



2657W RAILROAD ST, PO BOX 149, MERCER, WI 54547

Phone: 715-476-2403 | Fax: 715-476-9152 | Email: clerk@townofmercerwi.gov | Website: www.townofmercer.com

Community Center Rental

Reservations and Fees

Maximum capacity: 250

Closing hour: All functions shall terminate at 1:00 am

All reservations are made on a first-come first-serve basis. Mercer residents (those who permanently live, or own real estate in Mercer) have first priority. Reservations will be made only to persons 18 years or older. The person in charge must be at least 18 years of age and shall be present and assume responsibility for all function activities. Renter assumes full responsibility for violation of state or local laws. We reserve the right to refuse reservations.

50th Wedding Anniversary and Condolence Gatherings are free of charge to residents.

	Fee	Security Deposit (refundable)
Mercer Residents	\$100	\$100
w/kitchen	\$150	\$100
Mercer Organization/Non-Profit meeting only	\$50	\$100
Mercer Organization/Non-Profit fundraiser, potluck, etc. with use of kitchen	\$75	\$100
Non-Resident	\$125	\$150
w/kitchen	\$175	\$150
Non-Resident Organization/Non-Profit meeting only	\$75	\$150
Non-Resident Organization/Non-Profit fundraiser, potluck, etc. with use of kitchen	\$100	\$150
Annual Membership for Mercer Organizations	\$50/\$75	0

Rates for uses not defined in above categories will be determined by the Town Board

Reservations may be made by any resident, non-resident, organization or club.

Reservations for social functions must be made with the Town Clerk at least 30 days in advance.

Reservations for organization meetings must be made with the Town Clerk at least 48 hours in advance.

Cancellations require a 48-hour notice to the Town Clerk (715-476-2403 or tomiron@centurytel.net).

If notice is not made, the fees listed will be imposed unless reasonable cause can be shown for the cancellation.

All or a minimum of 50% of the Security Deposit required at reservation. Fee and remaining security deposit due within 48 hours prior to the event. Deposit will be held pending custodian's inspection.

as of June 2023



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Rules & Policies

Smoke-Free: The Mercer Community Center is a Smoke-Free facility. Smoking is permitted outside. Renter must clean outside area of all smoking residue.

Insurance: Clubs and organizations must file verification of a liability insurance policy (with a minimum of one million dollars) with the Town Clerk, unless just cause is presented to the Town Board why such insurance should not be required.

Charging Admission & Sale of Beer: (For Non-Profit/ Organizations) Application must be made with the Town Clerk at least 30 days prior to the event for Town Board approval. A licensed bartender (with a Town of Mercer Class "B" license) must be present at all times. Persons under 21 years of age are not allowed to be present where alcoholic beverages are sold unless accompanied by a parent or legal guardian. License holders are subject to WI Alcohol Beverage Laws relating to underage persons and shall be held responsible for the sale or serving of alcoholic beverages to underage persons.

General Set-up and Take-down:

- All lights must be turned off and all doors locked when event has ended
- Tables, chairs, brooms and mops will be found in the storage room.
- NO furniture or equipment shall be removed from the building without prior approval by the Town Board
- All chairs are to be cleaned, placed on the chair carts and returned to the storage area
- Tables are to be wiped and, to avoid scratching, stacked back-to-back on the table dollies
- To avoid damage to tables and flooring, TWO persons are required to set-up and take-down the tables.
- All floors and Bathroom floors must be swept clean.
- All garbage must be bagged and removed by the user by 9:00am on the day following the function. If not, the user will be charged.
- Decorations may be hung ONLY from hooks provided and must be removed at cleanup. NO tacks, nails, staples or duct tape may be used to attach decorations to walls or ceiling
- The hall and grounds must be cleaned by 9:00am the day following the function
- All food and dishes must be removed within 7 days of event or it will be disposed of by custodial staff.

General Cleaning:

See Community Center Cleaning Checklist for details.

A cleaning contract may be arranged with the custodian upon request.

If user cleans the Community Center, then the custodian will do an inspection and if additional cleaning is required, the user will be charged \$25.00 an hour which will be deducted from the security deposit.

