

**The Town of Boulder Junction  
 PO Box 616, Boulder Junction, WI 54512  
 (715) 385-2220 phone (715) 385-9129 fax**

**Community Building Use Policy and Contract: 5392 Park Street**

<b>Room</b>	<b>Capacity</b>	<b>BJ Residents</b>	<b>Non-Residents</b>
Community Room	95	\$75	\$125
Community Room with Kitchen	95	\$125	\$200
All 3 Community Rooms plus Kitchen	285	\$250	\$400
Conference Room	18	\$25	\$50
Covered Canopy Area	N/A	\$50	\$75
Lions Pavilion	N/A	\$30	\$50

Building use security deposit will be \$100; rentals with alcohol being served require a security deposit of \$200.

A \$35 key deposit will be required.

Non-profits and governmental agencies will not be charged a rental fee. However, a yearly security deposit of \$100 cash will be maintained by the Town Clerk. If needed, cleaning costs will be deducted. If a key is obtained, an additional \$35 key deposit will be required.

Non-profits and governmental agencies also must provide a certificate of insurance if alcohol will be served at event.

Boulder Junction clubs and organizations that use the rooms regularly must provide Town Clerk with their certificate of liability insurance on an annual basis.

Weekly and Monthly rental rates are available; please see the Town Clerk for pricing and availability.

Reservations for the ball park pavilion and Winter Park facilities are handled by the Park Board.

For special uses not covered in these guidelines, the Town Chairman or Town Clerk will determine the rates, based on the circumstances involved in the user's request.

**1. Reservations:**

- A. Any resident, non-resident, club or organization may make reservations. Reservations must be made for all activities, and will be granted on a first come first served basis, with local residents having priority to all facilities. Government activities have the highest priority.
- B. Reservations must be made with the Town Clerk, at least 15 days prior to the event. Emergency meetings can be held with Town Clerk's approval, provided that no one is scheduled to use the facility. Payment and security deposit are due at the time of making reservations unless otherwise arranged with the Town Clerk.

- C. Regular users, such as dance and exercise groups, and service clubs scheduling regular meeting dates, may be subject to being “bumped” by individuals or groups calling for use of the room at their regularly scheduled time. The Town Clerk will give as much notice as possible.
- D. 24-hour confirmation notice is required of all groups needing to open the meeting room partitions.
- E. If the activity is to be cancelled, at least 24 hours notice to the Town Clerk is appreciated.
- F. Town office is closed on Fridays from Sept. through May. Keys are to be picked up no sooner than one business day before the event and must be returned no later than one business day, unless other arrangements are cleared with the Town Clerk. A \$100.00 re-keying charge will apply for any lost keys. Lost keys must be reported immediately.
- G. Requests for the provision of special services (such as snowplowing or sanding an entrance or additional janitorial service) must be made to the Town Clerk or Town Chairman at least 24 business hours before the event.

2. **Rules:**

- A. A person of at least 21 years of age shall be present and assume responsibility at any activity. The Town Board has the right to refuse any event or activity at their discretion.
- B. All lights must be turned off (including bathroom lights) and all doors locked, after the activity is over.
- C. No furniture or equipment is to be taken outside the building without prior approval.
- D. All chairs are to be put back on chair racks (regardless of how they were found). See the diagram on the closet wall.
- E. All tables are to be washed and replaced on the table carts (regardless of how they were found). For clarification, see the diagram on the closet wall.
- F. All tables should be handled by at least (2) two people in setting up and taking down, to avoid damaging the tables.
- G. The bathrooms should be clean and free of litter. Any damage to bathroom walls, fixtures, and stalls, will be repaired at the user’s expense. (All walls, fixtures, furniture, etc. are included in this provision.) All bags of garbage should be removed as explained in section “I”.
- H. The user will not attach anything to windows, walls, panels, beams, floors or room dividers with tape, tacks, nails etc. All window clings and decorations of any kind shall be removed prior to leaving the building at the close of the event.
- I. All garbage/trash inside or outside must be disposed of properly and removed from the building in Boulder Junction Transfer Site bags (“Boulder Bags”) immediately after the event unless prior arrangements have been made with the Town Clerk. The trash bags are to be procured from the town clerk, up to five bags included in the rental charge. No garbage is to be put in the containers without using a bag. Grounds outside must be picked up. Non-residents shall be charged \$25 for garbage removal, if the town has to remove their garbage.
- J. The floor in the large meeting room should be swept, even if it doesn’t look like it needs sweeping. Mop up any spills. Carpeted areas should be vacuumed. (Brooms, mop and vacuum are in storage room adjacent to the kitchen).
- K. All damages or needed repairs noticed before, during and after any activity must be reported to the Town Clerk.
- L. The Community Center cannot be occupied beyond 12 a.m. (midnight) unless arranged in advance with the town police officer and the Town Clerk. Maximum capacity for the three community rooms and conference room is 285.
- M. Only service animals are allowed inside the building.

