



Date Sent _____

Dear Community Center Renter:

Thank you for choosing the New Berlin Community Center for your event. We are proud of our Community Center and are hopeful that you will enjoy your scheduled event.

The Security Deposit and Rental Fees are due at time of booking your event. The Security Deposit portion and Rental Fees must be paid by Visa or MasterCard. All fees must be paid in person at the Recreation Office.

Application forms are taken no less than 7 Days before the date of use.

The Security Deposit amount is based on the room you have rented as listed below:

ROOMS	Cleveland Room (with Kitchen)	Trailside (with Kitchen)	Lions (No Food Allowed)	Parkview Activity
Security Deposit	\$500	\$500	\$300	\$100

The enclosed Facility Permit requires your review and signature. Please sign the Facility Permit and return it to:

Recreation Department
 3805 S. Casper Dr.
 PO Box 510921
 New Berlin, WI 53151-0921

We thank you for your cooperation.

Visit our Web site at www.newberlin.org

E-Mail: recreation@newberlin.org

Phone: (262) 797-2443

FAX: (262) 797-2460



NEW BERLIN COMMUNITY CENTER APPLICATION FORM

New Berlin Recreation Department - Phone (262-797-2443), Fax (262-797-2460)

Mail to: 3805 S. Casper Dr, PO Box 510921, New Berlin WI 53151

Email: recreation@newberlin.org Website: www.newberlin.org

APPLICANT NAME _____ GROUP/COMPANY NAME _____

ADDRESS _____ CITY _____ ZIP _____

PHONE (Home) _____ (Work) _____ (Cell) _____

ALTERNATE CONTACT PERSON NAME _____

PHONE (Home) _____ (Work) _____ (Cell) _____

eMAIL _____

TYPE OF EVENT (be specific including activities proposed): _____

EVENT DAY & DATE _____

BEGIN TIME (include your set up/arrival time) _____ END TIME _____ ESTIMATED ATTENDANCE _____

ROOM(S) REQUESTED:

CLEVELAND COMMUNITY ROOM

Use of Kitchen will be needed (please✓):

Food will be served:

If yes, will this be a Catered event?

Capacity 176 (includes use of adjacent Kitchen)

Yes No

Yes No

Yes No

TRAILSIDE ROOM

Use of Kitchen will be needed (please✓):

Food will be served:

If yes, will this be a Catered event?

Capacity 80 Banquet (includes use of adjacent Kitchen)

Yes No

Yes No

Yes No

LIONS CONFERENCE ROOM (No Food)

Capacity 45

PARKVIEW ACTIVITY ROOM

Capacity 16

Other Options:

Alcohol (Beer-Wine-Liquor)

Yes No

Amplified Music (more than radio/iPod)

Yes No

Microphone needed (Cleveland or Trailside only)

Yes No

Equipment Options: (No Technical Support is available for this equipment) No Cable or Wi-Fi

Requested (@ additional expense) Please ✓ items you would like the Department to provide:

DVD/CD/VCR Player \$25

LCD Projector \$50

Television \$25

Other Options: Please enter the number of items you need:

_____ Food Buffet Tables _____ Gift Table _____ Cake Table _____ Display Tables _____ Beverage Table

_____ Head Table setup for _____ people

Any changes to the rental application (less than 10 days prior to event) will not be granted!

The undersigned applicant agrees on behalf of him or herself and all users of the New Berlin Community Center under the auspices of this application to indemnify and hold harmless and release the City of New Berlin its officers, elected officials, agents and insurers as and against any and all actions, demands, damages, causes of actions and claims of any kind or nature, including actual attorney's fees arising from, or in any way attributed to, in whole or in part, the granting of this application and/or the use of the New Berlin Community Center by the applicant or anyone participating in or involved with the event which is the subject of the application. Notwithstanding the foregoing the applicant shall not be required to indemnify the City against the City's own negligent or intentional conduct. By signing this agreement I/we acknowledge that I/we have read it (& Policies & Procedures) in its entirety, have given its terms due consideration, understand said terms and understand that I/we are freely and voluntarily giving up certain rights. I/we further intend that this agreement shall be binding upon all of our heirs' successors and assigns.

