



CITY OF WAUWATOSA
Civic Center
7725 West North Avenue
Wauwatosa, WI 53213

ROOM RESERVATION APPLICATION

Group Name _____

Contact Person _____

Address _____

Telephone _____; Email Address _____

Planned Activity _____

Date(s) Requested _____

Time: From: _____ To _____; Estimated Attendance _____

Accommodations	Full Day* (8:30 AM –4:30 PM)	Partial Day (4 hours max)
Upper Civic Center Room	\$310	\$185
Lower Civic Center Room	\$400	\$240
Upper and Lower Civic Center	\$550	\$550

**Civic Center available only Monday-Friday 8:30 AM – 4:30 PM; no evenings or weekends*

Room(s) Selected: _____

Check the equipment requested:

_____ Podium _____ Projector and Screen _____ P.A. System (Available in Lower Civic only) Room

Arrangement -- See next page for Room Arrangement Options

Upper Civic Center (check one): ___ Option A ___ Option B ___ Option C ___ Option D ___ Other

Lower Civic Center (check one): ___ Option A ___ Option B ___ Option C ___ Option D ___ Other

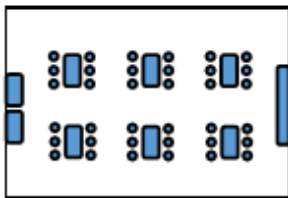
Other room arrangement instructions

Room Arrangement Options

The following options for room arrangements are for your convenience. They are intended to give users a general idea of how they would like to layout the room. These diagrams are not to scale nor are the amount of seats or tables depicted exact. Staff will refer to the number provided in "Estimated Attendance" when arranging the room. Please write any additional requests you may have in the "Other room arrangement instructions" section.

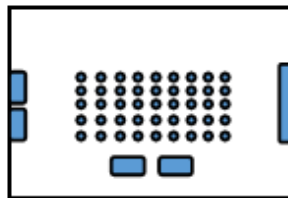
UPPER CIVIC CENTER

A



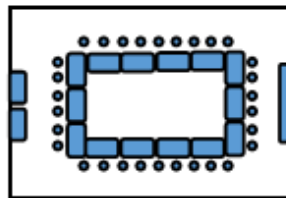
Capacity: 36

B



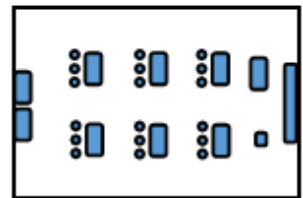
Capacity: 70

C



Capacity: 36

D



Capacity: 36

Projector Screen

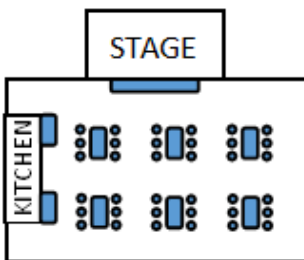
KEY

● Chair

■ Table

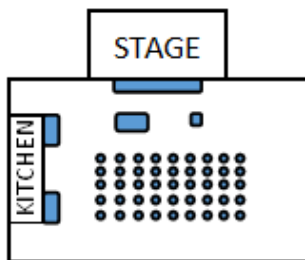
LOWER CIVIC CENTER

A



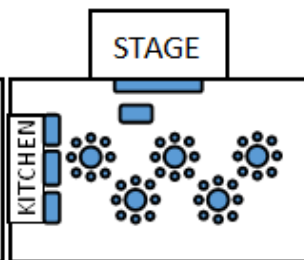
Capacity: 149

B



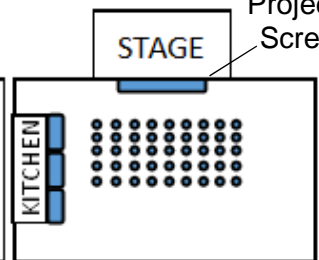
Capacity: 200

C



Capacity: 64

D



Capacity: 200

Projector Screen

Those planning to make use of the projector or other related technologies are strongly encouraged to test the compatibility of their devices with city equipment several days in advance; reasonable accommodations during business hours can be made to assist users with this

Catering is allowed only in the Lower Civic Center; the kitchen is to be used for set-up and preparation, not for cooking.

