

# Berlin Senior Center

142 Water Street  
Berlin, WI 54923  
(920) 361-5422



## CENTER USE AGREEMENT

Name of Applicant (if organization, give name of organization): \_\_\_\_\_

Dining Area

New Addition Area

\$50 + Dep.

\$50 + Dep.

Date(s) and Times of Proposed Use (Notes: If you are applying for regular meetings/events, such as weekly or monthly, indicate all specific dates requested, but do not include dates later than 1 year from first proposed date. Further, no meetings/events may be regularly scheduled on Saturdays or Sundays. Rentals for meetings/events on Saturdays and Sundays may only be reserved for one time, special events, on a first come-first serve basis, determined weekly)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Address and Telephone Number (Note: If the applicant is an organization, give the address and telephone number of the headquarters of the organization)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

If the applicant is an organization, attach a list, including names, addresses and telephone numbers, of all managerial heads of the organization (if a corporation, provide for all officers and directors; if a limited liability company, provide for all managers and members).

Name, address and telephone number of the person who will be responsible for conducting the meeting/event:

Name: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

What will the facility be used for? \_\_\_\_\_

Is the applicant a local religious, charitable, service, fraternal or veterans organization or an organization to which contributions are deductible for federal income tax purposes or state income or franchise tax purposes, which has been in existence for one year immediately preceding its application for a permit or which is chartered by a state or national organization which has been in existence for at least 3 years? "Local" means your organization's activities are limited to this state or to a specific geographical area within this state.

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, attach copies of applicable documentation evidencing the location, type and status of the organization.)

**Will the applicant's meeting/event serve a general public purpose? If yes, attach an additional sheet describing how the applicant believes the meeting/event will serve a general public purpose.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**If you answered yes to the above two questions, and your application is approved as eligible for exemption, the applicant will be exempt from a rental fee and from providing evidence of comprehensive public liability insurance. If you answered no to either of the above two questions, the applicant will not be exempt from fee, and you must attach a valid certificate of public liability insurance from a Wisconsin licensed insurance company representing coverage for the proposed meeting/event(s) in minimum coverage amounts equal to \$1 million per occurrence for personal injury and \$500,000.00 per occurrence for property damage, naming the City of Berlin as an additional insured.**

**By signing below, the applicant acknowledges that the applicant has read, received and agrees to follow the rules and regulations for using the Berlin Senior Center. THE APPLICANT FURTHER AGREES TO RELEASE, DEFEND, HOLD HARMLESS, AND INDEMNIFY THE CITY, AND ITS EMPLOYEES AND AGENTS, FROM AND AGAINST ANY AND ALL LIABILITY FOR PROPERTY DAMAGE OR PERSONAL INJURY INCURRED BY THE APPLICANT, AGENT, EMPLOYEE, CUSTOMER, OR OTHER THIRD PARTY RELATED TO OR ARISING OUT OF THE PERMITTED USE. THE APPLICANT ALSO AGREES TO BE RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE FACILITY OR EQUIPMENT RELATED TO OR ARISING OUT OF THE PERMITTED USE. The applicant understands that neither the City of Berlin nor the Berlin Senior Center will endorse any products or services sold or solicited for sale as part of the permitted use.**

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**Signature of Applicant**

**Date**

**OFFICE USE ONLY**

Rental Fee \$ \_\_\_\_\_ ck# \_\_\_\_\_ date \_\_\_\_\_

Insurance Certificate Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Exempt from Fee and Insurance: Yes \_\_\_\_\_ No \_\_\_\_\_

Deposit ck# \_\_\_\_\_ (post dated for date of rental)

Approved by \_\_\_\_\_

**Original copy goes to the Applicant, and one copy goes to Berlin Senior Center Office.**

## Reservation Procedures and Rules

1. The security deposit will be returned after event upon verification of condition of facility. In the case of damage to facilities, or if facilities are left in an unacceptable condition, the deposit will NOT be returned.
2. Keys must be returned to center within (2) days of rental or may be left in the office mailbox – If left in the mailbox, the center’s outer front door must be locked before you exit the dining room-area door.
3. If any products or services are to be sold or solicited for sale as part of the meeting/event (even if for products or services to be provided off site or on a different date), conspicuous signs must be posted during the event representing the following:

**THE CITY OF BERLIN, AND THE BERLIN SENIOR CENTER, DO NOT ENDORSE ANY PRODUCT OR SERVICE SOLD OR SOLICITED FOR SALE AT THIS MEETING/EVENT. ANY STATEMENTS OR OPINIONS EXPRESSED BY ANY ORGANIZER OR SPEAKER AT THIS MEETING/EVENT DO NOT REPRESENT THE VIEWS OR OPINIONS OF THE CITY OF BERLIN OR THE BERLIN SENIOR CENTER.**

4. No public display of copyrighted audio or video materials (i.e. CDs, DVDs, videotapes, etc) shall be allowed at the center, without a documented license or other valid legal authority from the copyright owner.

**NOTE:** Rentals are ONLY FOR THE DAY of your rental. Coming in to decorate and/or drop off items is NOT ALLOWED other than on the DAY of your rental.

### Telephone Locations:

- Reception Desk
- Kitchen by Coffee Pot
- New Addition by window

**First Aid Kit & AED Unit  
are located at the end of the hall  
by the Bathroom Door**

### Rules and Regulations

1. Do NOT use dishwasher—use of dishwasher is **Off Limits**.
2. **NO SMOKING or CHEW** allowed in the building.
3. **NO Alcohol Allowed on Premises**.
4. **NO** food or drink allowed in any area with laminate floors or on the pool tables.
5. **NO** use of pool table and piano is allowed.
6. **NO** use of the Smart TV or the Fireplace located in the new addition

- When using the kitchen, you must bring your own supplies, i.e. plates, paper towels, dish towels for washing and drying, and trash bags.
- Please do not mix recyclable materials and garbage – dispose of your trash in the proper dumpsters.
- Be sure kitchen sink is wiped clean as well as dining tables, all countertops and stove.
- Be sure to unplug any appliances, turn off the lights and lock the doors when you leave. There is ONE light that stays on all the time, and it is in the back hallway.
- Any dishes or utensils that might be used, must be cleaned in the kitchen sink and left to dry. Do not put dishes or utensils away as they must be sanitized.