

Waupaca Historical Society Meeting Room Use Policy

The Holly History and Genealogy Center and Depot are facilities of the Waupaca Historical Society (WHS), a non-profit 501(c)(3) organization. The Waupaca Historical Society is dedicated to furthering historical and genealogical research and fostering educational pursuits within the greater Waupaca community.

The lower-level Cynthia Holly Meeting Room at the Holly History and Genealogy Center and Depot are available for individual, group, non-profit and community use. All uses of the room must follow the guidelines listed below:

1. An application for use must be obtained from the Waupaca Historical Society, 321 S. Main Street, Waupaca, WI 54981. The application must be signed and returned to the Waupaca Historical Society prior to the scheduled event. For organizations utilizing the Cynthia Holly Meeting Room for regular meetings, the application must be renewed yearly.
2. Use of the facilities for personal, commercial or by a for-profit organization will be granted on a case-by-case basis by the WHS Board. An additional hourly fee is charged for renters conducting programs or meetings with admission or program fees not associated with the Waupaca Historical Society.

All applications must include both the rental fee plus a refundable \$50 deposit. The \$50 deposit will be returned to the renter after a positive room inspection following your event. You may also donate your deposit to the Waupaca Historical Society to help offset utility and maintenance costs. Any expenses incurred for repairs or cleaning will be deducted from the deposit. The renter is liable for any damage incurred and will be billed if necessary.

3. Individuals, groups, and organizations renting are responsible for setting up the facility. Please allow enough time before your event or meeting starts to arrange the room as needed.
 - a. These items are available for use in the Cynthia Holly Meeting Room and adjacent Kitchen:
 - i. Café tables and/or folding tables
 - ii. Chairs
 - iii. Podium
 - iv. Technology and audio—MUST have WHS permission before
 - v. Coffee Makers, Microwave, Serving Trays, and Kitchen Towels (in kitchen)
 - b. These items are available for use in the Depot:
 - i. Tables and chairs
 - ii. Coffee Maker
 - iii. Projection equipment and screen (additional cost)
4. Each organization is responsible for cleaning up after their event. The room should be left in the condition in which it was found before the rental. This includes but is not limited to: washing coffee pots and dishes/trays that were used and returning them to the kitchen; wiping down all tables and counters; sweeping or vacuuming the floor and cleaning with spray mop (filled with water) in hallway closet; setting up the room as found; removing all garbage and recyclables from the premises. Garbage and recyclables must NOT be placed in the WHS dumpster.
 - a. Replacement garbage bags will be furnished at each building.
 - b. If additional cleaning is needed, the cost will be deducted from the deposit or billed to the individual, group, or organization.

5. No cooking is permitted in the buildings nor on our premises, but prepared food or food trays and/or beverages may be brought in. Those using the meeting room should furnish their own coffee and supplies (napkins, plates, utensils, etc.). A refrigerator is available for temporary storage of perishables (Holly Center and Depot).
6. No rummage, craft, vendor, or second-hand sales are allowed on any premises unless directly affiliated with the Waupaca Historical Society.
7. No decorations, or items of any kind, may be attached to the walls, floor, fireplaces, or ceiling. Table decorations are allowed.
8. Smoking is not permitted in the buildings or on the premises.
9. Pets are not allowed in the WHS buildings. Exceptions will be made for service animals prior to the rental—please contact the WHS office for exceptions.
10. Alcohol may only be allowed with prior approval by the Waupaca Historical Society Board.
11. Groups that meet on a continuing or ongoing basis are encouraged to consider monthly or yearly donations to the Waupaca Historical Society to offset costs associated with utilities, maintenance, and cleaning.
12. An authorized agent of the Waupaca Historical Society will be permitted to enter any buildings at any time.
13. Renters of the Cynthia Holly Meeting Room are responsible for picking up a building key before the event date, locking and securing the building after use, and immediately returning the loaner key using the building drop box and return envelope. Questions regarding securing the building should be directed to the WHS Director.
14. The individual or group using the Depot must make arrangements prior to the event to have the building opened by staff or volunteers. Staff or volunteers must be present for renters to utilize the lower level or any collections items (player piano, telegraph key, etc). All requests for staff or volunteers to give tours at the Depot must be received before the rental. This can be coordinated through the WHS Director at (715) 256-9980. A volunteer or staff person may remain on the premises during the event.
15. The Executive Committee of the Waupaca Historical Society reserves the right to revoke permission to use the facility at any time. The WHS Executive Committee also retains the right to make final decisions regarding deposits and/or fees.

Emergency Phone List:

IF IT IS AN EMERGENCY, PLEASE DIAL 9-1-1 IMMEDIATELY.

If it is not an emergency, but an issue with the building itself during use, please call:

Jeff Weasner, Board Member and Maintenance: 715-256-0284

Dennis Lear, Board Member: 715-258-6198

Mike Kirk, Board Member: 715-258-2295

Tracy Behrendt, Director: 920-619-0731