

LOCKS, DOORS, WINDOWS & LIGHTS:

- During your activity, all exit doors shall be unlocked and not blocked off so as to impede traffic, in case of an emergency.
- At the conclusion of your activity, securely lock all doors, close and lock windows, turn off lights, and return key.

TRASH & CLEANING

- Trash should be collected from inside and outside of building, bagged and put into outside receptacle. Plastic bags are provided.
- Kitchen and appliances should be left clean.
- Tables should be wiped, and tables and chairs returned to their original position.
- Floors should be left clean. A vacuum and mop are provided.
- Restrooms should be left clean.

NO SMOKING

- The Senior Center is designated as a non-smoking facility.

MAYVILLE SENIOR CENTER BOARD:

Alan Voss (Alderson)
Ray Voight
Marian Giese
Earl Anderson
Joan Bachhuber
Marge Nitschke
Don Pugh

RENTAL INFORMATION

MAYVILLE SENIOR CENTER

330 N Walnut
Mayville, Wisconsin 53050
920-387-7911



For Reservations & Information

Please call:
Jerry & Helen Koepf
(920)387-791

Policies and Procedures For Use of the MAYVILLE SENIOR CENTER

Purpose: The Mayville Senior Center shall be available for use by all Senior Citizens, for their use and well being.

It shall be the privilege of the Senior Citizens to have priority regarding use of this facility.

GENERAL INFORMATION

The City of Mayville, the Mayville Senior Center Board, or any of its officers, agencies, or employees will not be responsible for injuries, or loss of, or damage to personal property occurring as a result of activities being conducted on the Senior Center premises. Violation of any segment of this policy and/or City Codes will be just cause for denial of future reservations of the Center facility and the forfeiture of all deposits made. Rowdy behavior or disturbances of the residential neighborhood adjacent to the Center facility will be just cause for immediate cancellation of the Activity by the local Police Dept. (One verbal warning will be given to the sponsoring organization before cancellation.) Building was built with Federal Grants and therefore is not open for fundraiser rentals.

HOURS OF USE:

- All activities must be concluded by 12:00 Midnight (This includes clean-up).

RESERVATION OF FACILITY:

- Request for facility may be made by calling the Senior Center at 387-7911. If there is not answer, leave a message and your call will be returned.
- Rental Agreements shall reflect all terms and conditions as set forth in these policies

RENTAL FEES: Daily Rate: \$150.00 per day \$125.00 for Senior Club Members

- Rental Fee must be paid at the time a rental agreement is completed and signed by renter.

SECURITY DEPOSITS:

- A Security deposit of \$100 will be charged to groups renting the Senior Center when you pick up the key. Security Deposits will be returned in part or in full, depending on the condition the building is left in. Damages to the building and/or grounds will be reported to the Director of Parks and Recreation.

FEES, DEPOSITS AND REFUNDS:

- Security Deposits will be refunded in part or in full, depending upon the condition of the facility, and upon compliance with this policy manual.
- Renting parties shall be responsible for the care and cleaning of the facility after use. All cleaning must be completed by 12:00 midnight of the day following the event.
- Charges for abnormal amounts of cleaning will be deducted from the Security Deposit at the Rate of \$20.00 per hour.
- Security Deposits will be retained if building keys are lost, or if damages have resulted to the facility, its equipment or furnishings, or if the grounds around the facility are not free of litter.
- Security Deposits will not be returned until all keys are returned and the facility has been inspected.

CARE & USE OF THE SENIOR CENTER:

- Another party may have scheduled an event following yours; therefore, we ask your cooperation in leaving the Senior Center as you found it. All cleaning must be completed by 12:00 Midnight, on the day of rental. Cleaning supplies are provided and can be found in the Janitor's Room.
- Renter is responsible for providing their own supplies, including towels, utensils, dishes, storage containers, etc. Items found in cupboards and drawers belong to the Dodge County Nutritional Program and various other groups. Please do not use these things.

SALE OF REFRESHMENTS:

- No refreshments may be sold.
- All beverages must be served in paper or plastic containers only, and must be consumed at the facility where served.

PHONE USE:

- The phone is available for local calls only. The phone charge is .25 per call, local only. The phone number for the Mayville Senior Center is: (920)387-7911.

PETS:

- It shall be unlawful to bring animals into the Mayville Senior Center.

DECORATIONS:

- Staples, nails, stickups, scotch tape, or tacks may not be used. Please discuss your decorating plans with the manager.

THERMOSTATS:

- Thermostats are automatically programmed. Use fans or open windows for additional cooling.