



## 2015 COMMUNITY CENTER USER'S GUIDE

The Monona Community Center is located next to beautiful Winnequah Park and is the perfect place for a wedding reception, party or business meeting. Our location makes it convenient to arrive from the west side, east side, or downtown Madison. The Monona Community Center provides available rental space on two levels consisting of four rooms of various sizes and capacities.

### Reservations

Reservations may be made by calling the Monona Parks & Recreation Department at 222-4167 or in person at the Monona Community Center, 1011 Nichols Road. **Reservations are accepted one year in advance of the reservation date.**

### Refunds/Cancellations

If a cancellation occurs for any reason the City shall return all fees paid less 20% of the security deposit if cancelled (30) days from the reservation date.

If a cancellation occurs within (30) days of the reservation date fees paid for the use of the Community Center become forfeit

### Security Deposit

Due at the time of reservation, if applicable. The security deposit must be paid in full. This will be 100% refunded if the lessee follows all policies of the Monona Community Center and terms of the contract. Any damages, time beyond stated on contract, and extra cleaning will be deducted from the deposit.

### User Classifications

- Monona Residents:** Must have a current address within Monona city limits at time of rental.
- Non-Residents:** Patrons living outside the City of Monona.
- Sanctioned Groups:** An approved sanctioned organization is one in which over 50% of the members are residents of the City of Monona and is accepted as such by the Parks and Recreation Board.

### Approved Rental Times and Regulations for Sanctioned Groups

- Weekdays:** Monday . Thursday, 8:30 am . 10:00 pm  
Friday 8:30 am . 4:30 pm  
No fee required.
- Weekends:** Any time Saturday or Sunday  
Monona resident fees apply unless approval granted from the Parks and Recreation Board

In lieu of a fee for using the Community Center, sanctioned groups will be asked to provide one of the following services/donations for use of the facility

- A monetary donation that equals ½ of the normal rental fee.
- Groups will provide X amount of volunteers at X Event for X amount of hours, must be approved by the Parks & Recreation Director.

Other in-kind donations/services approved by the Parks & Recreation Director.

## Fees

### Room Fees

Please see individual room descriptions for complete list of fees.

- For room rentals not requiring a security deposit, the entire room fee is due at the time the reservation is made.
- For room rentals requiring a security deposit, the deposit is paid at the time of reservation and the remaining balance is due no later than four (4) weeks before the event date.

### Bar service

All alcohol and soda must be purchased through the Community Center Bar Manager; no group may bring in their own alcohol or soda.

- \$200.00 minimum bar expense
- \$10.00/bottle corking fee
- 18% gratuity on total gross sales

### Catering/Food

- If a caterer is used, the Community Center requires a fee of 10% of the total bill, excluding tax and gratuity.
- This fee is added to the total bill by the caterer.
- A \$100.00 fee will be charged to those renters bringing in their own food.

### Equipment Rental

- Podium with Microphone - \$10 each
- TV/DVD, LCD Overhead Projector - \$25

### Additional weekend time

- \$50.00 per hour past six (6) hour maximum.

## Approved Caterers

The Community Center has a list of pre-approved caterers. Renters wishing to utilize caterers not on the pre-approved list will need to complete the following:

- Request a caterer's agreement from the Park & Recreation Department.
- The caterer and the renter must complete the caterer's agreement.
- The agreement must be returned to the Community Center by the time final payment is received.

### List of Approved Caterers

- Blue Plate Catering
- Cranberry Creek Catering
- De Broux's Diner and Catering
- Dickey's Barbeque Pit
- Gaylord Catering
- Stoddard's Country Grove Market
- Upstairs Downstairs Catering
- HyVee Catering
- Market Street Diner & Bakery

## Bar Services

Bar services at the Monona Community Center are made available through an independent bar manager. All alcohol and soda served in the Community Center must be contracted through this manager. Flexible arrangements can be made ranging from an open bar to a complete bar.