Custodian will check equipment inventory before and after the event. The cost of replacement or repair of missing or damaged items or cleaning will be deducted from the security deposit or billed accordingly.

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Kitchen Clean-up:

Towels, dish cloths, paper towels, and toilet tissue: These items are to be furnished by user.

Stoves: clean top, burner area, and grates, and oven (if used) with soap and water. Do not use scouring pads or abrasive cleaner.

Dishes and Utensils: Wash all dishes and utensils used and return to proper storage cabinets.

Appliances and Countertops: Clean sink and countertop. Wipe out refrigerator and freezer if used.

Floors: Sweep floors. DO NOT mop. Spills on floor should be wiped up.

Violations:

Violation of the above rules may result in forfeiture. The amount of the forfeiture will be no less than 125% of the actual costs incurred by the town to repair, replace, clean or otherwise restore the Community Center to its condition as of the date and time the leaser acquired use of the premises. The forfeiture may be reduced upon a showing of just cause to the Town Board. Amounts due will be applied against the required security deposit and any excess will be billed to leaser. This paragraph does not limit the Town of Mercer in any action against a leaser.

Items Available for Check-Out

If you are interested in audio-visual equipment for your event, the following items are available for check-out from the Mercer Public Library during normal business hours:

- Projector Remote: Remote control for the ceiling-mounted projector in the Community Center. Also includes an 8' HDMI cable.
- MeetingOWL videoconferencing camera, microphone, and speaker. **(For in-building use only)**
- 33' HDMI cable: for connecting your laptop to the Community Center built-in projector.
- Lavalier microphones: includes two lavalier (lapel) microphones with body pack transmitters. Works with the receiver already connected to the CC sound system.
- Wireless presenter: wireless remote connects to your laptop and advances slides in your PowerPoint presentation.
- Live!Cam webcam: Connects to your laptop by USB to provide video for online meetings. Includes wide viewing angle, 1080p or 720p image, USB connection.
- USB Conference microphone: Improves voice quality on your conference calls. Compatible with Mac or PC and connects via USB.

Mercer Public Library, 2648 Margaret St, 715-476-2366

Summer: M-Th 9-7; F 9-5; Sat 9-12

Winter: M,W,F 9-5; T, Th 9-6; Sat 9-12

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Community Center Cleanup Checklist

(Return this sheet with the key)

- _____ **1.** Wipe tables, stack back-to-back on dollies and return to storage area.
TWO persons are required to take down tables.
- _____ **2.** Wipe chairs clean, stack on dollies and return to storage area.
- _____ **3.** Clean bathrooms sinks and sweep floor. Leave restroom doors open.
- _____ **4.** Remove all food and beverages.
- _____ **5.** Pack up all inside and outside garbage.
- _____ **6.** Clean all used dishes and utensils and return to proper cabinets/drawers. Clean sinks and countertops.
- _____ **7.** Clean bar sink, counters and equipment used.
- _____ **8.** Clean stove and appliances (inside and out) with soap and water.
- _____ **9.** Clean up outside smoking area.
- _____ **10.** Sweep floors and wipe up any spills.
- _____ **11.** Remove all garbage from premises by 9am on day following the activity.
- _____ **12.** Cleanup of hall and grounds complete.
- _____ **13.** Close and lock all windows.
- _____ **14.** Lights out and doors locked.
- _____ **15.** Return completed checklist and key to Town Clerk.



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Community Center Custodial Inspection Checklist

- Chairs cleaned, stacked, and returned to storage area
- Tables clean, stacked properly and returned to storage area
- Bathrooms: Clean
- Graffiti
- Damage
- Kitchen: Stove & Appliances
- Sinks & Countertops
- Dishes & Utensils
- Bar area cleaned
- Floors swept
- All garbage removed

Custodial Cleanup

List jobs required:

Record and report to Town Clerk or the Supervisor responsible for the Community Center any damages, graffiti, missing inventory, excessive cleanup or other problems.

Date: _____
as of June 2023

Signed: _____