



**Janesville Senior Activity Center  
Facility Rental Information**

**RENTAL CHECKLIST**

\_\_\_\_\_ Choose an event date. Select the room(s) you wish to reserve, including time frame. You may call the Senior Center Supervisor at 608-755-3057 to inquire on availability and/or schedule a site visit.

\_\_\_\_\_ Application should only be submitted to the Senior Activity Center once the applicant is prepared to rent the space and pay the designated fees. Space is reserved on a first come, first serve basis; dates are not tentatively held.

\_\_\_\_\_ Please fill out the application in its entirety. All private rentals are subject to the approval of Senior Center management.

\_\_\_\_\_ Submit the facility rental application, event fee and/or deposit by mail or in person. No credit cards are accepted. Submittal of an application does not grant confirmation to conduct private rental; all applications are subject to review.

**FEES**

<b>Room/Fee</b>	<b>Weekend Fee(F-S) (includes 5 hours)</b>	<b>Includes</b>
Riverview Room	\$225 (\$50 each additional hour over 5)	Use of tables & chairs, stage, sound system with microphone
Riverview Room Deposit (alcohol use)	\$200	Fee will be returned if no damages occur and facility was returned to previous state.
Riverview Room Deposit* (no alcohol use)	\$100	Fee will be returned if no damages occur and facility was returned to previous state.
Full Kitchen with Riverview Room Rental	\$50	Use of coffee pots, trays, punch bowls, and storage in the refrigerator. Use of all appliances, kitchen items and space.
Conference Room	\$125	
Hearth Room	\$125	
Arts & Crafts Room	\$125	
Library	\$125	
Set up/Take Down Fee	\$150	Tables & Chairs will be set up prior to your set event in the place you indicated on form. Renters can set up own tables and chairs to avoid fee.
Alcohol Use Fee	\$25	Extra charge for alcohol in building

\*Senior Center Supervisor will determine if a deposit is required.



## Janesville Senior Activity Center Facility Rental Information

### **POLICIES & PROCEDURES**

#### **Reservation**

Reservation will be accepted up to a year in advance of the desired date. Security deposit (if required) must accompany rental form. Full payment must be made a minimum of 90 days prior to event or immediately if reservation time period is less than 60 days prior. Reservations are for private rentals only.

#### **Security Deposit**

The applicant will be responsible for any damage to building including repairs or replacement costs to equipment, furniture, and or facility caused by any person associated with rental. Rentals utilizing the Riverview Room on Friday evenings and weekends may be required to pay a deposit for damages. This does not apply to Senior Activity Center clubs. The deposit is \$100 (no alcohol) or \$200 (alcohol being served). This deposit will be returned in full should no damages occur or clean up be required.

#### **Cancellations**

All rentals will receive a full refund (less a \$10 cancellation fee) if requesting refund a minimum of 60 days in advance of rental date. A 75% refund will be given (less a \$10 cancellation fee) if requesting a minimum of 30 days in advance of rental date. A 50% refund will be given (less a \$10 cancellation fee) if requesting a minimum of 14 days in advance of rental date. Full refunds will be given if the rental is cancelled by the City due to unforeseen circumstances. All deposits will be returned if event is cancelled. No rental refunds will be given if less than 14 days prior to event. However, all security deposits will be returned if event is cancelled.

#### **Deliveries**

Senior Center staff cannot accept event deliveries (flowers, decorations, etc.). Applicant is responsible for transporting items to the venue during designated set up times.

#### **Parking**

The Senior Center parking lot is a public lot. It can not be reserved solely for rental group. There are approximately 260 parking spaces around the Senior Center.

#### **Food & Beverage**

All renters must either provide food for their guests prepared from a licensed facility or licensed caterer or they can prepare the food in our kitchen with a food manager present. To become a food manager, please visit [www.premierfoodsafety.com/FoodManger](http://www.premierfoodsafety.com/FoodManger). A partial kitchen rental includes: the use of coffee pots, trays, punch bowls, and storage in the refrigerator. Use of full kitchen includes all kitchen appliances, kitchen items and kitchen space. Renter may not use disposable items in the kitchen (plastic silverware, napkins, etc.) All items must be washed after use and put away.

