

**WAUSHARA-WAUTOMA SENIOR CITIZENS, INC.  
W 8220 COTTONVILLE AVE.  
WAUTOMA, WI. 54982  
(920) 787-2055**

**APPLICATION FOR USE OF THE W-W BINGO HALL**

I HEREBY APPLY FOR USE OF THE WAUSHARA-WAUTOMA SENIOR

CENTER ON:

DATE \_\_\_\_\_ FROM \_\_\_\_\_(AM)(PM) TO \_\_\_\_\_ (AM)(PM)

PURPOSE OF GATHERING: \_\_\_\_\_

NAME OF GROUP, ORGANIZATION, OR INDIVIDUAL:

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ESTIMATED NUMBER ATTENDING: \_\_\_\_\_

HALL                      TABLES AND CHAIRS FOR 160  
USE OF TWO (2) COFFEE POTS

\$50.00 MEMBERS, \$125.00 NONMEMBERS  
PLUS \$8.00 AN HOUR IN SEPART CHECK FOR JANITOR  
(JANITOR IS HERE ONLY TO OPEN AND CLOSE)

THESE FEES REPRESENT A ONE (1) TIME CHARGE FOR A ONE TIME  
USE

**PAYMENT**

PAYMENT IS REQUIRED TO BE PAID WITHIN FIVE (5) DAYS AFTER APPROVAL  
OF YOUR APPLICATION. APPLICANT AGREES, IF THIS APPLICATION IS  
APPROVED, TO NOTIFY THE CENTER AT LEAST ONE (1) WEEK IN ADVANCE, IN  
THE EVENT OF CANCELLATION OF THE EVENT. CONTRIBUTIONS TO DEFRAY  
OPERATING EXPENSES WILL BE WELCOMED AND APPRECIATED.

**CANCELLATIONS**

ANY CANCELLATIONS MUST BE MADE AT LEASE ONE WEEK IN ADVANCE.  
IF THE HALL COULD HAVE BEEN RENTED OUT TO ANOTHER PARTY, THERE  
WILL BE A \$20.00 CHARGE.

# WAUSHARA-WAUTOMA SENIOR CENTER

## RULES AND REGULATIONS

### 1. ELIGIBILITY

ANY MEMBER IN GOOD STANDING, ANY CIVIC GROUP, OR INDIVIDUAL MAY USE THE FACILITY AT THE DISCRETION OF THE PRESIDENT AND PROGRAM DIRECTOR. ALL APPLICATIONS TO BE ON A FIRST COME, FIRST SERVED BASIS. CENTER PROGRAMMING AND/OR CONTINUING REGULAR USE BY OTHER ORGANIZATIONS SHALL TAKE PRECEDENCE OVER ONE-TIME USE BY INDIVIDUALS OR GROUPS.

### 2. PROCEDURE

APPLICATIONS FOR BINGO HALL USE SHALL BE MADE IN PERSON AT THE CENTER AND THE FORM “**APPLICATION FOR USE OF CENTER**” SHALL BE SUBMITTED. IF APPROVED, PERMISSION SHALL BE GRANTED UPON PAYMENT OF THE REQUIRED DEPOSIT. A SIGNED COPY OF THE APPLICATION WILL BE GIVEN TO EACH APPROVED APPLICANT.

### 3. ACTIVITIES PERMITTED

ACTIVITIES PERMITTED INCLUDE MEETINGS (EXCEPT AS LISTED BELOW IN “**ACTIVITIES NOT PERMITTED**”), PARTIES AND OTHER SOCIAL, RECREATIONAL, EDUCATIONAL. OR CULTURAL ACTIVITIES BY INDIVIDUALS OR ORGANIZED CIVIC GROUPS. NO ACTIVITY IS ALLOWED THAT MIGHT BE HARMFUL TO THE VINYL FLOORS.

### 4. ACTIVITIES NOT PERMITTED

ACTIVITIES NOT PERMITTED INCLUDE POLITICAL MEETINGS, (INCLUDING GATHERINGS FOR THE PURPOSE OF FURTHERING THE CANDIDACY OF A PERSON OR POLITICAL PARTY), OR GATHERINGS FOR THE PURPOSE OF ADVERTISING, SALES PROMOTION, OR SOLICITATION.

### 5. RESERVATIONS

IF APPLICATION FOR BINGO HALL USE IS APPROVED, A TENTATIVE RESERVATION WILL BE HELD FOR (5) DAYS. IF THE REQUIRED DEPOSIT IS NOT RECEIVED DURING THAT PERIOD, THE RESERVATION WILL BE CANCELLED. ALL RESERVATIONS MUST BE CONFIRMED AT LEAST ONE WEEK IN ADVNCE OF THE RESERVATION DATE.

**NO SMOKING** IS ALLOWED IN THE ENTIRE SENIOR CENTER BUILDING. RULES, REGULATIONS, AND FEE SCHEDULE ARE APPENDED TO THIS APPLICATION. APPLICANT AFFIRMS THAT HE OR SHE HAS READ AND UNDERSTANDS THESE RULES, REGULATIONS, AND FEES. IF THIS APPLICATION IS APPROVED, APPLICANT AGREES TO ABIDE BY IT.

