

SOLON SPRINGS COMMUNITY CENTER

Dedicated in 2002 to James & Beulah Mertzig, Long-time Solon Springs Residents who helped make this building a reality.

*11523 S Business Highway 53
Solon Springs, Wisconsin 54873
Reservation Desk: (715) 378-2235*

Thank you for selecting the Solon Springs Community Center for your venue.
Please read the attached:

1. Provisions and Conditions for Use (Page 2)
2. Rules and Regulations for Use (Page 3)
3. Schedule of Rental Fees (Page 4)
4. Cleanup Checklist (Page 5)

By signing the Facility User Agreement you are agreeing to the above mentioned and attached provisions, rules, requirements and fees.

Please be advised that your reservation is not complete until you have returned the signed Facility User Agreement and paid the deposit. If your deposit has not been received one (1) month prior to your event, your reservation will not be honored.

*Current Solon Springs Community Center Commissioners are:
Todd Gilbert, Chairperson (Representing the Village of Solon Springs)
Melissa Johnson, Commissioner (Representing the Village of Solon Springs)
James Pettit, Commissioner (Representing the Town of Solon Springs)
Angela Botner, Commissioner (Representing the Town of Solon Springs)
Jeanine Krenz, Secretary/Treasurer (Community Member at large)*

Solon Springs Community Center Provisions and Conditions for Use

1. Full payment by check or money order of the security/damage deposit for use of any room is due upon reserving the date of the event. If you must cancel your reservation, we must receive that information in writing, no less than twenty-one days prior to the date of the event or your deposit will be forfeited. There will be a thirty dollar charge for any check returned for insufficient funds.
2. Rental fees must be paid in full in order to pickup your building key. You must pickup the key from the Village of Solon Springs Office. The office is not open daily therefore call the reservation desk at (715) 378-2235 at least fourteen days in advance to make arrangements to pickup the building key. Keys must be returned following your event. Failure to return key(s) within three days of the event will result in an additional ten-dollar charge. Failure to return key(s) may result in additional charges for lock replacement.
3. Damage to the premises, equipment or property caused by the Renting Party, as an individual or organization or by their guests, intentionally, unintentionally, or through negligence, will be paid for by the Renting Party. Any damage that may occur in excess of the security/damage deposit will be paid for by the Renting Party.
4. The Renting Party agrees to abide by and enforce all specified guidelines and regulations governing the Solon Springs Community Center, building, grounds and all other property.
5. Use of tobacco products in the Community Center is **PROHIBITED**.
6. If you are consuming or serving alcoholic beverages on the Community Center premises, you must comply with all State of Wisconsin Laws regarding the consumption and distribution of alcohol (liquor, wine or malt beverages). Please be advised that the Renting Party is responsible/liable for any damages that may occur as a result of serving alcoholic beverages on Community Center premises.

The sale of alcoholic beverages (liquor, wine or malt beverages) on the premises is **PROHIBITED**. Furthermore, you may not hire someone **to sell** alcoholic beverages on Community Center premises. The only exception to this regulation would be granted to a "Bona Fide Club" which has applied for and been issued a valid Temporary Class "B", "Class B", Gathering or Picnic License from the Village of Solon Springs, to sell wine and/or malt beverages on Community Center premises. Application for such license would be made to the Village of Solon Springs Business Office (office #111 in the Community Center) at least thirty days prior to the event. Please note: Soliciting a donation, tip, gift or sale of dinner ticket, etc. in exchange for an alcoholic beverage is selling alcohol and therefore a violation of State Law.

7. The Renting Party agrees to comply with all Federal, State and Local Laws. The Renting Party shall obtain and provide all necessary permits and licenses required to the Community Center Commission prior to the event.
8. The Renting Party must provide proof of liability insurance coverage or must agree to hold harmless and indemnify the Village of Solon Springs, its Board members and/or its employees; the Town of Solon Springs, its Board members and/or its employees; the Solon Springs Community Center, its Commissioners and/or its employees from any and all liability, loss, damages, costs or expenses arising out of the action of said Renting Party or their guests before, during or after the described event.