Bar Service is guaranteed for all parties and/or receptions that are booked more than one month in advance. Bar service is subject to availability of staff for bookings made with less than one month's notice. Bartenders are provided at no additional charge; however, an 18% gratuity fee will be added to your bill. Bartenders do not provide table service. The renter is responsible for contacting bar manager and making specific arrangements for this service.

## Main Hall

This 3200 sq. ft. multi-purpose room is large enough to accommodate up to 175 guests in a banquet setting or up to 80 guests in a classroom setting. This is a lovely space in which to have wedding receptions, anniversary parties or large meetings.

### Main Hall Amenities

- Warming Kitchen - equipped with an electric range/oven, microwave and refrigerator. This cannot be used for major meal preparation.
- (6) 5' wide round tables and up to (25) 8' x 30' rectangular tables are available for use.
- An audio system is available with cordless microphone and ability to hook up to your computer or MP3 player.
- Pull down screen available
- There is a full service bar attached to the room, all bar arrangements are made through the Bar Manager

### Other Details

- This room is available for rental Monday-Thursday 8:30 a.m. to 10:00 p.m.
- Friday 8:30 a.m. to 4:30 pm.
- Saturdays 8:30 a.m. to Midnight.
- Community Center staff will set up and take down tables and chairs for events.
- User groups are welcome to decorate on Friday between 8:30am . 4:30pm for Saturday events and/or Saturday after 8:00 am.

### Main Hall Fees

	Weekdays	Weekends
<b>Monona Resident</b>	\$75 up to 4 hours \$150 4-8 hours	\$350 up to 6 hours \$50 each additional hour
<b>Non-resident</b>	\$125 up to 4 hours \$200 4-8 hours	\$500 up to 6 hours \$50 each additional hour
<b>Security Deposit</b>	N/A	\$350

## Lounge Room

This 500 sq. ft. room can accommodate up to 32 people for an effective meeting, program, or club.

### Lounge Room Amenities

- 15 ft. of counter top space
- Dry erase board
- An audio system is available with ability to hook up to your computer or MP3 player.

### Other Details

- This room is available for rental Monday-Thursday 8:30 a.m. to 10:00 p.m.
- On weekends it can be used as overflow seating (up to 40 people) for events held in the Main Hall.

### Lounge Room Fees

	<b>Weekdays</b>	<b>Weekends</b>
<b>Monona Resident</b>	\$40 up to 4 hours \$80 4-8 hours	Available in conjunction with Main Hall rental only
<b>Non-resident</b>	\$50 up to 4 hours \$100 4-8 hours	Available in conjunction with Main Hall rental only
<b>Security Deposit</b>	N/A	N/A

## Senior Center

This, 2000 sq. ft. room can accommodate user groups up to 75 people. It is an ideal place for baby showers, wedding showers, anniversary parties, classes, or family events.

### Senior Center Amenities

- Warming kitchen equipped with an electric range/oven, microwave, and refrigerator.
- An audio system is available with ability to hook up to your computer or MP3 player.

### Other Details

- This room is available for rental:
  - 5:00 p.m. to 10:00 p.m. Monday . Thursday
  - 8:30 a.m. to 12:00 a.m. (Midnight) Saturday
  - 2:00 . 5:00 p.m. Sunday.

### Senior Center Fees

	<b>Weekdays</b>	<b>Weekends</b>
<b>Monona Resident</b>	\$75 up to 4 hours \$150 4-8 hours	\$150 up to 3 hours \$250 up to 6 hours
<b>Non-resident</b>	\$125 up to 4 hours \$200 4-8 hours	\$225 up to 3 hours \$300 up to 6 hours
<b>Security Deposit</b>	N/A	\$150