While the stage is available for use, the stage lighting is not operational. Users would need to provide their own lighting.

Rental Procedure: Civic Center rentals are managed by the Department of Public Works. Rentals shall be provided at a first-come, first-served basis.

A 20% cash deposit is required at the time of receipt of the rental application and the balance shall be paid no later than thirty (30) days before the date of the rental. No deposit or rental fee shall be refunded unless the Public Works Office is notified in writing at least thirty (30) days before the date of the rental. A \$25.00 handling charge will be assessed for canceled reservations.

Interested parties should submit completed applications to the Public Works Office. Have questions? Call the Public Works Office at (414) 471-8422 or contact us at tparks@wauwatosa.net.

Right of Refusal:

The City reserves the right to deny, approve, or revoke permission to use the rooms at any time for any lawful reason. City staff will use their best judgment in determining if applications from groups renting the facilities should be denied or refused based upon known or anticipated security concerns, past experience with the proposed renters or related parties at City of Wauwatosa facilities or elsewhere, and compliance with all applicable laws or rules and regulations.

Allowing any group to reserve the facility does not in any way constitute an endorsement of the group's beliefs or political positions by the City or city staff.

General Rules for Users:

The following rules governing the use of these facilities are written to preserve the safety of the occupants, the building, and its contents.

- Users shall be responsible for any costs incurred by the City as a result of the use or damage to property and shall reimburse the City for such costs upon presentation of an invoice.
- The rental application shall list a telephone number that is not a Public Works, City Hall or Civic Center telephone number. The applicant's advertising and promotional efforts must not imply that the City is a sponsor or co-sponsor of its meeting. The City shall not be used as the applicant's mailing address or storage site.
- Meeting facilities may not be used for groups or programs that interfere with the normal operations of the City Hall, the Civic Center or the Library.
- Applicant is responsible for obtaining proper licensing and permission for any copyright-protected works used, performed or otherwise presented in association with the use of the facility, and shall indemnify the City for all costs or losses associated with applicant's failure to comply with the provisions of Federal copyright law. Applicant shall be liable and agrees to indemnify, defend and hold harmless the City of Wauwatosa, its officers, officials, agents and employees against any and all loss or expense arising from applicant's use of the facilities.
- Materials and equipment brought into rooms are the responsibility of the group or person in charge. The City is not responsible for security of private materials or equipment.
- The applicant must provide any dishes, coffee pots and utensils for food or refreshments. Rooms must be left clean and orderly.
- One adult chaperone over the age of 18 must be present for every 25 persons under the age of 18. The chaperones shall remain in attendance during the entire event.
- Users shall be provided a copy of these rules and shall acknowledge receipt thereof.
- Failure to comply with these rules will result in denial of future requests for the use of meeting room space.

Signature

Date

Return to: City of Wauwatosa Department of Public Works
11100 W. Walnut Road
Wauwatosa, WI 53226
Telephone: 414-471-8422



CITY OF WAUWATOSA
DEPARTMENT OF PUBLIC WORKS
11100 WEST WALNUT ROAD
WAUWATOSA, WISCONSIN 53226
Telephone: (414) 471-8422
Fax: (414) 471-8469
www.wauwatosa.net

Date: _____

Parks Hall Rental

Rental Date: _____

Rental Space: _____

DPW Services

Date: _____

Service: _____

CHARGE: \$_____

I authorize the City of Wauwatosa to charge my credit/debit card for the cost listed above. I agree that I will not pursue a refund directly through my credit/debit card company, bank, or financial institution. If any of my actions yield a chargeback for any reason, I agree to pay any and all penalty fee(s) incurred by my provider.

Print Name: _____

Sign Name: _____

Date: _____