Solon Springs Community Center Rules and Regulations for Use

1. The building is available for rent seven days a week, with the exception of maintenance as required, duly made reservations, or special events.
2. All activities must conform to Federal, State and Local Laws. The proposed activity or use is not to reasonably interfere with or detract from the general public's enjoyment of the Community Center.
3. The proposed activity or use will not reasonably be anticipated to entice violence, crime or disorderly conduct and will not entail unusual, extraordinary or burdensome expense to the Community Center for police operations.
4. All functions, events and activities held at the Community Center shall conform to the Americans with Disabilities Act.
5. The Renting Party must be at least twenty-one years of age to rent the facility. Youth activities must have adequate chaperons. There shall be one chaperon of at least 25 years of age, for every ten youth.
6. The Renting Party may use only the room that is included/rented as stated on the Facility User Agreement. Failure to do so will result in an additional charge for the area used. Failure to conclude the event within the time reserved will result in an additional charge. **(YOUR RESERVATION MUST INCLUDE ENOUGH TIME FOR SETUP, DECORATING, TAKE DOWN AND CLEAN UP.)**
7. No admission fees or ticket sales may be collected on the premises without permission.
8. The Renting Party who signs the contract may be acting on behalf of the group. The signer of the contract will be the only liaison between the group and the Community Center.
9. The Renting Party is responsible for removal of all personal items immediately following the event. The Community Center is not responsible for personal or private property left on the premises.
10. The Renting Party is responsible for cleaning the area used (see cleanup instructions). Failure to clean up areas used will result in forfeiture of part or all of your deposit and may include additional charges in excess of your deposit.
11. No nails, tacks, tape, screws, staples, etc., may be attached to the walls, ceiling or outside of the building. Ceiling clips and ladders are available. Please request these items in advance by calling the reservation desk at (715) 378-2235.
12. Do not stand on tables, chairs, or counters. Do not slide tables as this damages the legs. No confetti of any kind may be used. No lit candles are allowed on the window ledges. Do not open doors or windows. The air conditioning/heat is on. Do not make your own adjustments to the thermostats.

Solon Springs Community Center Schedule of Rental Fees

Mertzig Hall	Rental Fee	Deposit
Solon Springs Residents (Per Day Rental)	\$250	\$100
Non-residents (Per Day Rental)	\$300	\$100
Weekend Rate (Friday 1pm – Sunday 2pm includes kitchen)	\$450	\$100
Prior Day Setup with Rental Reservation	\$50	\$0
Kitchen with Day Rental Reservation	\$50	\$0
Kitchen Prior Day Setup with Rental Reservation	\$25	\$0
Small Group Rate <i>(Please note: This rate will only be used when the North Room is too small for groups larger than 50 but less than 85 people in attendance and the duration is approximately 4 hours or less.)</i>	\$100	\$100
North Room Event	Rental Fee	Deposit
Per Day Rental	\$50	\$35
South Room Event	Rental Fee	Deposit
Per Day Rental	\$40	\$35
L-Shaped Room Event	Rental Fee	Deposit
Per Day Rental	\$50	\$35
Kitchen	Rental Fee	Deposit
Per Day Rental	\$75	\$35

A deposit is required for all groups with the exception of non-profit community organizations using the building for regular business meetings (unless food and beverages are served).

Community charitable organizations, churches, community public interest groups and community support groups using the Solon Springs Community Center are asked to hold an annual fundraiser or service project to assist with Community Center expenses in lieu of a rental fee.

The Solon Springs Community Center Commission may agree to accept a donation for use of the building in lieu of a fundraiser.

Please note: Use of the building under these circumstances is limited to one (1) daily reservation per week. Any reservations exceeding one day per week are subject to regular rental fees.

All other provisions, conditions, rules, regulations, and cleanup requirements apply to all users of the Community Center.

Solon Springs Community Center Cleanup Checklist

Bring your own mild, all-purpose cleaner and a sponge.

A broom, dust pan, garbage bag, bucket, mop and cleaning rags are located in the storage room off the kitchen.

Note: This cleaning list is for your area of use; however, if your attendees/guests used the restrooms, you are responsible to make sure they are left neat and presentable for the next Community Center user.

_____ 1. **Remove all garbage** (must be bagged) to the garbage bins located behind the building (bins are accessible through the fire exit door located near the kitchen). Place a new garbage bag in waste receptacle.

_____ 2. **Sweep floor** including entryways/hallways used by your guests/attendees. Mop up any spills.

_____ 3. **Wash down all tables used.** All tables and chairs must be put back in their original location. If additional tables/chairs have been taken from the storage closet they must be put back in the storage closet. Read the instructions posted inside the double-doors of tables/chair storage closet. Do not lean tables against the walls. Do not slide the tables. Sliding the tables causes damage to the legs. Use two people to lift, carry, or move tables.

