

## CARE AND USE OF THE SENIOR CENTER

- It shall be understood and agreed upon that the various Senior Citizens groups and Renters shall be responsible for the setting up and the clean-up of the facility after each activity.
- Renters are responsible for providing their own supplies, including towels, utensils, dishes, storage containers etc. Items in cupboards and drawers belong to the Dodge County Nutritional Program and various other groups. Please do not use these supplies.
- It shall be agreed and understood that any fund raising activities conducted on the premises by the Senior Citizen's shall be conducted solely for the benefit of the Mayville Senior Center, and any and all funds derived from such activity shall be turned over to the Senior Center Board.

## DECORATIONS

Decorations may not be fastened to any walls or ceilings of this facility. Staples, nails, stickups, scotch tape or tacks may not be used.

## REFRESHMENTS

- No refreshments may be sold.
- All beverages and alcohol must be served in paper or plastic containers only, and must be consumed at the facility where served.
- Alcoholic Beverages can only be sold by Non-Profit Groups who obtain the appropriate licenses and permits from the City of Mayville at City Hall. Individuals who rent the Senior Center cannot sell alcohol at their event at any time.

## TRASH AND CLEANING

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

## KEYS, LOCKS, DOORS, WINDOWS, LIGHTS & THERMOSTATS

- Keys can be picked up at the TAG Center, 1700 Breckenridge St, the day before your rental. The renter is responsible for all keys in his/her possession. Keys may not be used by unauthorized personnel.
- During your activity all exit doors shall be unlocked, and not blocked off so as to impede traffic in case of emergency. **Do not prop open any doors.**
- At the conclusion of your activity, securely lock all doors, close and lock windows, turn off lights and return key the following day to the TAG Center or the drop box in City Halls parking lot.
- Thermostats are automatically programmed. Renters are asked not to touch the settings. Maximum setting when the building is in use shall be 68 degrees for heat and 78 degrees for air conditioning.

## RENTAL INFORMATION

# MAYVILLE SENIOR CENTER

330 N Walnut St  
Mayville WI 53050  
920-387-7911



For Reservations Call:  
920-387-7988  
Website: [www.mayvillecity.com](http://www.mayvillecity.com)

## POLICIES AND PROCEDURES FOR THE 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, subject to the following conditions:

- All fixed meeting dates for the ensuing year must be submitted to the Senior Center Board Secretary by December 15<sup>th</sup> of the previous year.
- All special activities must be scheduled with the Board Secretary 20 days prior to the event.
- In the event, no outside group has made any request for the use of the facility within the 30 days; the Senior Citizens could schedule special activities, subject to the availability of dates as indicated by the Secretary.

### 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 FEATURES

- Maximum Capacity 250
- Kitchen  
(Cannot use dishwasher or anything in the kitchen cabinets)
- Microwave & Coffee Pot
- Stove & Refrigerator
- 10 Round Tables 15 8ft Long Tables
- 190 Chairs
- Television

## RESERVATION INFO / RENTAL FEES

**Daily Rate \$185.00**  
**Senior Club Members \$160.00**

- Request for facility information may be made by calling the TAG Center at 920-387-7988. The Senior Center is for intimate events less than 50 people such as bridal/baby showers or graduations. Bands and DJ's are not allowed. Office hours to process rental reservations are 6:00am-6:00pm Monday thru Thursday, 6:00am-5:00pm on Friday.
- Reservations will be confirmed only after payment is made in full and the signed rental agreement is on file at the TAG Center.
- All rental agreements and fees are completed with the coordination of the Senior Center Director and/or the TAG Center.
- Fees are based on rental of facility, as is, and does not include special preparations, set-ups or use of equipment which does not ordinarily belong to the Mayville Senior Center.
- There will be no refunds of rental fees due to cancellations unless the Manager is notified 2 weeks prior to the date of the scheduled event, or where, in the opinion of the Senior Center Board, inclement weather prevents the scheduled activity from occurring and that there has been no cost to the Senior Center.

## SECURITY DEPOSITS AND REFUNDS

### **Security Deposit \$150.00**

- A Security Deposit of \$150.00 will be charged to anyone renting the Senior Center when you pick up the key.
- Security Deposits will be refunded in part or in full, depending upon the condition of the facility and upon compliance with this policy manual.
- 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 during inspection.

### HOURS OF USE

- The Mayville Senior Center is open year round.
- You may only have access to the Senior Center the day of your rental event.
- All activities must be concluded by 12:00midnight (This includes clean-up).

### NO SMOKING POLICY

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

### PHONE USE

The phone is available for local calls only at the charge of .25 per call. 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.