3. **Sound System Usage/Wi-Fi:**
  - A. Contact the Town Clerk or the Town Chairman about securing a microphone and the system's proper usage.
  - B. The library has free Wi-Fi available to community center users. The network name is "Library Wireless."
  
4. **Liability and Regulations for Liquor/Beer:**
  - A. **No hard liquor (anything above 6% alcohol level) may be SOLD at any time.**
  - B. Special rules for selling beer and/or wine at an event or charging admission at an event:
    1. Town of Boulder Junction Class "B" Picnic license is required.
    2. Applications are available from the Town Clerk and must be properly filed according to Ordinance #4-92 (The Clerk will explain the procedure).
    3. Minors are not allowed to be present where such beverages are sold, unless they are in the company of a parent or legal guardian.
    4. A valid operator's licensed bartender must be present.
    5. The club or organization selling the beer/wine coolers is responsible for seeing that no minors are served.
    6. When alcohol is served at a public event, the club or organization must provide proof of liquor liability insurance.
  - C. If the event is open to the public, then a temporary license is required.
  - D. If the event is by invitation only, no license is required unless alcoholic beverages are being sold or an admission is charged.
  
5. **Telephone Use:**
  - A. Emergency Numbers:
    1. Police/Fire/Rescue 911
  - C. Non-emergency contacts shall be used after hours.
    1. Boulder Junction Police Officer: (715) 385-2900
    2. Vilas County Public Safety Dispatch: (715) 479-4441
    3. Town Contact: (715) 493-7179
  - D. Please check in with the Town Clerk's office if a problem arises during normal business hours. Please notify the library staff if a problem arises while they are open.
  
6. **Miscellaneous:**
  - A. All users will be billed for missing articles, damages or for extra cleaning.
  - B. Items may be inventoried before and after the event.
  - C. Whenever possible, the user will bring groceries and other necessary items in the kitchen door on the backside of building. Please inform the Town Clerk if using the refrigerator or freezer prior to an event as it may interfere with other earlier event(s). Local groups storing food, beverages or supplies shall label them with name and phone number individually or as a group (also refer to the kitchen clean-up responsibilities binder). Unlabeled items will be disposed of at the town's discretion.
  - D. The Town reserves the right to hold the Security Deposit for a two-week period in order to assess damage or missing inventory.
  - E. The Boulder Junction Community Center is smoke-free (including e-cigarettes) as mandated by law. Smokers may smoke outside, but must pick up any cigarette butts and trash. Again, the user is responsible for cleaning this litter.
  - F. The rental rates and rental policies will be re-evaluated by the Town Board at least once a year.

7. Piano Use Policy:

- A. Use of baby grand piano is restricted to those making formal request for us and having permission from the Town of Boulder Junction.
- B. Date and time of use must be authorized by the Town Clerk.
- C. Utmost care must be taken when unlocking and removing the keyboard panel. If dust cover is removed during operation, care and attention should be given to its temporary storage placement.
- D. Nothing is permitted on top of piano.
- E. Upon completion of use, keyboard panel should be closed and locked and dust cover replaced.
- F. Flashing yellow light on lower left panel indicates water level is low in humidifier and needs to be replenished. Do not attempt to refill unit. Contact number on keyboard panel or Town Clerk.