## Rental Rules

- City Ordinance prohibits smoking in the building at all times.
- Due to safety concerns, the Community Center balcony cannot be used for any event.
- Alcoholic beverages and soda cannot be brought into the building by anyone other than the City Council approved Bar Manager or his/her employee.
- Alcoholic beverages can only be dispensed within the Community Center building by the City Council approved Bar Manager and may not be dispensed on the grounds or parking lots.
- Alcoholic beverage sales will end 30 minutes prior to the scheduled end of the event.
- Only those premises reserved will be available for use. All other areas of the Community Center are off limits during events.
- The City of Monona is not responsible for any equipment or other items left at the Community Center at any time
- The Community Center closes at
  - 10:00 p.m. Monday through Thursday
  - 4:30 p.m. Friday
  - 12:00 a.m. (midnight) Saturday
  - 5:00 p.m. on Sundays.
  - All events must end at these stated times and the building must be vacated within 30 minutes of ending times.

## Decorating Information

### Responsibilities of Renter

- All decorations must be put up and taken down without damaging walls, woodwork, ceiling, or blinds.
- Nails, tacks, staples, screws, confetti and glitter are prohibited.
- No Candles excepting votive or teacup types, may be used. All candles must be placed in glass enclosure.
- Groups will be responsible for cleaning the kitchen and all areas utilized, removal of tablecloths, personal equipment, and assuring that the premises are in the same condition as when the group took responsibility for the premises. Caterers will share in the responsibility for the use and clean up of the premises.
- Storage of any equipment or other accessory items belonging to renter, caterer, or Rental Company, beyond the rental time, is not permitted. .
- **Note:** Facilities left in a manner requiring other than customary cleaning will be sufficient reason to deduct added maintenance costs from the lessee's security deposit.

### Responsibilities of Community Center

- Prepare necessary documents and coordinate event times and setup with renters.
- Set up and take down tables and chairs.
- Conduct a general cleaning, after lessee has finished cleaning rental areas.

## Additional Information

The Monona Community Center is made available for use by all groups through the generosity of the residents of Monona. Reasonable rules and guidelines have been established to assure the maximum enjoyment of this facility. Your consideration of these policies is expected and will be greatly appreciated.

## Restricted Uses

Below is a list of activities requiring approval of the Recreation Director and Parks and Recreation Board:

### **Gatherings for the purpose of advertising, sales, solicitations or the display of articles for sale:**

- It is the policy of the Parks and Recreation Board that commercial uses will only be permitted when there is no competing request for use of the Community Center.
- Prior to any retail or wholesale sales, the vendor must show to the City proof of permits and licenses required by the City of Monona, Dane County, the State of Wisconsin, and the U. S. Government, including sales tax permits and employer identification numbers.
- The City may require the vendor to give notice to all purchasers that the City of Monona in no way warrants or guarantees any product or service being offered for sale at the Monona Community Center.
- **Note:** The term sale or solicitation does not include incidental sales at a meeting or gathering otherwise authorized in the rules and policies adopted by the Park and Recreation Board. Sales and solicitations also do not include fundraising activities conducted by sanctioned groups or other similar organizations.

