



Recreation Center

General Information

1. **NO EARLY SETUP.**
 - a. Please reserve enough time for setup and cleanup during your reservation.
 - b. The Recreation Center has some chairs and tables for use during your event.
 - c. The renter is responsible for the setup and cleanup of the event.
 - d. Please ask staff for a mop or broom if needed.
2. **NO TAPE** on walls or doors. Please bring your own decorations and supplies for your event. (*We do not provide paper, scissors, etc. for decorating your event.*)
3. **NO FOOD OR DRINK** allowed in the gyms. Please use the lobby area to have refreshments.
4. **DAMAGES:** Renter is responsible for any damages incurred to our facilities and equipment. **DO NOT** pour coffee grounds, grease or food down sinks or drinking fountains.
5. **ATHLETIC EQUIPMENT:** You may use our athletic equipment or bring your own.
 - a. Scooters and roller blades allowed in the **BLUE GYM**. (Please use proper safety equipment.)
 - b. **NO skateboards** allowed for safety reasons.
 - c. Gym equipment is not allowed in the Exercise Room
6. **WEATHER:** We reserve the right to close the facility due to bad weather or special events. Any weather related closings announced on www.waupacaparknrec.com or our Facebook page - @waupacaparksandrec.
7. **REFUND/CANCELLATION POLICY:**
 - a. Program refunds allowed until program equipment is ordered.
 - b. Renters have the option to choose an alternate date for a Rec Center room rental.
 - c. Refunds allowed no later than 7 days for a Recreation Center room rental.
 - d. If a refund is requested after the guidelines listed above, refunds will be made on a case-by-case basis.
 - e. Refund method is determined by the customer's payment method.
 - f. **Please call our office with all refund requests at (715) 258-4435.**