, 2024 at 5:30pm

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, May 20, 2024 – City Council Chambers

CALL TO ORDER

Vice President Megan Williams called the meeting to order at 5:39

ROLL CALL:

Citizens: Megan Williams, Wanda Nick, Lexi Zarn,

Alderman: Kambria Ledesma

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

Approved absences: Doug Disch, Bridget Winterhack and Mary Kay Gorst

Additional attendees: Alderman Dan Siebers

CONSENT AGENDA

1. Nomination and Appointment of President, Vice President, and Secretary.
Ledesma made a motion to keep the slate as is (President-Disch, VP-Williams, Secretary-Ledesma) since the board was formed recently. Zarn seconded.
Motion passes unanimously.
2. Approve April 23, 2024, Meeting Minutes. Ledesma moves to accept the minutes as presented. Zarn seconded. Motion passes.

DISCUSSION ITEMS

3. Establish Community Center Vision, Mission, & Values Statements
Potential idea for vision statement “Enriching lives. Building community. Inspiring wellness.”
Potential idea for mission statement: “The Waupun Community Center provides recreational, social, health, and educational programs and services through partnerships and programming to help residents of all ages live well.”
Potential core values:
 - Respect
 - Inclusion
 - Compassion
 - Integrity
 - Collaboration
 - Stewardship
 - Transparency

4. Review Community Center Policies

April Policies – discussion regarding the alcohol policy went on for some time. The consensus was to remove the ability to have alcohol for private events as it does not match the mission and vision of supporting wellness.

Revised Pets/Service Animals Policy – another look regarding whether service animals need to be wearing a service vest or some kind of indication of their service status.

Tobacco/Vaping Policy – 25 feet from the entrances

First Aid & Medical Emergencies Inclement Weather Policy – suggestion to move “The Waupun Senior Center is not a healthcare center” to the beginning of the policy. The rest of this is mostly geared towards ice and snow.

Age of Use Policy – Zarn asked about the definition of caregiver.

Suggestion to adjust the language to better define who can bring children under 12.

Fitness Center Guidelines – Kaminski explained her desire for a volunteer fitness equipment instructor, someone that well versed in each piece of equipment.

Gymnasium Guidelines – removing “sandals prohibited”, change #11 to say something like “the center is not responsible for personal items.”

Volunteer Liability – Kaminski discussed having a volunteer handbook as well. Something to help guide the volunteers that are willing but not necessarily prepared yet.

Volunteer Policy Rentals - Fees, Deposits, Damages, Rentable Rooms, Room Rental Scheduling, Cancellation, Rules & Guidelines, Clean-Up

FUTURE MEETINGS

5. Monday, June 24, 2024 at 5:30pm at City Hall

Ledesma moves to adjourn, Zarn seconds motion passes.

ADJOURNMENT

Respectfully submitted,



Kambria Ledesma, Secretary
City of Waupun

Waupun Community Center

Our Vision

- Enriching lives. Building community. Inspiring wellness.

Our Mission

- The Waupun Community Center provides recreation, health, social, and educational programs and services through partnerships and programming to help residents of all ages live well.

Core Values

OUR CORE VALUES shape our work, our decisions, our programs, and our approach.

- Respect
- Inclusion
- Compassion
- Integrity
- Collaboration
- Transparency
- Stewardship
- Positivity

Donors

- Building Sponsorship - National Exchange Bank Foundation and the Barbara & Peter Stone Foundation (\$500,000)
- Gymnasium Sponsorship - National Exchange Bank Foundation and the Barbara & Peter Stone Foundation (\$250,000)
- Multi-Purpose Sponsorship – Michael Werner on Behalf of Werner Harmsen (\$125,000)
- Fitness Center – SSM Health / Waupun Memorial Hospital (\$125,000 – equipment and cash)
- Conference Room – Fox Valley Savings Bank (\$10,000)
- Kitchen / Dining - Former and Past Members of the Waupun Senior Center (\$23,000)
- Medical executive committee of Waupun Memorial Hospital – (\$3,000)

Recognition

A special thank you to the facility planning committee for their vision and commitment to creation of the Waupun Community Center. Their work to envision a new future for our community will impact Waupun residents for generations to come.