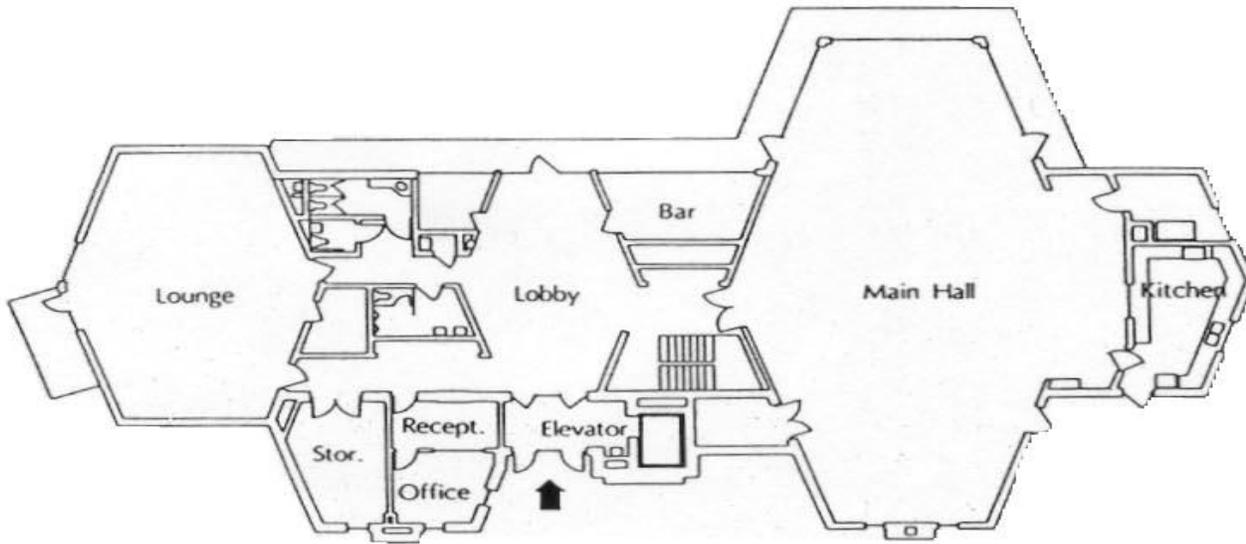
### **Fundraising**

- Fundraisers are only permitted on behalf of sanctioned groups or on behalf of benevolent, philanthropic, patriotic or charitable organizations.
- Every charitable organization intending to conduct a fundraising activity must provide to the Park and Recreation Department the following:
  - Name under which the charitable organization intends to solicit contributions.
  - Names and addresses of officers, directors, trustees, and executive personnel.
  - Names and addresses of any professional fundraiser or professional solicitors and copies of all contracts or arrangements.
  - General purpose for which the charitable organization is organized and purpose for which the contributions to be solicited will be used.
  - Where and when the organization was established, evidence of its tax-exempt status, and copy of latest filed federal tax form.
  - Whether the organization has ever been banned by any court from soliciting contributions or lost its authorization to solicit contributions.
  - Other information as may be necessary or appropriate in the public interest or for the protections of contributors.

