

**City of Brookfield
Department of Parks, Recreation and Forestry**

**General Information and Policy for Reservation and Use of
SENIOR COMMUNITY CENTER**

GENERAL INFORMATION:

The Senior Community Center may be scheduled for use Monday-Friday from 5:00 p.m. to 10:00 p.m. and Saturday from 8:00 a.m. till 5:00 p.m. Organizations interested in scheduling activities that will begin prior to or extend beyond normal operation hours may be able to make special arrangements. Special arrangements must be made well in advance of the intended date.

AVAILABLE FACILITIES/ROOMS AND CAPACITIES:

Meeting Room - 25 chairs

Entire Activity Room* - 50 chairs

Activity Room, North ½ - 25 chairs

Activity Room, South ½ - 25 chairs

Entire Multi Purpose Room* - 70 chairs

Multi Purpose Room, North ½ - 40 chairs

Multi Purpose Room, South ½ - 30 chairs

*NOTE: Room can be divided with pull out dividing wall.

ELIGIBILITY:

The purpose and priority of the rooms in the Senior Community Center are designed for use in the Department's senior programs and other sponsored programs. When they are not needed for activities related to the Department, they will be available for use by City of Brookfield residents as identified by the "Potential Users and Priority" list below. All or most of the participants must be residents of the City. The rooms are not intended to be used by individuals or business enterprises for private or commercial purposes.

Potential Users and Priority:

1. Department Sponsored Senior activities and any sponsored Recreation Department program.
2. Recreation Department co-sponsored or affiliate programs.
3. Other City of Brookfield Department functions.
4. Activities sponsored by non-profit and service organizations.
5. Other groups proposing to present programs of a recreational, cultural, educational, or civic nature.

Senior Community Center Rooms may not be used for:

1. Any purpose determined by the Director of Parks and Recreation, and/or the Parks and Recreation Commission which may interfere with the normal use of the Senior Community Center.
2. Solicitation Purposes.
3. Profit organizations.
4. Personal and family purposes.
5. Private or social groups and/or activities.
6. Groups engaging in activities which by their nature are not appropriate.
7. A return engagement by a group that has abused the facility in its earlier use.

The Director of Parks and Recreation with concurrence of the Parks and Recreation Commission shall be the final decision maker with respect to the use and scheduling of these rooms.

Politically Based Groups/Forums

The Senior Community Center may not be used for political campaign related functions or events. If a candidate for public office would like to schedule a public forum or other type of "open house" event in the Senior Community Center, the other candidates in the given election must also be invited to the event. Candidates, as private citizens, may visit the center and interact informally with other center visitors, however, no signage, flyers or other propaganda may be displayed or distributed within the confines of the Center.

Commission Approved: 11/4/1996
Updated: 04/7/2008, 3/5/2012

General Information and Policy for Use of Senior Community Center

APPLICATION:

A written application for the use of a room must be obtained from the Brookfield Parks and Recreation Department, filled out in full and signed by an authorized representative of the group. No telephone reservations will be accepted.

Rooms must be reserved at least two weeks in advance. Applications will not be accepted prior to September 1st for the following calendar year. Application can be made for single or some reoccurring events. However, in keeping with the intent to make the facility available to the greatest number of community users, the rooms will not be made available for repetitive weekly functions.

Applicants will be notified of the approval of their application.

Notification of cancellation is required. Cancellations of room reservations must be made at least twenty-four hours in advance. Cancellations are made by contacting the Parks and Recreation Department.

REGULATIONS:

1. The use of the name, address, or telephone of the Brookfield Parks and Recreation Department as the address or headquarters of any group using the Senior Community Center for activities is prohibited.
2. Any advertisements using the Senior Community Center name must clearly identify the sponsor of the ad.
3. Persons attending activities may not leave small children unattended in the Building.
4. Groups composed of minors (under 18) must have adult chaperons, and supervisors must be provided for young children (suggested ratio of one supervisor for every ten children).
5. Activities may not be held in locations other than the rooms indicated without prior permission.
6. Programs may not disrupt the use of the building by others. Persons attending the activity are subject to all Brookfield Parks and Recreation Department rules and regulations.
7. The Brookfield Parks and Recreation Department is not responsible for equipment or materials owned by a community group and used in the building. Such equipment may not be stored in the building.
8. The Brookfield Parks and Recreation Department cannot assume responsibility for setting up the room. **Chairs and tables are available for groups to set up themselves to meet their special needs.** The furniture is to be returned to the position in which it was found.
9. Light snacks and non-alcoholic beverages may be served in the Senior Community Center if prior approval is obtained. Each organization is responsible for cleaning the kitchen after use. All equipment and utensils will be provided by the organization.
10. Smoking or use of alcoholic or malt beverages is not permitted.
11. Due to tight schedules, each organization is expected to vacate the room at the appointed time.
12. Stated capacities of rooms shall not be exceeded.
13. Displays may not be affixed directly to the walls of the rooms.

NOTE: "NO ENDORSEMENT" Policy

The allowance of use of the Senior Community Center by an outside group does not constitute an endorsement of the group or the content of their activity.