- Lori Steenbergen, Citizen
- Ann Smits, Citizen
- Mary Jo Kearly, Citizen
- Marj Peachy, Citizen
- Joan Meyer, Citizen
- Dan Siebers, Alderperson
- DeAnn Thurmer, SSM Health/Waupun Memorial Hospital
- Deb Winterhack, SSM Health
- Terri Respalje, Waupun Food Pantry
- Joel Sterk, Waupun Food Pantry Board
- Mark Buteyn, REACH Waupun
- Laura Hoekstra, REACH Waupun
- Rachel Kaminski, Recreation Program Director
- Sarah Van Buren, Economic Development Coordinator
- Jeff Daane, Director of Public Works
- Kathy Schlieve, City Administrator
- Julie Nickel, Mayor

Construction of the Waupun Community Center was supported in part by American Rescue Plan Act funds that provided a \$4.9M grant awarded to the City of Waupun via the Wisconsin Department of Administration by the U.S. Department of the Treasury.



RECREATION DEPARTMENT
MONTHLY REPORT TO COMMON COUNCIL – June 11, 2024

Activity/Project	Status	Notes/Other
Senior Center Attendance – May	1,496 participants signed in Average daily attendance - 68 participants	Open 22 days Closed May 30 for late morning and afternoon activities
Senior Center Rentals – May	1 rental	4 rentals in May 2023
Senior Center Meals – May	Serving Monday – Wednesday 58 Indoor Dining Meals Serving Monday – Friday 107 Mobile Meals	Average daily attendance indoor dining – 4 meals Average daily attendance – 4 meals (FdL County only)
Senior Center Special Activities/Events – May	<ul style="list-style-type: none"> • May 7 – Microwave Cooking by FdL County ADRC • May 14 – Spice Up Your Meals by FdL County ADRC • May 21 – Medication Review by SSM Health • May 28 – ABCs of Long-term Care by SSM Health 	16 participants 8 participants 2 participants 4 participants
Upcoming Senior Center Special Activities/Events	<ul style="list-style-type: none"> • June 7 – Friday Senior Swim Starts • June 14 – Fishing Tournament • June 20 – Yoga in the Park • Rachel on vacation June 25 - 28 	Building open with volunteers
Waupun Family Aquatic Center Update	Opened June 1 As of 6/6/24 <ul style="list-style-type: none"> • Family Passes Sold Online: 34 • Individual Passes Online: 3 • Family Passes Sold In-Person: 40 • Individual Passes Sold In-Person: 5 	Swim Lessons start on 6/17 Camp Waupun visiting each Friday for field trip
Park Program Update	<ul style="list-style-type: none"> • Park Leader Macy Hopp • Park Leader Aubrey Farley • Park Leader Gracie Plonsky • Park Leader Substitute – Brynn Bille • Summer Kick-Off Party was on May 30 at West End Park from 5-7pm • Park Program started on June 3 • June 6 – Bike Rodeo • June 21 – Field Trip to Canoe/Kayak on Beaver Dam Lake 	Pine Street Park Dodge Park West End Park ~450 participants 54 participants registered as of 6/3/24. 125 participants registered as of 6/6/24.
Camp Waupun Update	<ul style="list-style-type: none"> • 9 registered participants for Week 1 (June 3 – 7) 	Participants can sign up weekly or for more weeks at a time
Park Shelter Rentals - May	Rentals in May 2024 Dodge Park – 2 Harris Mill Park – 2 McCune Park – 1 West End Park – 3 Wilcox Park – 2	Rentals in May 2023 Dodge Park – 2 Harris Mill Park – 1 McCune Park – 1 West End Park – 1 Wilcox Park – 0

Community Center Job Descriptions

Delivers excellent service to all members, guests, and program participants. Responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the Waupun Community Center.

Physical Demands: Sufficient strength, agility and mobility to perform essential functions of position.