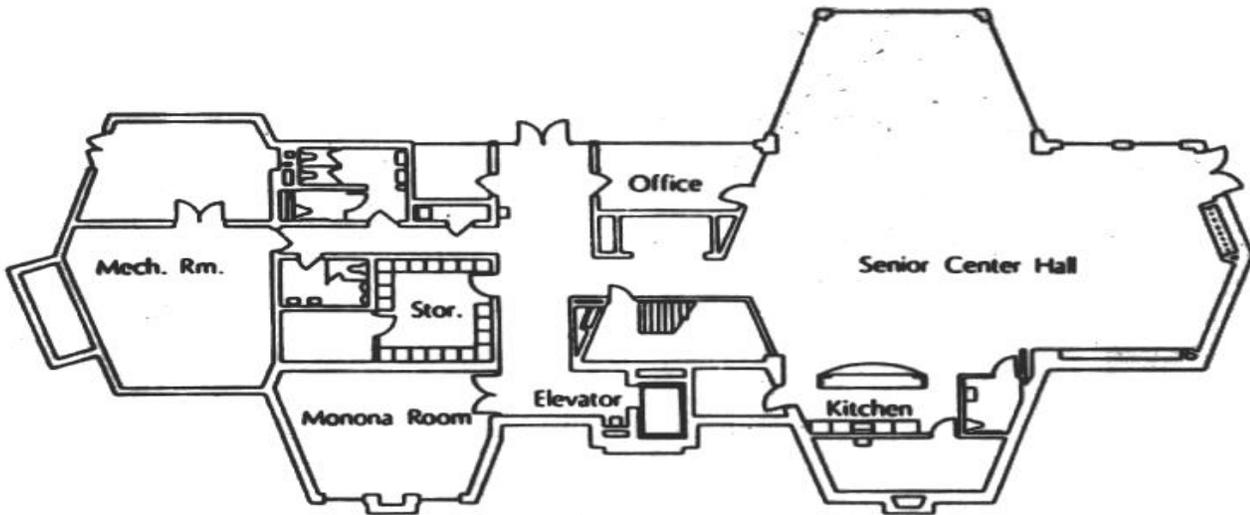
## Community Center Fee Table

	<b>Weekdays</b>  Monday-Thursday 8:30am-10:00pm  Friday 8:30am-4:30pm	<b>Saturdays</b>  8:30am-Midnight	<b>Sundays</b>  2:00pm-5:00pm  <i>**Senior Center Only**</i>
<b>Monona Residents</b>	<b>Lounge</b> \$40 up to 4 hours \$80 4-8 hours  <b>Main Hall/Senior Center</b> \$75 up to 4 hours \$150 4-8 hours	<b>\$150</b> for 3 hours in Senior Center  <b>\$250</b> for 6 hours in Senior Center  <b>\$350</b> for 6 hours Main Hall	<b>\$150</b> for 3 hours in Senior Center
<b>Non-Residents</b>	<b>Lounge</b> \$50 up to 4 hours \$100 4-8 hours  <b>Main Hall/Senior Center</b> \$125 up to 4 hours \$200 4-8 hours	<b>\$225</b> for 3 hours in Senior Center  <b>\$300</b> for 6 hours in Senior Center  <b>\$500</b> for 6 hours in Main Hall	<b>\$225</b> for 3 hours in Senior Center
<b>Additional Fees</b>	<b>\$100</b> Fee if bringing in own food	<b>\$100</b> Fee if bringing in own food  <b>\$50</b> per additional hours over 6 hour limit	<b>\$100</b> Fee if bringing in own food
<b>Security Deposit</b>	N/A	<b>\$150</b> Senior Center  <b>\$350</b> Main Hall	<b>\$150</b> Senior Center
<b>Equipment Fees</b>	\$10 for use of the following : Podium/Microphone \$25 TV/DVD, LCD Projector		
<b>Caterer's Fee</b>	10% of the total food bill (excluding tax and gratuity). All Caterers must be pre-approved.		
<b>Bar Service</b>	\$200 minimum; \$10/bottle corking fee. Complete pricing list available on request. All alcohol/soda must be supplied by the Bar Manager. (Mitch Marks: 222-2843)		
<b>Cancellation Policy</b>	If a cancellation occurs for any reason, all fees paid less 20% will be returned. All fees will be forfeited if the cancellation occurs within one month of the reservation date.		

# Community Center Floor Plan



FIRST FLOOR COMMUNITY CENTER



LOWER LEVEL COMMUNITY CENTER



## Contact Us



Monona Community Center  
1011 Nichols Road  
Monona, WI 53716  
608-222-4167  
[www.mymonona.com](http://www.mymonona.com)

**Parks and Recreation Director:**  
Jake Anderson  
222-4167  
E-Mail: [janderson@ci.monona.wi.us](mailto:janderson@ci.monona.wi.us)

**Aquatic/Recreation Supervisor:**  
Missy Kedzorski  
222-4167  
E-Mail: [mkedzorski@ci.monona.wi.us](mailto:mkedzorski@ci.monona.wi.us)

**Recreation Office Assistant:**  
Glo Theisen  
222-4167  
E-Mail: [gtheisen@ci.monona.wi.us](mailto:gtheisen@ci.monona.wi.us)

**Recreation Office Assistant:**  
Eliza Fox Julliard  
222-4167  
E-Mail: [efoxjulliard@ci.monona.wi.us](mailto:efoxjulliard@ci.monona.wi.us)

**Monona Police Department**  
Non-Emergency 222-0463  
Emergency 911