

## **Guidelines Regulating the Use of the Badger Community Center**

### **I. General**

The following guidelines are official City policy designed to promote orderly and appropriate use of the Badger Community Center. Since public funds made this facility possible, the general public is encouraged to use the Badger Community Center.

Civic, commercial, private and non-profit organizations and commercial businesses desiring to use the Badger Community Center facilities must complete an application and submit it to the City Clerk. The request will be reviewed in light of these guidelines and availability of the facilities. The City Clerk will advise the requesting organization of the status of their request as soon as possible. Usage requests are not approved until the City Clerk has so advised the requesting organization.

### **II. Who May Use the Badger Community Center**

The Badger Community Center facilities will be available for public and private meeting purposes, civic, commercial, private, and non-profit organizations, and commercial businesses, pending approval of the application.

### **III. Availability**

The Badger Community Center shall be available seven days a week from 7:00 a.m. to 12:00 a.m. except for those hours for which said facility has already been scheduled for use. Permission may be granted by the City Clerk for variation from this schedule.

### **IV. Procedure for Applying**

- A. Use of the Badger Community Center will be handled so far as possible on a first-come, first-serve basis.
- B. Application forms may be obtained from the City Clerk during regular office hours, or may be mailed to the applicant upon request. Office hours are Monday, Tuesday, Thursday, and Friday 9:00 a.m. – 4:00 p.m.
- C. Application blanks shall be fully completed by the requesting organization and returned to the City Clerk. Reservations shall not be official until the City Clerk has signed the application and informed the applicant of its status.
- D. Renters may pick up the key the same day or previous day and must pay the rental fees when the key is picked up. Renters are asked to drop the key in the utility drop box located next to the outside entrance to the City Office when they lock up and leave. Renters who lose the key or fail to return the key the following day after use of the Community Center will be billed the amount of \$25.00 and future use of the facility may not be granted to the user/renter or organization.

## V. Rules and Regulations

- A. Users of the community center must provide their own coffee etc. and must dispose of **ALL REFUSE** properly and clean up after Community Center usage. Any items left behind by the user will be discarded – **NO EXCEPTIONS**.
- B. The Badger Community Center is deemed **ALCOHOL-FREE**. The use of intoxicating liquor and non-intoxicating malt beverage is prohibited.
- C. The entire building of the Badger Community Center is **SMOKE-FREE**.
- D. The City assumes no liability for loss, damage, injury or illness incurred by the users of the Badger Community Center.
- E. The individual representing the organization using the Badger Community Center facilities (person signing the application) shall be responsible for:
  - 1. Proper disposal of all cups, paper products, etc.
  - 2. Cleaning of all used City coffee pots and utensils.
  - 3. Putting all tables and chairs back in storage closet and rearranging tables and chairs to original configuration.
  - 4. Reporting, repairing, or replacing any damage or loss to the Badger Community Center facilities or equipment within 24 hours of use.
  - 5. Supervising the people participating in the event.
  - 6. Proper removal of all garbage to dumpster behind building.
- F. Hours of use designated on the application must be adhered to.
- G. In case of cancellation, clerk must be notified 24 hours prior to reserved date(s). Failure to cancel, responsible party **MUST** pay all rental fees.
- H. Failure to conform to these policies and rules may be cause for forfeiture of future use privileges.