SIGNATURE OF APPLICANT _____ DATE _____

2017 Community Center Fees



ROOMS	Cleveland Room (with Kitchen)	Trailside (with Kitchen)	Lions (No Food allowed)	Parkview Activity
Square Footage	4,687	1,614	1,176	480
Capacity	176	80	45	16
Minimum Hours Required	4 Hrs Fri-Sun 3 Hrs Mon-Thur	3 Hrs Fr-Sun 2 Hrs M-Th	3 Hrs Fr-Sun 2 Hrs M-Th	3 Hrs Fr-Sun 2 Hrs M-Th
Hourly Fee Resident	\$65 per Hour	\$50	\$30	\$20
Hourly Fee Non-Resident	\$85 per Hour	\$60	\$40	\$30
Security Deposit	\$500	\$500	\$300	\$100

Cleveland Room includes:

Kitchen
 Refrigerator
 Microwave (16x22 with round rotating plate)
 2-Small Coffee Makers (10-12 Cups)
 PA System with Wireless Microphone
 Movie Screen
 Hookup to PA for CD, iPOD, or Cassette Player
 Round Tables
 No Cable or Wi-Fi

Trailside Room includes:

Kitchen
 Refrigerator
 Stove/Oven
 2-Microwaves (16x22 with round rotating plate)
 2-Coffee Makers (each 42-Cups)
 PA System with Wireless Microphone
 Movie Screen (pull down)
 Hookup to PA for CD, iPOD, or Cassette Player
 6-foot Rectangular Tables
 No Cable or Wi-Fi

Equipment Available For Rental

Item	Rental Cost per use
LCD Projectors (2)	\$50
DVD/VCR Player	\$25
Television (1) (older tube TV on ATV stand)	\$25

NEW BERLIN COMMUNITY CENTER BUILDING PROCEDURES & CLEANUP



- The Community Center will automatically have unlocked doors on the date(s) and time(s) of your rental. The Community Center doors are opened by a computer controlled locking system. The doors will automatically be unlocked by your designated arrival time, and will automatically lock within 15 minutes after your designated departure time.
- You will enter the Main entrance at the North side or South side of the building.
- As you enter the hallway, the light switch is just past the 1st set of doors on your right.
- As you enter your designated room, turn on the lights. Please make sure to turn off lights when your rental/meeting has concluded.
- Upon conclusion of your meeting, make sure that all areas you have utilized have been cleaned up. Each Kitchen has cabinets marked with cleaning supplies for your group.
- The outside doors will be open for a designated period of time, and then will automatically be locked. If you are leaving for more than 1 hour earlier than the times listed on your rental, please contact: **Facilities Management: (Mon-Fri 8:00 am-3:00 pm at 262-797-2471) or (Nights & Weekends Cell at 262-527-4843).**
- Upon conclusion of your rental/meeting, please make sure all doors to rooms that you have utilized are shut.
- Make sure all outside doors are shut.

CLEAN-UP POLICIES

The policies listed below will serve to identify the responsibilities on the part of both City of New Berlin staff and the Permit Holder - User.

STAFF

The Primary function of the staff is to set up all tables and chairs **prior** to an event and to remove tables and chairs if necessary for the next event. The Community Center will have clean-up materials available on the premises to aid **PERMIT HOLDERS** in cleaning, such as mops and trash bags.

PERMIT HOLDER

The renter bears the responsibility of leaving the facility in the same condition as it was found. Failure to comply will lead to forfeiture of ALL or Part of the Permit Holder's Deposit.

In order to ensure a FULL reimbursement of the Security Deposit, the user must meet the following criteria:

- _____ All bottles, cans, cups, tableware, etc. placed into proper trash containers. **Remember, NO tableware or silverware is provided by the Department.**
- _____ Tables and chairs wiped clean of food and beverage spills
- _____ Any "Wet Spills" on floor mopped (wet spills must be addressed at the time they occur). If you have a wet spill, there is a mop, pail, and wet sink located in the closet inside of the Men's bathroom.
- _____ Trash is bagged and placed in wastebaskets. **Do not remove plastic bags from garbage receptacles!**
- _____ Kitchen area clean and cleared of any food or debris
- _____ All Decorations taken down and discarded properly or removed from the building.