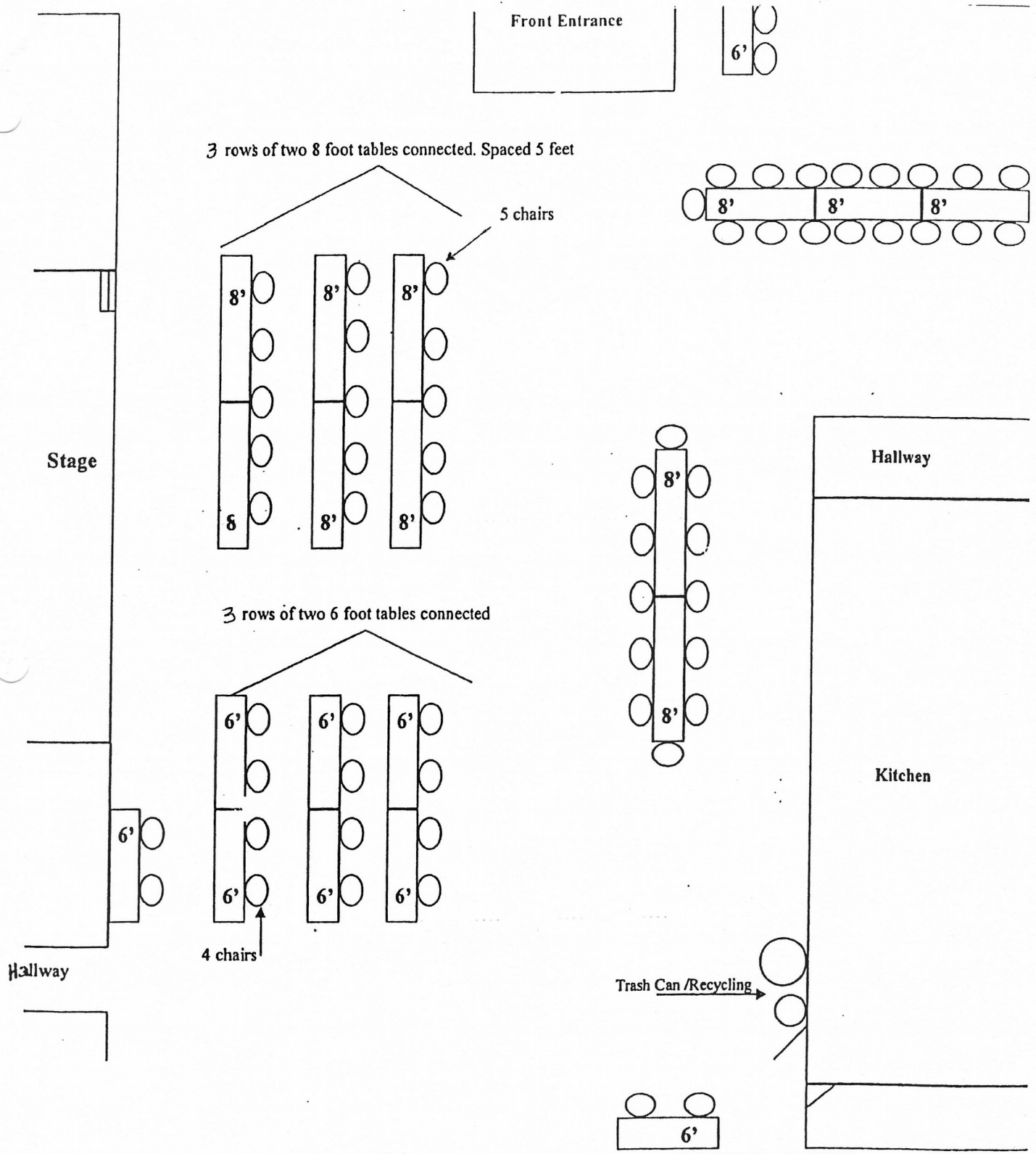
_____ 4. **Kitchen use** – Remove all left-over/extra food and supplies. Thoroughly wash in hot soapy water and dry any center owned utensils/equipment. If used, the stove, oven or refrigerator, wash down inside/outside. Wash down all counter tops, sinks, carts or shelves used. Rinse out coffee makers used. Wash down inside/outside microwave if used. Thoroughly, sweep the floor, mop up any spills, grease, etc.

_____ 5. **Restroom use** – Check the restrooms to see that they have been left neat, free of litter and presentable for the next Community Center user.

_____ 6. **Remove all decorations or supplies.** Do not leave left-over or extra items in the building.

_____ 7. **Return building keys and borrowed supplies/equipment** (ceiling clips, microphone, easel, projection cart, cooking equipment cart or any other items you may have borrowed from the Community Center).

