

Community Center & Park Grounds **545 Hwy. 155 St. Germain**

Community Center: open Mon-Fri 7:00 – 3:00 except Flea Market Days

Reservations for Town Facilities: Local clubs & organizations have the first rights. They must submit their dates at the beginning of the year.

Toggle Codes: Enter the number assigned to them, then * (Star key). Person assigned to that number must also enter the same number & * (Star Key) when they leave in order to lock it up if they have a toggle code. All other codes lock automatically after 10 seconds. Always check to be sure it is locked before leaving. Users are responsible for locking it up or may be held liable for damage done from the time they opened it.

Other Codes: Enter the number assigned to them, then * (Star Key). The door will automatically re-lock after 10 seconds. Always check to be sure it is locked before leaving.

Payments & Security Deposits: Payments are due at the time of making the reservations unless otherwise arranged. Security deposit (refundable if all is left in good shape) is due one week prior to an event. Check will be returned upon inspection. Allow 3 wks for return.

Contracts: Contracts are required with any paid rental & must receive “Alocholic Beverages Consumption Notice”. Make sure that box is checked on the contract.

Cleaning: Everyone who uses the town facilities is responsible for their own clean-up. If the town has to hire it out, the cost is \$40 per hour per man. Note: The Community Center takes a ½ day to clean.

Groups: Some groups such as line-dancing will schedule a classroom but use the gym if there’s nothing else scheduled in the gym.

Tables & Chairs: Anyone requesting additional picnic tables to be moved from one location to another must make arrangements 5 days in advance and will be charged a handling fee of \$10 per picnic table. Tables must be transported by town personnel only unless other arrangements are made. This service is **NOT** available for Vandervort Park.

Old tables in Red Brick School can be lent out for a donation to the town). Chairs and White tables in Community Center are not to leave the premises without approval of Town Board.

Old Hwy. 70 Picnic Shelter: Located across from the Chamber building on Hwy 70 near the Red Brick School. This shelter has electrical outlets available but no kitchen facilities. Located by the South Ball Field. There are a few picnic tables there for your use and the restrooms can be made available as well. There are 3 horseshoe pits there but you need to supply your own horsehoes.

Community Center: Codes open Main door only. Kitchen key opens meeting rooms.

Seating capacity: w/tables & chairs about 250 (Bingo set-up). Maximum standing room only capacity 500. (We have about 70 8' tables and 200 chairs if they empty all the classrooms.)

Kitchen Equipment: If a club leaves their equipment in the kitchen it is assumed that they are leaving it there for anyone to use. Anyone using the building may respectfully use the equipment. If you are planning to use the steam table, you must request it separately. The knobs for operating it are not kept at the Community Center.

Pavillion: Code required for Pavillion & Restrooms, key needed for storage room. Cooler & Restrooms available about 10 days before Memorial Day depending on weather and through the fall. Restrooms OPEN Summer 9am-8pm every day. Located by the North Ball Field behind the Fire Station.

Equipment Available: Home size refrigerator w/ top freezer compartment & 4 burner stove w/oven, walk-in cooler (limited shared space), 6 garbage cans, grill grates, dumpster, approx. 25 picnic tables (may vary) Lioness owns chest freezer (used regularly for flea markets) & 2-door Pepsi cooler. Locked storage rooms are property of Lioness, Lions, & Chamber. Not for use by anyone else without their permission. Restrooms & cooler usually available the week before Memorial Day.

Pavillion Storage Room Door: Sun sometimes warps the door, push against it with your shoulder, then turn the key while you're pushing. Grates for the grill are kept in the storage room and must be cleaned after each use. Use keys marked "New Shelter"

Pavillion Restrooms: Open Summer 9am-8pm every day.

Vandervort Park Picnic Shelter: Key is required for storage area for power box & grates. Lost Lake Association has their own keys. Covered shelter area, porta-potty, 2 small grills, and approximately 10 picnic tables. No dumpster available, individuals responsible for taking their garbage with them. Vandervort Park has a number of 15 amp outlets (8-10?) located all around the shelter building as well as inside the enclosed portion. GPS location: 7853 Lost Lake Dr. N : From St. Germain, go N on 155 to Lost Lake Dr West, turn right and go till intersection of Lost Lake Dr. North. Turn right on North and proceed one mile to ballpark.

Chamber Picnic Shelter: 3 picnic tables, garbage cans & porta-potties, 20' x 30' concrete floor,

Electrical available by mid June 2009. Breaker switch in Chamber building, make arrangements with Chamber if power is needed.

Ball Fields: The Town has two ball fields in the Community Park and one located at Vandervort Park. They are utilized by many leagues and youth baseball so you may reserve the fields based on availability only. Ask about keys for restrooms.