IMPORTANT!!

Events must conclude at the time specified on the Facility Agreement. The City of New Berlin does not permit adding additional time to an event the day of the event. If for any reason the allotted time exceeds the designated departure times, the Permit Holder's deposit will be forfeited and the Police Department may be dispatched. As noted above, the Community Center has a building computer system that will identify whether the building is being used past the designated time of the facility agreement.

MAKE SURE YOU HAVE THIS INFORMATION ALONG AND YOUR FACILITY PERMIT DURING YOUR EVENT!

COMMUNITY CENTER FACILITY RESERVATION INFORMATION



To reserve a room at the New Berlin Community Center, please contact:

New Berlin Recreation Department
3805 S. Casper Dr., PO Box 510921
New Berlin, WI 53151-0921
262-797-2443

City of New Berlin Recreation Department programs and other City of New Berlin Departments have first priority in scheduling use of rooms in the Community Center. The Department reserves the right to limit the size of groups or available rooms based upon the capacity of the facilities, available parking, and to protect the public health and safety.

Facility Application:

Application forms are taken no more than 1 Year and no less than 7 Days before the date of use, according to the Reservation priority policy. Specific rooms of the Community Center may not be available for reservation until 4 months ahead of the requested date. Commercial solicitation and transactions are prohibited. When facilities are not in use for scheduled Recreation Department activities, and are available to the public for rent, then use of facilities is available on a first come, first serve basis. The Applicant must be at least 21 years of age. The person or organization to whom the permit is issued assumes all responsibility for use of the facility. Permits cannot be transferred, assigned, or sublet. The rooms reserved for your activity are included on your permit. All other rooms in the facility are off limits.

Residents:

(Includes Resident Private Events, New Berlin Businesses, Resident Commercial Events, City of New Berlin, and New Berlin Schools.)

Non-Residents:

(Non-Resident Private, Non-Resident Non-Profit Groups, and Non-Resident Commercial Groups.)

Community Based Non-Profit Organizations:

Community Non-Profit Organizations are public and/or private New Berlin based organizations.

Reservations:

To obtain a reservation application visit the Recreation Dept. Office at 3805 S. Casper Dr, or download/print the Rental Application Form from our website at <http://www.newberlin.org/DocumentCenter/Home/View/353>. Please complete the Application form and return it by mail, or by FAX (262) 797-2460. Facility Application will be reviewed and processed by Department staff. Renter will be notified by mail or phone as to status of their rental request within 5 to 10 business days of receipt of application.

Reservation Status:

A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by City personnel. Rental applicants may not advertise any event until this time. Reservations will be confirmed and considered complete only after all required forms are signed and submitted and applicable fees and deposits are paid. No dates are held for any group who has not submitted a Facility Application Form.

Rental Security Deposits and Payment Information:

ALL Rentals must be paid for at time of booking by credit card (VISA or Master Card).

1. Rental Fee:
 - a. Rental payment must be made in full at the time of the facility application approval.
 - b. See New Berlin Community Center Fee Chart for Rental Fee Information.
2. Security Deposit:
 - a. The Security Deposit Fee varies by the room rented. **MasterCard or Visa credit will be required to cover the Security Deposit.** The Security Deposit is due when booking the event. The deposit is refundable if the conditions of the rental are met (processed within one week following event). If damage occurs, refund can be delayed.
 - b. Conditions which lead to withholding part or all of the Security deposit include, but are not limited to, the following:
 - 1) Clean up is not completed as outlined in the facility rules and regulations.
 - 2) Use of the room exceeds the scheduled rental time.
 - 3) The number of persons attending the event exceeds the number of participants listed in the agreement.
 - 4) New Berlin Recreation Department equipment or the Community Center facility is damaged during rental period.
 - 5) If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. Damages could lead to losing future facility use privileges. The decision of whether the deposit shall be refunded is solely up to the Recreation Department and will not be refunded until the facility has been inspected by City personnel.
 - 6) Additional staff time charge required for special services or items not included in prepaid facility charge, but used by renter during the rental period.