Essential Functions:

1. Provides excellent service to visitors and participants in person and on the phone, contributing to participant retention.
2. Builds relationships with participants; helps participants connect with one another and to the Waupun Community Center.
3. Handles and resolves concerns and informs Director of unusual situations or unresolved issues.
4. Applies all Waupun Community Center policies.
5. Monitors all spaces in the Waupun Community Center .
6. Completes all duties listed on the daily schedule such as activity set up and supervision.
7. Ensures Waupun Community Center building and grounds is secure during shift and report incidents to supervisor.
8. Certifications required upon hire: CPR/AED, and First Aid.

Morning/Weekend Building Operations Manager (Senior Emphasis) 6am – 10am

- Open doors
- Lights on
- Answer phones and messages
- Set up for daily programs
- Building supervision
- Lunch registration
- Newsletter Distribution
- Welcome desk
 - Monitoring attendance kiosk

Evening/Weekend Building Operations Manager (Youth & Adult Emphasis) 4pm – 8pm

- Clear building
- Lock doors
- Lights off
- Answer phones and messages
- Set up for evening programs
- Building supervision
- Welcome desk
 - Monitoring attendance kiosk

Weekend Duties:

- Building supervision
- Rental supervision
 - Unlock and locks the building at the scheduled time as stated on the rental permit.

- Provide general building supervision and answers questions about the building and procedures.
 - Ensure the noise level does not become excessive.
 - Enforce Alcohol Policy.
 - Ensure renter adheres to no smoking and no tobacco rule inside the facility and while outside the facility, to remain 25 feet away from the facility.
 - Ensure renters have cleaned the facility according to policy and all equipment is accounted for, in the correct location and is undamaged.
 - Ensure the event ends promptly as listed on the permit and the facility is locked and secured.
 - When necessary, calls law enforcement to enforce policies
- Recreation Intern (8 hours/week)
 - Social media and program advertising
 - Assist with programming planning and facilitating
 - Building supervision
 - Park Leader substitute



GENERAL POLICIES & PROCEDURES	Notes
• Policy Statement	April
• Photo Release	April
• Code of Conduct	April
• Hours of Operation	June
• First Aid & Medical Emergencies	May
• Winter Inclement Weather Policy	May
• Pets & Service Animal Policy	May
• Missing Person	June
• Video Surveillance Policy	June
• Tobacco/Vaping Policy	May
• Firearm Policy	June
• Active Threat Policy	June
• Severe Weather Shelter Policy	June
PARTICIPANT POLICIES & PROCEDURES	
• Priority Users	April
• Common Space Use	April
• Fees (Resident, Non-Resident)	Waunakee No refunds
• Liability Waiver	April
• Age Use Policy	May
• Fitness Center Guidelines	May
• Gymnasium Guidelines	May
• Volunteer Policy	May
• Fees	June
FACILITY RENTAL POLICIES & PROCEDURES	
• Rentable Room Descriptions & Capacity	
• Fees & Deposits (Resident, Non-Resident, Non-Profits)/Room/Facility	
• Alcohol Policy	April
• Scheduling	April
• Cancellations	May
• Clean-Up/Damages	May
Review and Amendment of Procedures Policy	April

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.



PRIORITY USERS

1. Emergency Management/Disaster Relief
2. Elections
3. Recreation Department Use (Senior Center and Other Programming)
4. City Department Reserved Use
5. Building Tenant Reserved Use
6. Public/Private Reserved Use

BUILDING RESERVATIONS

All users will be required to use the provided scheduling system to schedule rooms. Building Tenant Users and Public/Private Users may not reserve more than 90 days in advance. Building tenants have access to all times and areas of the facility scheduled for open community recreation programming. In addition, they may schedule rooms as follows:

ROOM ACCESS GUIDELINES

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 via 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 via community calendar up to 90 days in advance. · If space is available (not reserved) can be utilized same day as needed, but must be reserved via electronic scheduling system.
Sitting Room:	<ul style="list-style-type: none"> · If space is available (not reserved) can be utilized same day as needed, but must be reserved via 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

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.

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.



PARTICIPANT LIABILITY

CVMIC (City Insurance Company) signature form

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.