**WAUSHARA-WAUTOMA SENIOR CENTER**

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**RULES AND REGULATIONS CONT'D**

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**6. FOOD AND REFRESHMENTS**

THE KITCHEN (RANGE, REFRIGERATOR, MICROWAVE, SINK, DISHES, SILVERWARE, ETC.) IS AVAILABLE FOR WARMING AND SERVING PURPOSES. ALL ITEMS USED MUST BE WASHED, CLEANED AND/OR RESTORED TO THEIR ORIGINAL CONDITION UPON COMPLETION OF THE ACTIVITY. THE GROUP USING THE CENTER MUST FURNISH DISH TOWELS. THE STOVE MUST NOT BE USED WITHOUT FIRST ENGAGING THE HOOD FAN. ALL CABINETS AND DRAWERS MARKED **MEALSITE** AND **BINGO** ARE **OFF LIMITS**.

**THE KITCHEN SHOULD BE LEFT IN THE SAME CONDITION THAT IT WAS FOUND.**

ALL GARBAGE GENERATED BY THE ACTIVITY MUST BE REMOVED AT THE COMPLETION OF THE ACTIVITY. THE GROUP USING THE CENTER MUST FURNISH GARBAGE BAGS.

ALCOHOLIC BEVERAGES FOR PERSONAL USE AND CONSUMPTION ONLY ARE PERMITTED. NO SALES OF ALCOHOLIC BEVERAGES CAN OCCUR DURING THE ACTIVITY. NO ALCOHOLIC BEVERAGES ARE TO BE LEFT AT THE CENTER, INCLUDING EMPTY OR PARTIALLY FILLED CONTAINERS.

**BEER IN CANS ONLY.**

**7. MISCELLANEOUS**

BINGO HALL CANNOT BE RESERVED ON THE DAYS THAT **BINGO** GAMES ARE SCHEDULED, **2<sup>ND</sup>, 4<sup>TH</sup> AND 5<sup>TH</sup> SATURDAYS** OF EACH MONTH.

BINGO HALL CANNOT BE RESERVED ON THE DAYS THAT CONTINUING REGULAR USE BY OTHER INDIVIDUALS OR ORGANIZATIONS IS SCHEDULED, IF A TIME CONFLICT OCCURS. EVERY EFFORT, HOWEVER, WILL BE MADE TO RESOLVE SUCH CONFLICTS. NO EXCEPTION WILL BE MADE WHICH INTERFERES WITH CENTER ACTIVITIES.

**WAUSHARA-WAUTOMA SENIOR CENTER**

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**RULES AND REGULATIONS CONT'D**

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**HALL HOURS**

**HALL AVAILABLE BETWEEN THE HOURS OF 9 AM AND 11 PM.**

CHILDREN MUST BE CONTROLLED IN AND AROUND THE BUILDING AT ALL TIMES.

THE **POOL ROOM AND BASEMENT** ARE STRICTLY OFF LIMITS.

CHAIRS AND TABLES ARE AVAILABLE FOR USE. ROOM ARRANGEMENT (DIAGRAM) SHOULD BE SET UP AT THE TIME THE CONTRACT IS SIGNED.

LOCATION OF FURNITURE AND FURNISHINGS OF A PERMANENT NATURE IN THE CENTER CANNOT BE CHANGED WITHOUT PERMISSION.

NO DECORATIONS ARE PERMITTED ON THE WALLS, WOODWORK, CEILINGS OR DRAPERIES.

ANY DEBRIS IN THE PARKING LOT OR CENTER GROUNDS GENERATED BY THE GROUP USING THE CENTER MUST BE REMOVED.

A DESIGNATED MEMBER OF THE CENTER WILL BE RESPONSIBLE FOR THE OPENING AND CLOSING OF THE BUILDING.

**NO SMOKING IS PERMITTED IN THE BUILDING**

**10. AT COMPLETION OF ACTIVITY**

ITEMIZATION OF ANY DAMAGED APPLIANCES AND/OR FIXTURES, BROKEN DISHES, MISSING ITEMS, ETC. IS REQUIRED.

UPON LEAVING THE BUILDING, MAKE SURE IT IS CLEAN, RESTORED TO ITS ORIGINAL CONDITION, FURNITURE, FIXTURES, UTENSILS, ETC. ARE BACK IN PLACE AS FOUND; AND GARBAGE REMOVED.

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**RULES AND REGULATIONS CONT'D**

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**LIABILITY**

APPLICANT OR ORGANIZATION AGREES TO HOLD THE SENIOR CENTER HARMLESS FOR ANY ACCIDENTS AND/OR MISHAPS OCCURRING DURING THE SCHEDULED ACTIVITY AND TO ASSUME ANY LIABILITY, SEVERALLY OR OTHERWISE, ARISING FROM SUCH ACCIDENTS AND/OR MISHAPS.

**AGREEMENT**

I HAVE READ THE FORGOING AND, AS AN INDIVIDUAL OR AS AN AUTHORIZED REPRESENTATIVE OF THE APPLYING ORGANIZATION NAMED HEREIN, I PROMISE, IN THE EVENT THAT THIS APPLICATION IS APPROVED, TO ABIDE BY THE FOREGOING RULES AND REGULATIONS, TO ASSUME THE RESPONSIBILITIES CONTAINED THEREIN AND IN THE APPLICATION, AND TO CONDUCT THE AFORESAID GATHERING AT THE DATE AND TIME SCHEDULED IN A DECOROUS AND MATURE MANNER.

**SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT WAUTOMA,  
WISCONSIN**

**SIGNATURE AND TITLE:**

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:**

\_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **DATE:**

\_\_\_\_\_

(AUTHORIZED AGENT OF W-W)