Cancellation/Refund Policy

1. **For cancellation requests received at least 120 days prior to the event date for the Cleveland Community Room, and at least 60 days for all other available rooms, one half of the rental fee will be refunded plus the Security Deposit.**
2. **For cancellation less than 120 days of the Cleveland Community Room event or less than 60 days for all other available rooms, only the Security Deposit portion of the rental fees will be refunded.**
3. Renter shall be liable for all costs of any additional services already performed.
4. The person who signed the contract must submit all requests in writing for cancellation to New Berlin Recreation Department.

Available Rental Hours:

1. Sunday: 10:00 AM - 10:00 PM
2. Monday through Thursday: 8:00 AM - 10:00 PM
3. Friday: 8:00 AM - 12:00 Midnight
4. Saturday: 10:00 AM - 12:00 Midnight
5. Facility will be closed on all Major Holiday Weekends and Election Weekends.

New Berlin Community Center Fee Schedule Category Definitions:

Resident:

1. Any New Berlin resident or individual residing within New Berlin city limits, resident business renting for non-commercial use, or resident group not qualifying for non-profit status. To be considered a resident business, both the principal office and place of business must be located within the corporate limits of the city.
2. New Berlin public or private elementary, middle school and high schools located within the corporate limits of the city.

Non-Resident:

1. Any individual, business, non-profit, or for-profit group residing outside the New Berlin city limits.

Community Based Non-Profit Organizations:

Community Based Non-Profit Organizations are eligible for waiver of all fees; except the security deposit, for any public or private non-profit group, or municipal entity, which is sponsoring an organizational meeting or community special event or service provided that the following criteria are met:

1. Youth & Adult Organization Meetings:
 - a. Organizations must be based in New Berlin and be primarily composed of City of New Berlin residents.
 - b. Organizations may not exclude any New Berlin resident from membership in their group.
 - c. If fees are required for membership in the organization, they must be used for expenses directly related to the activities conducted.
 - d. The sponsoring organization must be organized as a non-profit corporation in accordance with the laws of the State of Wisconsin, and shall provide, upon request, documentation of such status.
2. Youth Athletic Organizations:
 - a. - d. Same as items a through d above.
3. Community Special Events or Services:
 - a. - d. Same as items a through d above.
 - e. The event must be open to attendance by the general public.
 - f. Any profits realized from food sales, drawings, auctions or other revenue generating activities associated with the event must be used for the purpose of supporting a project which will benefit the community in general. Examples would include donations of equipment or funds to schools, donations of park equipment, construction of community facilities, and funding programs to assist community residents.
4. Approved organizations will be allowed the use of the facility during the week when space is available. An approved organization is one that is primarily composed of residents of the City of New Berlin.
5. There shall be no fee required, other than the Security Deposit, for any group using the facility Monday through Friday from 8:00 AM - 4:30 PM, or Monday through Thursday evenings from 4:30 PM - 10:00 PM. Organizations will be treated as "Resident" users when requesting use of the center on Friday evenings (any event after 4:30 PM); Saturday and Sunday, and will be required to pay a fee for usage, unless special approval is granted by the Recreation Commission.

6. Any organization using the Community Center on a monthly basis should submit **one** completed application form for all dates requested for the upcoming year.

Fundraising Activities:

1. Fundraisers are only permitted on behalf of Community Based Non-Profit Organizations, or on behalf of benevolent, philanthropic, patriotic, charitable organizations.
2. Every charitable organization intending to conduct a fundraising activity must provide to the Department the following:
 - a. Name under which the charitable organization intends to solicit contributions.
 - b. Names and addresses of officers, directors, trustees, and executive personnel.
 - c. Names and addresses of any professional fundraiser or professional solicitors.
 - d. General purpose for which the charitable organization is organized and purpose for which the contributions to be solicited will be used.
 - e. Where and when the organization was established and evidence of tax-exempt status.
 - f. Whether the organization has ever been banned by any court from soliciting contributions or lost its authorization to solicit contributions.