ALCOHOL POLICY

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

May Meeting:



PETS & SERVICE ANIMAL 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.

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.

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.

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)
- Posted on the Facebook (Waupun Recreation Department)
- Broadcasted on AM 1170/103.3 FM



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.

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.



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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 LIABILITY

CVMIC (City Insurance Company) signature form

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

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

<u>Room</u>	<u>Description</u>	<u>Seating Capacity</u>	<u>Fee (Rental & Janitorial)</u>
<u>Conference Room Only</u>			
<u>Multi-Purpose Room Only</u>			
<u>Dining Room Only</u>			
<u>Multi-Purpose Room & Dining Room</u>			
<u>Dining Room & Kitchen</u>	Refrigerator, Freezer, Microwave, 30 or 60 cup coffee maker, Water pitchers, Table and serveware		



<u>Multi-Purpose Room, Dining Room & Kitchen</u>			
<u>Gymnasium Only</u>			
<u>Facility (Multi-Purpose Room, Dining Room, Kitchen & Gymnasium</u>			

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._____ 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



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.

- 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.
- 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.
 - 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.

June Meeting:

HOURS OF OPERATION

	Fitness Center & Gymnasium ONLY	Scheduled Day Programs	Evening Programs
Monday – Friday	6:00am – 8:00am	8:00am – 4:00pm	4:00pm – 8:00pm Reserved for Rentals & Special Programs/ Events
Weekends	8:00am – 10:00am	10:00am – 10:00pm Reserved for Rentals & Special Programs/ Events	10:00am – 10:00pm Reserved for Rentals & Special Programs/ Events
Holidays	CLOSED	Reserved for Rentals ONLY	Reserved for Rentals ONLY

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.



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.

WEAPONS

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

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

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 no one is allowed to leave until the "ALL CLEAR" is given by law enforcement or the administrator/director.
2. Clear hallways and keep everyone away from doors and windows.
3. Be prepared to move to an inner room that can be properly secured.

ARMED INTRUDER/ACTIVE SHOOTER IN THE BUILDING

1. Announce over paging system about the internal threat several times. Announcing that there is already someone in the building attempting to cause harm.
2. DO NOT lock exterior doors as this will impede law enforcement when they arrive on the scene.
3. 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.
4. 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.
5. Remain quiet and hidden, until authorities unlock the door. Do not answer the door for anyone without a key.
6. 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.

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.



MEMBERSHIP FEES

Fees are charged in order to off-set ongoing maintenance and program costs and minimize public subsidy for this building. Additional program fee may apply to special programs/events.

Day Pass Youth Resident: _____

Day Pass Youth Non-Resident: _____

Day Pass Adult Resident: _____

Day Pass Adult Non-Resident: _____

INCLUSIVE MEMBERSHIP TYPES Includes all Recreation Department Sponsored Activities/Events	
<ul style="list-style-type: none"> ● Cards (Euchre, Sheepshead, Hand & Foot, Se7ens, UNO) ● Bingo & Table games (Dice and Board Games) ● Billiards & Ping Pong ● Educational Presentations & Movies ● Arts & Crafts (Craft Club & Knitting) ● Sports (Pickleball, Open Gym & Indoor Walking) ● Fitness Center ● Fitness Classes (Yoga & Aerobics) 	
Resident Individual	\$
Non-Resident Individual	
Resident Individual (62+)	
Non-Resident Individual (62+)	
Resident Two Adult Household	
Non-Resident Two Adult Household	
Resident Two Adult Household (62+)	
Non-Resident Two Adult Household (62+)	
Resident Family*	
Non-Resident Family*	

FITNESS ONLY MEMBERSHIP TYPES (Use of Fitness Center & Gymnasium only)	
Resident Individual	\$
Non-Resident Individual	
Resident Individual (62+)	
Non-Resident Individual (60+)	
Resident Two Adult Household	
Non-Resident Two Adult Household	
Resident Two Adult Household (60+)	
Non-Resident Two Adult Household (60+)	
Resident Family*	
Non-Resident Family*	

*Family membership includes membership for 1 and 2 adults & their legal dependents up to age 18 in the household.

