

## NON-PROFIT GROUPS

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We are more than happy to provide non-profits the opportunity to rent our facilities for meetings or special events as long as they are able to provide us with proof of 501c3 status upon registration. A meeting constitutes group members meeting for organizational or planning purposes and an event is something offered to the public to promote the group's mission or provide service for the public. All groups must get approval from the Parks and Recreation Director.

Room	Rate
Gymnasium (team practice)	\$8.00/hour
Gymnasium (game or event)	\$8.00/hour
Community Center (meeting)	\$8.00/hour
Community Center (event)	\$8.00/hour
Activity Room (meeting)	\$8.00/hour
Activity Room (Event)	\$8.00/hour

## Frequently Asked Questions:

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**Can we use the balls and equipment in the gym?** There may be some equipment you are allowed to use at the discretion of the Recreation Coordinator. This includes the scoreboard. If you are interested please ask the office.

**What entrance do I use?** The Community Center and the Activity Room are accessible through the back entrance off of Dickinson St. and the Gym is accessible by the first set of stairs on the Washington St. side and Handicap accessible through the circle drive by the first set of doors.

**Can we have a DJ or band?** You must comply with City Ordinance #9.07 regarding noise restrictions in a public place. Contact the City Clerk for more information. Also the facility is attached the Chatham Apartments assisted living facility, please be respectful of residents that live here.

**Facility Reservation Dates:**  
**Washington Center Rooms & Gym**  
**can be booked up to 30 days in advance.**



City of New London  
Parks & Recreation Department

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Washington  
Center Facility  
Rental Information



City of New London  
Parks & Recreation Department

Reflecting the Pride

Tel: 920.982.8521

## Private Party Rentals

The New London Parks and Recreation Department has 3 separate facilities available for public rental in the Washington Center. This facility was renovated in 2002 to accommodate an assisted living facility called the Chatham Apartments at the Washington Center. During this renovation, the city acquired by lease agreement a facility used for our Senior Center, an Activity Room and the Gymnasium. These three facilities are great choices to hold birthday or anniversary parties, wedding or baby showers or even a business meeting.

If you are interested in using the facility for a non-profit organization please see the additional information in this brochure



*Community Center Room*

### COMMUNITY CENTER

The Community Center is a large room with 11 round tables that seat 6 comfortably at each. There is plenty of counter top space, a sink and refrigerator for use as well. Table seating capacity is approximately 75, there are more chairs and tables available upon request. Additional amenities include a pull down projection screen, lounge area with carpeting and couches and chairs.

Room Capacity: 200+

Fee: \$15 per hour

### ACTIVITY ROOM

The Activity Room is the smaller of the two rooms. You are more than welcome to set it up any way you like. There is room for about 6-8 long tables set up with room for about 20 chairs. With no tables, set up theater style there is room for about 40 people. There is counter space and a small sink for your use as well.

Room Capacity: 40

Fee: \$10 per hour

The facility is also where Waupaca County serves Senior Meals and the New London Parks and Recreation Department holds youth programs. Please refrain from using the dishwasher, coffee pots and other kitchen equipment as this is not our equipment. Also please do not use any of the supplies in the closets and cupboards, these are not for rental use.



*Activity Room*

### GYMNASIUM

The Washington Center Gym is a multipurpose facility with 6 basketball hoops, 2 possible volleyball courts, a curtain to divide the gym in half, a stage and pull out bleachers. Please let us know what activities you are interested in upon rental so we can accommodate you effectively. There are chairs and tables available upon request.

Room Capacity: Varies according to event

Fee: \$25 per hour



*Washington Center Gymnasium*

### Rental Agreement

1. An event must be scheduled through the parks and Recreation Department office. Renter will receive a permit number and receipt with a waiver in the mail. They must return this waiver when picking up the key for the facility for the Recreation Department to have on file.
2. Due to the abundant demand for the facility there will be a NO REFUND POLICY. Date transfers will be at the Parks and Recreation Director's Discretion on a case by case basis.

#### \*\*Regulations:

- ⇒ Facilities are not intended for use in holding public dances or beer parties unless approved through the Special Event Policy.
- ⇒ For the duration of the event, the applicant is held responsible for the preservation of order and noise control.
- ⇒ The user group agrees to hold harmless the City of New London for loss or damage of personal property or injury arising from the use of the facilities.
- ⇒ It shall be the responsibility of the user group to maintain the facility throughout the event and to restore all areas to pre-reservation conditions. The user group is responsible for any damage done to the property and is also responsible for complying with recycling guidelines.
- ⇒ Putting up temporary decorations is allowed as long as they do not create damage (no staples, tacks, nails or screws please) and the decorations are taken down after the event.
- ⇒ No items or service shall be sold, solicited or exhibited without permission.
- ⇒ The Parks Department and authorized City Officials reserve the right to revoke permission to use the facility at any time.