Updated 10-6-16

New Berlin Recreation Department
COMMUNITY CENTER
FACILITY USE RULES, REGULATIONS & INFORMATION



<p>ALCOHOLIC BEVERAGES</p> <p>(Please see the attached "Alcoholic Beverages at City Owned Facilities/Shelters-Guidelines")</p>	<p>Use of alcohol is permitted upon an approved application form PROVIDED THAT: (with exception below*)</p> <ul style="list-style-type: none"> • Alcoholic beverages may be served as long as there is NO direct or indirect charge (monetary or meal tickets etc.) for the alcoholic beverages. • The renter must comply with all applicable state statutes and city ordinances that pertain to alcoholic beverages. • The event must be Private and closed to the general public, and attendance must be via personal invitation. • Alcohol must be served by an adult at least age 18 or older. • State law prohibits serving alcohol to persons under 21 years of age or to anyone who is, or appears to be under the influence of alcohol to a reasonable person. • No Alcohol may be served if the Event is designated a "Youth" event (a majority of the participants are under 21 years of age). • Serving of alcohol must end at least 30 minutes prior to scheduled departure time.
<p>ALCOHOLIC BEVERAGES FOR NON-PROFIT ORGANIZATIONS</p>	<p>* Non-Profit organizations wishing to host a fund raiser while serving alcoholic beverages outside the limitations set forth in the preceding paragraph must apply for a temporary Class "B" beer license.</p>
<p>ANIMALS</p>	<p>Animals are not permitted inside the facility, except for certified service animals.</p>
<p>APPLIANCES</p>	<p>Refrigerator and Microwaves are available – all items stored in the refrigerator must be removed upon the conclusion of your event. Stove is only available in the Kitchen adjacent to the Trailside Room. No Stove in the Cleveland Room.</p>
<p>AV EQUIPMENT</p>	<p>Audio Visual equipment is available for a rental fee through the New Berlin Recreation Department. A TV/DVD/VCR player, LCD projector, microphone, podium/lectern, and portable tripod projector screen may be rented on a first come, first serve basis. It is advisable to have a technical expert in attendance at events utilizing borrowed A/V equipment. No technical support is available! No Cable or Wi-Fi.</p>
<p>BATHROOMS</p>	<p>Restroom facilities are available in the Main hallway.</p>
<p>CANDLES</p>	<p>Lighted candles or open flames (with the exception of sterno cups for catering) inside the building are forbidden.</p>
<p>CAPACITY</p>	<p>Please see the Fees chart</p>
<p>CLEAN-UP</p>	<p>All renters will be given a cleanup/closure chart identifying expected levels of cleaning, and building closure procedures.</p>
<p>CLOSING</p>	<p>At the conclusion of your event:</p> <ul style="list-style-type: none"> • Clean up all areas per the cleanup/closure chart you are given. Turn off all lights including the bathroom lights in the Main Hallway. Make sure all doors are closed upon your departure. The glass doors inside the building and the outside entrance doors are computer programmed to lock down within 15 minutes of your end time listed on your rental permit.
<p>COMMERCIAL OR PROFIT MAKING ACTIVITY</p>	<p>Commercial or Profit-making activities/programs are not allowed. You may not sell products, solicit donations, sell tickets, or offer other money-making activities. Any for profit activity deemed to be a duplication of City of New Berlin programs and services will not be allowed. Facilities may not be used or rented for personal profit or for private lessons.</p>
<p>COMPLAINTS / PROBLEMS</p>	<p>Please contact the Recreation Department at 262-797-2443 on the first business day after your rental. Please be sure to let us know if there are any items/areas that need repair.</p>
<p>CONDUCT OF GROUP</p>	<p>Renters are responsible for the conduct of the guests attending the event. If your event requires police intervention, all of your Security/Damage Deposit may be withheld and the event may be terminated.</p>