**Military Discount

SENIOR CENTER FEE COMPARISONS

City/Village	Membership Fees	Exercise Fees	Activity Fees	Rental Fees
Waupun	None	None	None	4 hours - \$50 8 hours - \$75 Deposit Fee - \$50
Beaver Dam	Resident – None Non-Resident - \$25/year	Pickleball - \$10/season Yoga Resident - \$24 - \$30/session Yoga Non-Resident - \$34 - \$40/session Aerobics Resident - \$12/session Aerobics Non-Resident - \$18/session Bowling - \$10/season Walking – No fee	Knitting - \$5/year	\$30/ hour – 1 Room \$10/hour – Each Additional Room \$5/hour – Serving Pantry \$500/day – Entire Building
Fond du Lac	None	Aerobics - \$25 - \$35/month Yoga - \$14 - \$25/month Drums - \$10/session Line Dancing - \$10/session Walking, Balancing, Stretching – No fee	None	No Rentals
Jackson		Fitness Center Membership- <ul style="list-style-type: none"> • Single - \$120 • Family - \$180 • Seniors & Students -\$75 • Day Pass -\$3 Senior Aerobics Resident - \$5/session Senior Aerobics Non-Resident - \$7.50/session Senior Yoga Resident - \$10/session Senior Yoga Non-Resident - \$15/session Drums Resident - \$30/session Drums Non-Resident - \$45/session Open Gym Resident - \$3 Open Gym Non-Resident - \$5 Pickleball -\$5/day or \$30/11 days, \$10/tournament, No fee on Tuesdays 60+ Walking – No fee	Resident Art Classes - \$45 - \$65/session Non-resident Art Classes - \$58 - \$97/session Card Playing - \$10/year Resident Computer Classes - \$25 - \$45/session Non-Resident Computer Classes - \$38 - \$68/session	No Rentals

City/Village	Membership Fees	Exercise Fees	Activity Fees	Rental Fees
Oshkosh	None	Yoga, Aerobics and Fitness Center: Residents - \$2.50/day or \$17/month Non-Residents - \$3.25/day or \$25.50/month	Resident Computer Classes - \$2/day Non-Resident Computer Classes - \$2.75/day Resident Book Club - \$1.25/month Non-Resident Book Club - \$2.75/day Resident Art Space - \$1.50/visit Non-resident Art Space - \$2.25/visit	
Plymouth	Standard Membership: A Standard Membership allows you to participate in any basic program or activity (fitness classes are excluded). Residents - \$60/year Resident Family - \$90/year Non-Resident - \$65/year Non-Resident Family - \$95/year Guest Fee: \$5/day	Fitness Membership: A Fitness Membership allows you to participate in any basic program or activity and instructor led Fitness Classes. Resident - \$115/year Resident Family Plan - \$180/year Non-Residents - \$125/year Non-Resident Family - \$200/year Guest Fee: \$5/day		
Ripon	None	Water Aerobics - \$1/day Free to \$1/session		No rentals at this time
Waunakee	None	Fit Pass:	Resident/Non-Resident Fees vary by course offering Some Fees for Services Travel Cost Varies by Trip	

OLDER ADULT (55+) & HIGH SCHOOL (14-17)

Annual pay in full (or monthly EFT) \$210

(\$17.50) \$270 (\$22.50)

6 Month \$121 \$152

3 Month \$69 \$90

1 Month \$29 \$36

ADULT (18-54)

Annual pay in full (or monthly EFT) \$372

(\$31.00) \$504 (\$42.00)

6 Month \$208 \$270

3 Month \$114 \$149

1 Month \$46 \$60

YOUTH (13 & UNDER)

Annual pay in full (or monthly EFT) \$135

(\$11.25) \$174 (\$14.50)

6 Month \$71 \$92

3 Month \$38 \$49

1 Month \$16 \$21

FAMILY Annual pay in full (or monthly EFT)

\$654 (\$54.50) \$858 (\$71.50)

