

# Clintonville Parks & Recreation Division

Community Center Usage Instructions

City Hall – 715-823-7600 ext. 1

Parks & Recreation Division – 715-823-7668



1. It is to be understood that the Individual(s)/Organization(s) using the Community Center accept(s) responsibility of **the conduct of the people in attendance at their event(s).**
2. All consumable supplies, i.e., food, coffee, sugar, napkins, foam cups, along with anything marked WAUPACA COUNTY NUTRITION PROGRAM, etc., stored at the facility **are not for your use.**
3. With all problems, concerns or emergencies, please call the Clintonville Police Department at (715) 823-3117; they will be able contact someone to assist you.
4. The Community Center Key Card can be picked up prior to your rental from the Clintonville Community Center DPW-Parks & Recreation Office. Regular office hours are 8:30am-4:30pm Monday through Thursday and closed on Fridays. Please note that each day the office is closed from 1:00pm to 2:00pm. If you are unable to get in during regular business hours please contact City Hall to make other arrangements. They are closed to the public on Fridays during the summer. Please plan accordingly. After usage of the facility, you must drop the Key Card off at the City Hall drop-off box (located on the left side of the front doors).
5. For weekend rentals the entrance to the facilities starts the date and time of rental. Setting up the day/night before is not permitted without prior permission from either the DPW Recreation Coordinator or the Director of Public Works for an additional fee. Doing so without prior permission will result in additional rental fees being assessed. If no security deposit has been taken to cover these costs, the Event Applicant will be billed for the balance.
6. The Community Center Main Entrance doors have an electronic key card reader system. Follow the instructions on the door sign to gain access to the building with the card reader. Once inside the entrance, use the directions on the wall right of doors to unlock the doors for your guest(s)/attendees. **Prior to leaving the facility follow the directions to re-lock the facilities.**
7. All interior lights must be turned off before leaving the facility.
8. Wireless Internet Access: The Community Center is WIFI enabled! The guest Wi-Fi is CV-Guest. There is no password required for this public Wi-Fi access.
9. **Do not attempt to move the dividers between the rooms.** If you want them open or closed then you must arrange this with City Hall prior to renting the facility. Each room divider runs approximately \$20,000, the Event Applicant will be billed the cost incurred to repair or replace damaged room dividers damaged during said rental period.
10. If you need any extra equipment, please check with City Hall for availability before renting the facility.
11. The use of Tobacco products, including vape products, is not allowed in the building. A fine will be assessed if tobacco/vape products are found to have been used inside the facilities.
12. No illegal substances are to be used in or on the property of the Community Center at any time.
13. Renters are prohibited from using any type of glitter or confetti products onsite, including piñatas. **If said products are found on-site and additional clean-up time is acquired up and above the standard cleaning the renter will be billed for the additional time, this includes stripping the floor if stained by confetti paper.**
14. Please check the building over before you use the facility. Please note, with photographs, if possible, any damage or lack of cleaning of the facility at the time of arrival and discuss any issues with the Department of Public Works after the rental has concluded.
15. All items that have been brought in by the Event Applicant, or contracted services for the function must be removed from the facility by the end of the rental time. Neither the City of Clintonville, nor their employees can be held responsible for any item left at the facility by either the renter or persons/companies providing the service and/or equipment for the rental party. Items for functions cannot be stored overnight.
16. You are welcome to use dishes/silverware, refrigerator, oven/stove, coffee pot (please ask for it at time of rental) during your rental. You must clean/dry them and put them away after using them. There are limited quantities available, especially silverware, so please inquire prior to rental. Quantities of items available for use are not guaranteed. Do not use anything marked WAUPACA COUNTY NUTRITION PROGRAM.
17. All garbage must be bagged and put outside in the fenced area on the west side of the building. Please put them in the black trash cans or near them/on top of them if they are full. After removing garbage, please put a new garbage bag in can. **Extra garbage bags are located in the top drawer left of refrigerator.** If gone please check the maintenance room.
18. Please separate glass, aluminum, & #1 & #2 plastic. All recyclables need to be separated and placed in the appropriate recyclable bins in the hallway just right of the conference room doors.
19. If you overload a circuit or trip a breaker then you must contact the police station to contact the on-call staff. Clintonville Police Station non-emergency telephone number is 715-823-3117.
20. If the temperature seems off then please check the thermostats located in the hallway near the maintenance room. If there is an issue with the temperature, please contact the police station to call the on-call staff.
21. **YOU MUST CLEAN EVERY ROOM YOU USE AFTER THE EVENT HAS CONCLUDED!!!** There are dry mops and wet mops in the maintenance room. Please clean tables, chairs, floors, walls, counter tops, scuff marks, etc. Check restrooms & hallways for extra messes. **Please properly return tables and chairs to the storage rooms** if you took them from that area, otherwise put everything back where it was when arriving to the facility. **IF YOU DECIDE NOT TO CLEAN THEN WE EVENT APPLICANT WILL BE BILLED FOR THE COST FOR THE ADDITIONAL TIME TO CLEAN!!**
22. **The Cancellation Policy is as follows:**

Facilities Cancellation Service Fee (HOURLY only)	2024
30 or more days before the event	\$5.00
29 to 7 days before the event	\$12.00
Less than 7 days before the event	\$24.00 OR Full Rental Fee

Facilities Cancellation Service Fee (daily only)	2024
30 or more days before the event	\$5.00
29 to 7 days before the event	\$15.00
Less than 7 days before the event	Half of the Full Rental Fee