DAMAGE	Please advise the Department as soon as possible if there is any problem with the appliances, restrooms, windows, etc. If the facility is damaged as a result of an event or rental, the cost for the labor and materials used for repair will be charged to the event renter. Please see Reservation Procedures for further information.
DANCING	Dancing is allowed on the tiled floor, however, nothing may be sprinkled on or applied to the tiled floor.
DECORATIONS	Tape, staples, thumb tacks, nails or similar fasteners may not be used on walls, ceilings, or support columns, or equipment. Table decorating is allowed. Posting of Post-it pads is allowed. If damage is done on any surface, you will be charged for the repairs.
DISTURBANCE	The Renter will be charged for any charges incurred if the New Berlin Police Department responds to the facility due to disturbances, and the event may be terminated.
ELECTRICAL OUTLETS	In the Cleveland Community Room Kitchen and the Kitchen adjacent to the Trailside Room, the electrical circuits are limited.
ENDORSEMENT	The fact that a group is permitted to use the Community Center does not in any way constitute endorsement of the group's policies, positions, or beliefs on the part of the City.
EQUIPMENT	Equipment brought onsite which is not specifically approved in the rental agreement requires written approval.
FACILITY APPEARANCE	The City of New Berlin cannot guarantee that the rented space will have the same appearance as when originally viewed.
FEES	A fee chart will be made available for all facilities available.
FLORAL DISPLAYS	Floral displays must be freestanding.
FUNDRAISING	Fundraising events for Non-Profit organizations are allowed.
FURNITURE	Furniture must be returned to its original position at the end of the event.
GAMBLING	Gambling is prohibited.
GARBAGE	All garbage must be placed in garbage/waste receptacles provided in the facility. Do not remove garbage bags from receptacles!
HANDICAPPED ACCESS	All rental facilities at the New Berlin Community Center are accessible by wheelchair. Handicapped parking is available at the back main entrance and sides of the building.
INSURANCE	Depending on the type of activity planned, a certificate of insurance for a minimum of \$1,000,000, naming the City of New Berlin as additionally insured may be required.
LIGHTS	Renters are expected to turn off all lights in the rented room(s), BOTH Restrooms & Main Hallway, upon conclusion of their event.
LOCK UP/EARLY DEPARTURE	The outside doors will be open for a designated period of time based on your arrival and departure times on your application form, and then will automatically be locked by the building's computer system. If you are leaving for more than 1 hour earlier than the times listed on your rental; please contact: Facilities Management Dept. (Mon-Fri 8:00 am-3:00 pm at 262-797-2471) or (Nights & Weekends Cell at 262-527-4843)
MUSIC / PA SYSTEM	Amplified music will be restricted to the interior of the facility. DJ's and musicians must bring their own extension cords, and amplifiers if needed. Outside Doors of the building must remain closed throughout any event. Bands entering and exiting the building after Midnight must exit and load through the front (south entrance) of the building.
PARKING	Parking is available in the New Berlin Community Center parking lot on a first come, first serve basis. Parking stalls are limited, and no on street parking is available nearby. Parking permits are not required. City personnel do not direct traffic/parking.

