

Berlin Senior Center

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



Date of use: _____ Start Time: _____ End Time: _____

Number Attending: _____ Type of Event: _____

Sponsoring Organization (if applicable): _____

Person Applying: _____

Address: _____

City: _____ Zip Code: _____ Phone: _____

What will the facility be used for? _____

What area of the Senior Center are you requesting use?

Dining Area



Friends Room
New Addition

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 that are available on the following page. 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.

Signature of Applicant

Date

OFFICE USE ONLY

Rental Fee \$50 + \$50 Deposit = \$100

Check # _____ Approved by _____ Date _____

Rules and Procedures

Checklist

Deposit Returned

Original copy goes to the Customer, 1 copy to the Berlin Senior Center Office

Reservation Procedures and Rules

First Aid Kit and AED are located at the end of the hall by the Bathroom door.

BUILDING RULES:

1. 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.
2. NO use of pool table and piano is allowed.
3. NO Alcohol Allowed on Premises.
4. NO SMOKING or CHEW allowed in the building.
5. NO use of the Smart TV or the Fireplace located in the new addition
6. 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.
7. NO food or drink allowed in any area with laminate floors or on the pool tables.

KITCHEN RULES:

1. Do NOT use dishwasher—use of dishwasher is Off Limits.
2. When using the kitchen, you must bring your own supplies, i.e. plates, silverware, serving utensils, paper towels, dish towels for washing and drying, and trash bags.
3. Please do not mix recyclable materials and garbage – dispose of your trash in the proper dumpsters. The dumpsters are locked so you will need the key which is hanging on the bulletin board on the right side as you enter the kitchen.
4. Be sure everything is wiped clean as well as dining tables, all countertops and stove.
5. Be sure to unplug any appliances, shut off oven, 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.

Closing up / Leaving the Senior Center:

- ⇒ Keys must be left in the mailbox, the center's outer front door must be locked before you exit the dining room-area door.
- ⇒ 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.