Solon Springs Community Center Mertzig Hall Table Arrangement



Solon Springs Community Center Additional Information

Mertzig Hall is 52' x 59', room capacity is 395

Stage is 23' wide x 14' deep, capacity is 46

North Meeting Room capacity is 50

South Meeting Room capacity is 20

Table and chairs are available

Mertzig Hall

300 Chairs

20 – 8' Tables

16 – 6' Tables

1 – 60" Round Table

North Room

40 Chairs

5 – 6' Tables

4 – 8' Tables

1 – Round

South Room

10 Chairs

2 – 6' Tables

Podium available upon request

Screen and projector cart available upon request
(donated by the Solon Springs Lions Club)

Baby changing tables in the North restrooms
(donated by the Solon Springs Lions Club)

Portable Beer Mister available upon request for a fee of \$25
(provided by Northwest Beverage)

Kitchen equipment available: Commercial refrigerator, freezer, commercial stove and oven, commercial size coffee pot, garbage disposal. Limited serving utensils are available for a rental fee (see separate listing on page 8).

**Solon Springs Community Center
Additional Serving Equipment Available
Donated by the Solon Springs Lions Club**

The following items are available for an additional rental fee. If you are requesting the use of these items, please include a copy of this form with your rental agreement. Please do not sign this form until you receive the items requested.

Quantity Available	Item	Fee	Quantity	Total Charge
4	Chafers (8 quart) each including: 1-Chafing Rack 1-Water Tray 1-2" Food Tray 1-Top 2-Heat can holders	\$6 ea		
4	Additional 2" Food Trays	\$3 ea		
4	½ 2" Food Trays	\$3 ea		
3	13 Quart Mixing Bowls	\$2 ea		
2	10 Quart Mixing Bowls	\$2 ea		
2	13 Quart Colanders	\$2 ea		
2	Serving Spoons	\$1 ea		
2	Slotted Serving Spoons	\$1 ea		
<i>(all of the above items are professional quality stainless steel)</i>				
1	Rubbermaid Beverage Server	\$2		
	<i>(orange plastic/20 quarts)</i>			
Total Charge				\$

All items rented must be returned undamaged and clean at the conclusion of your event. Failure to do so will result in a charge to you for the current cost to replace the item.

I acknowledge receipt of the above rented items:

Signature _____ Date _____

**Solon Springs Community Center
Emergency Contact Numbers**

If you have an emergency in this building call 911

The Community Center address is: 11523 South Business Highway 53

For assistance with building equipment/doors etc., please call:

Kevin Smith, Center Maintenance at (218) 349-7783 or

Todd Gilbert, Commission Chairperson at (715) 816-4361

For reservations please call the reservation desk at (715) 378-2235
or email SolonSpringsCommunityCenter@gmail.com

Additional details about the Center can be found on our website
www.SolonSpringsCommunityCenter.org

Others on the Center Commission that may be able to assist you with a problem or concern:

Jeanine Krenz, Secretary/Treasurer at (910) 309-5227

Melissa Johnson, Commissioner at (715) 378-2593

Jim Pettit, Commissioner at (715) 378-2816

Angela Botner, Commissioner at (218) 206-6630

Solon Springs Community Center Facility User Agreement

User Name _____ Date _____

User Address _____

User Phone Number _____ Email _____

Date of Event _____ Arrival Time: _____ Departure Time: _____

Approximate number of people to attend _____

Frequency of Event: _____ One time _____ Weekly _____ Monthly _____ Other: _____

Dance _____ Yes _____ No Serving Alcohol _____ Yes _____ No

Type of User (check one):

_____ Village of Solon Springs Resident _____ Town of Solon Springs Resident _____ Non-Resident

_____ Church Group _____ Non-Profit / Community Group
(please provide copy of IRS non-profit certificate if applicable)

Type of Event (check one):

_____ Private Event _____ Open to Public/Community Event

_____ Non-Profit Business Meeting _____ Other _____

Rooms/Equipment Requested:

_____ Mertzig Hall _____ Kitchen _____ North Meeting Room

_____ Podium _____ Beer Mister \$25 _____ South Meeting Room

_____ Screen & Projector _____ Additional Kitchen Equipment
(include page 8 with this request) _____ L-Shaped Room

Rental Amount \$ _____ Security/Damage Deposit \$ _____

I have read, understand and agree to the terms and conditions set forth in the attached:

Page 2 – Provisions and Conditions of Use

Page 3 – Rules and Regulations

Page 4 – Schedule of Rental Fees

Page 5 – Cleanup Checklist

Renting Party Signature _____ Date _____

Person in charge of cleanup _____ Phone: _____

For Office Use Only

Deposit Paid \$ _____ Date Paid _____ Rental Fees Paid \$ _____ Date Paid _____

Keys Issued _____ Date Keys Issued _____ Date Keys Returned _____

Deposit Returned \$ _____ Date _____ Check # _____ By _____