



## SCHEIG CENTER DETAILS



### Room information – Main room

- 2 Kitchen areas
- **Electricity-** Electricity usage for heating elements needs to be spread throughout the facility. More than one electric roaster or crockpot plugged into a duplex outlet box may trip circuit breakers. Please plan accordingly.
  - Open area kitchen includes: sink and counter space.
  - Enclosed kitchen includes: sink, refrigerator, microwave, and dishwasher.
- Will hold 75 people seated at tables.
- Round (5') – 12 round tables and rectangular (6' x 30 inches) – 12 rectangular tables are provided.
- 75 black padded chairs are provided.
- Round tables will comfortably seat 6-8 people per table.

### Additional information:

- Facility capacity is 75 people in the main rental room.
- **Employee On Duty-** There will be an Appleton Scheig Center Supervisor on duty while the building is being rented. The renter must check in upon arrival and check out before vacating the premises with the supervisor. PLEASE READ YOUR CONTRACT/AGREEMENT THOROUGHLY! The staff supervisor on duty is on site to assist the rental groups, as well as to uphold the agreed upon contracts/facility agreement. Failure to follow the supervisors' direction may result in immediate termination of said event, up to and including dispatching Appleton Police Department to clear the building.
- Handicap accessible, elevator located within the main room to get to the second level. (Note: Second floor is only to be used with prior authorization)
- Large restrooms on the main level with baby changing table.
- All items needed for the rental are to be provided by the individual/group renting the facility (i.e., items to wash dishes, serving utensils, table coverings, decorations, coffee pots/decanter, power strips, electrical cords, etc.).
- Your approved rental time includes your set up, take down and clean up. You must vacate the building by the end of your rental agreement time. If you leave after your approved rental time, the Appleton Parks and Recreation has the authority to bill you for additional time.
- The Scheig Center must be left in the condition you found it. The renter is responsible for cleaning the kitchen and all areas utilized, including wiping down tables, sweeping, spot mopping, placing garbage and recyclables in the appropriate bins and removing all decorations. Please note that a checklist will be provided by the on-site supervisor. You may be billed for any unnecessary cleanup, losses or damages incurred.
- The renter is responsible for set up and take down of all tables, chairs and personal equipment.
- Wi-Fi is available.
- The parking lot is not reserved for the group renting the Scheig Center. This is a public park and all parking lots within the park are for public use.

**Determining rental areas:**

- Scheig Center rental – includes the Scheig Center, the physical building.
- Scheig Center, Gardens and Grounds – includes the Scheig Center (physical building) and the open grassy area off of the pavers and the area around the Scheig Center itself. – See rental agreement in regards to tent set-up, etc.

**Please note:** Rental of the Scheig Center and Gardens may be done 12 months in advance of the rental date. Reservations made for the Scheig Center must be done in person with completed rental agreement and full payment at the time of the rental. This facility is rented on a first come, first served basis and will not be held for anyone without full payment and completed rental agreement. Rental of the Scheig Center and Gardens needs to be done 45 days in advance of the rental. Those wishing to rent the facility less than 45 days prior to desired rental date will not be guaranteed rental of the facility due to the need to staff the facility.

Contact Chelsey Latimer at 832-3927 or [Chelsey.latimer@appleton.org](mailto:Chelsey.latimer@appleton.org) with questions.