Rentals wishing to provide fermented beverages and/or intoxicating liquors must indicate so on application form. There is an additional fee and pay a higher security deposit. Renter may purchase alcohol at the establishment of their choice and bring in. There cannot be any liquor or fermented malt beverage sales. The renter is responsible for ensuring that individuals are of the legal drinking if engaging in that act. A licensed bartender of renter's choosing is required to be on site during the duration of the rental.

Rental group is required to recycle. Renter must bring down trash and recycling to the dumpster (must be sorted) at the conclusion of the event. A clean up fee of \$40 will be charged if this is not done.

### **Decorations**

Rental group is responsible for all decorations if being used. Decorations must be completely removed by the applicant at the conclusion of rental. Anything that is an integral part of the interior of the site cannot be removed, such as, flags, artwork, piano, etc. No nails or staples may be used to hang decorations.

### **Site Plan**

A final map of the layout of tables and chair amounts and locations is needed at least two weeks prior to event if you have requested us to set up/take down. Renter is responsible for returning room to the condition it was found.

### **Prohibited Items**

Firearms, smoking indoors, and pets (other than service animals)

### **Other**

- Music should not be loud enough to receive complaints from surrounding households.
- Renter is limited to using the room(s) specified on agreement
- All persons must use the Wall St. entrance.
- Rentals must be out of the building by 12AM. If your booking goes over the agreed upon time, you will be charged for the extra amount.
- Renters wishing to set up tables and chairs on own and or decorate prior to the rental must arrange the time with the Senior Center Management. It can only be done based on room availability. For Friday and weekend rentals, it can not be set up prior to 4:30PM on Friday and is based on staff availability. Since staff is required to be on site, there is a \$25 per hour charge for time required for set up and or decorating (if over five hour time slot). If you can accomplish this during your five hour time block there is no extra charge.



## Senior Center Facility Rental Application

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_ Group Name: \_\_\_\_\_

Day Phone #: \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Street Address: \_\_\_\_\_  
Address City Zip

Email Address: \_\_\_\_\_

### EVENT INFORMATION

Rental Date: \_\_\_\_\_ (First Choice) \_\_\_\_\_ (Second Choice)

If this rental is recurring, please indicate (ex-every Tuesday): \_\_\_\_\_

Proposed Time of Rental: \_\_\_\_\_ Proposed Date/Time of Set Up: \_\_\_\_\_

Type of Rental:  Wedding Reception  Rehearsal Dinner  Anniversary  Birthday  
 Community Meeting  Other \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

*If financial gain a separate form must be filled out at Recreation office*

Is this a public event?:  No  Yes

Rooms/Services Requested:  Riverview Room  Full Kitchen  
 Conference Room  Arts/Crafts Room  Hearth Room  Library  Community Room

Set Up: A diagram of desired layout of tables/chairs is needed at least 2 wks prior to event  
Chairs & tables are included in rental, but renter must set up on own or pay a set up fee.

How many?: \_\_\_\_\_ Chairs \_\_\_\_\_ Tables (check here if you wish us to set up/take down )

Is this rental for seniors (50+) only?  Yes  No

*If alcohol will be served, a licensed bartender must be present. No cash bars are allowed.*

Will alcohol be served at event?  Yes  No *Please note there is a \$25 permit fee for serving alcohol*

*If food is being served it must come from a licensed facility (includes deli's) or caterer. Otherwise rental group can prepare the food in our kitchen with a food manager present.*

Will you need to use the kitchen?  Yes  No

If applicable, name of food manager present: \_\_\_\_\_

I, the Applicant agree to comply with all city regulations and special conditions imposed in conjunction with the issuance of this agreement and certify that it is correct and complete. I understand that I am responsible for any damages to the facility or equipment and agree to leave the facility clean, orderly and restore the room to the way it was. I further agree to release and save harmless the City of Janesville, its employees and agents from any and all liability as a result of this event or permit.

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

-----Office Use Only-----

Approved  Yes  No If No, why? \_\_\_\_\_

Approved By: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Fee Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_  Cash  Check \_\_\_\_\_

Deposit Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Deposit Amount & Date Returned: \_\_\_\_\_