PERSONAL PROPERTY	The City of New Berlin is not responsible for any valuables or personal property left on the premises.
PROBLEMS	If you experience any problem with your reserved facility on the weekend, or during non-office hours; please contact: Facilities Management Dept. Weekend Cell at 262-527-4843.
RECYCLING RECEPTACLES	Renters are expected to make use of Recycling Receptacles located throughout the building.
RICE/CONFETTI	Rice, confetti, or similar materials are not allowed at any time. Birdseed may be used outside the facility.
SECURITY DEPOSIT	Please be considerate of the facility. Security Deposit Information is provided in the Facility Reservation/Fees procedures.
SET-UP	<p>Times designated on the application form must include time for both decoration and clean up of all decorations and removal of all non-Department equipment and supplies.</p> <p>All non-department equipment and supplies, including, but not limited to, band or DJ equipment, catering supplies, and decorations, must be delivered and removed during renter's reserved hours. Nothing may be stored on site without prior approval of the New Berlin Recreation Department.</p> <p>A fee may be charged for items brought early or left by the renter.</p> <p>Set up: City of New Berlin staff will set up and take down Department-provided tables and chairs for you. The amount of tables and chairs set up will be based on the amount of attendees that the Renter specifies at the time of the permit application. NO ADDITIONAL CHAIRS OR TABLES WILL BE MADE AVAILABLE ON THE DAY OF THE EVENT.</p> <p>LEAVE ROOM SETUP AS IS – DO NOT BREAK DOWN TABLES!</p> <p>Renter is responsible for removal of all of their personal equipment/items brought in. Please be aware that at no time can exits be covered or obstructed by tables or equipment.</p>
STATE STATUTES & CITY ORDINANCES	The renter and all attendees of the event are required to comply with all applicable state statutes and city ordinances.
SUPERVISION	The permit holder (person who signed the facility permit, or co-signer) must be present at the facility for the entire time of the facility rental.
SMOKING	SMOKING IS PROHIBITED inside the facility.
TABLES	<ul style="list-style-type: none"> • Trailside Room comes with 6-foot rectangle tables. • Cleveland Room comes with 6 & 5 foot circular tables.
TENTS / AWNINGS	Tents or awnings may NOT be erected inside or outside of the building.
TIMES	New Berlin Community Center meeting rooms and special event rooms are available for rental during the following hours: Sunday: 10:00 AM – 10:00 PM Monday through Thursday: 8:00 AM – 10:00 PM Friday: 8:00 AM – 12:00 Midnight Saturday: 10:00 AM – 12:00 Midnight Facility will be closed on Major Holiday weekends & Election weekends.

Updated 10-6-16



Alcoholic Beverages at City Owned Facilities/Shelters – Guidelines

Private Functions

- Alcoholic Beverages may be served as long as there is NO direct or indirect charge (monetary, tickets, etc.) for the alcoholic beverages.
- The event must be Private and closed to the general public and attendance must be via personal invitation
- If *Caterer* hired, all monetary charges for services involving alcohol must take place at the caterer's licensed premise (a copy of the caterers license should be provided for the city's files to ensure the caterer holds the correct license).
- Alcohol must be served by an adult at least age 18 and older. A caterer may supply personnel to dispense alcohol beverages at catered functions.
- All applicable state statutes & city ordinances that pertain to alcoholic beverages must be followed.
- State law prohibits serving alcohol to persons under 21 years of age or to anyone who is or appears to be under the influence of alcohol to a reasonable person.
- No alcohol may be served if the event is designated as a "Youth" event (majority of the participants are under the age of 21).
- Serving of alcohol must end at least 30 minutes prior to scheduled departure time.
- No person shall possess (or dispense) beverages in glass containers.

Non-Profit Organizations/Fundraisers

- A non-profit hosting a fundraiser while serving alcoholic beverages is required to apply for either a temporary Class "B" (picnic) beer license or a temporary "Class B" (picnic) wine license. If a non-profit is selling both beer and wine, they must apply for both licenses. The "Class B" wine license can only be applied for twice by the same organization within a 12 month period, however there is no limit for the Class "B" beer license.
- All licenses must be applied for with the City Clerk/Human Resources Community Relations Department. The "Class B" wine license can only be applied for twice by the same organization within a 12 month period, however there is no limit for the Class "B" beer license.
- Alcohol must be served by an individual possessing a full operator's license with the city or that has applied and been approved for a temporary operator's license for the specific event. The operator's license application can be obtained from the City Clerk/Human Resources Community Relations Department and must be applied for up to 7 days before the scheduled event.
- All applicable state statutes & city ordinances that pertain to alcoholic beverages must be followed.
- State law prohibits service of alcohol to persons under 21 years of age or to anyone who is or appears to be under the influence of alcohol to a reasonable person.
- No alcohol may be served if the event is designated as a "Youth" event (majority of the participants are under the age of 21).
- Serving of alcohol must end at least 30 minutes prior to scheduled departure time.
- No person shall possess (or dispense) beverages in glass containers.

****For all Alcohol/Operator's License Applications &Inquiries,
contact the Community Relations/City Clerk's Office at: 262-786-8610***