6 Month \$348 \$445

3 Month \$186 \$232

1 Month \$69 \$90

COLLEGE - SHORT TERM ONLY

College - Summer Break \$84 \$110

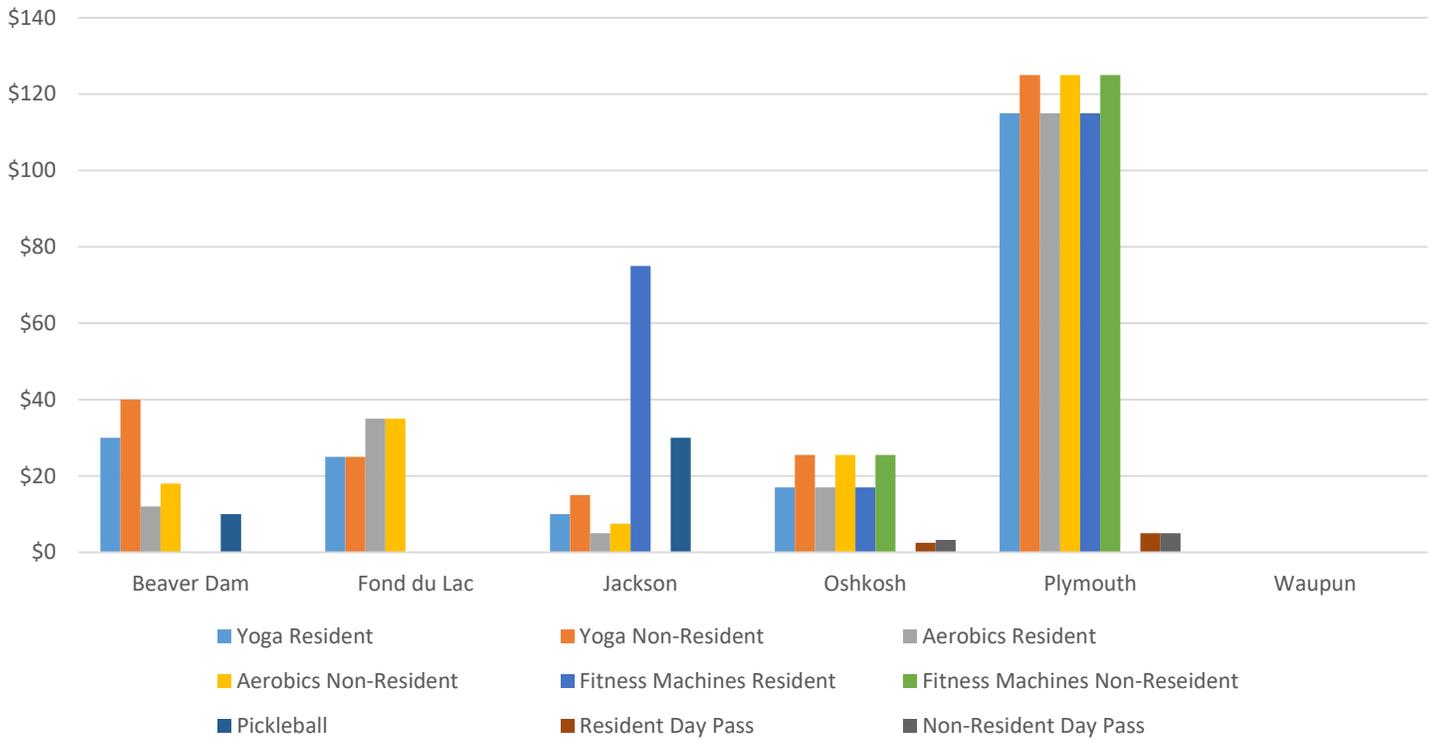
College - Winter Break \$32 \$42

DAILY PASS YOUTH (Under 18)/OLDER ADULT

(55+) \$4.00 \$6.00 ADULT (18-54) \$6.00 \$8.00

	FAMILY \$10.00 \$15.00 TRACK PASS (10 visits - use of track only) \$10.00 \$15.00		
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Senior Center Fitness Fees



Senior Center Activity Fees

