



**Lac Lawrann Conservancy Rentals**  
**300 Schmidt Road West Bend, WI 53090**

**Maurin Center** Capacity 80

**Non-Profit Org.**

\$125/day

\$80/4 hours or less

**Regular Rental**

\$250/day

\$140/4 hours or less (Monday through Thursday only)

**Barn** Capacity 150

**Non-Profit Org.**

\$100/day

\$50/4 hours or less

**Regular Rental**

\$200/day

\$100/4 hours or less (Monday through Thursday only)

\*Restrooms are located on the exterior of the Maurin Center

\***Barn rentals:** Maurin Center interior restrooms are available for a \$50 fee

**Hours:** 9:00 AM – 11:00PM

**Deposit:** \$200 for **each** building (if you are renting for a wedding you must follow the wedding protocol including pricing).

**Audio/Visual Equipment** (Maurin Center): \$50 fee and \$100 Additional Deposit

**Sound Permit: \$30**

**Tent Permit: \$30** (if tent is over 800 square feet, please contact **Fire Dept** for permit)

**Parking:** 42-car paved parking lot

**Restrooms:** Exterior restrooms are open 9:00AM – 9:00PM only

**Rental Fee Policy for Lac Lawrann rentals**

**Deposit:**

Rental deposit fee is due at time of reservation. If more than one building is rented, total of **both** deposit amounts are due.

**Fees:**

Total amount of rental fee is due at time of reservation.

**Cancellation policy:**

Event is cancelled **31 or more days** than the scheduled rental date:

Deposit is refunded and rental fee is returned less a \$40 surcharge.

Event is cancelled **30 or fewer days** than the scheduled rental date:

Deposit amount is refunded at 100%

Rental fee is not refunded under any circumstance.

All rental procedures shall be followed by renter. Building(s) should be left in satisfactory condition after rental. Building(s) not left in satisfactory condition will result in some or all of the deposit

amount being withheld. For example, if it is found that the renter used the buildings outside of the hours agreed to in the original rental agreement, buildings are not left in satisfactory condition, or keys are not returned to office, some or all of deposit funds will be retained by the Department.

### **Return of Deposit**

After key is returned to the office and our staff has checked the building(s) to be sure everything is in order, the deposit amount will be returned within two weeks by the same method of original payment.

**Note:** *All rental fees go directly to the Friends of LLC to support the continuing efforts of the faithful volunteers who work to preserve and protect these beautiful buildings and grounds at Lac Lawrann Conservancy for future generations.*

For more information or to make a reservation, please contact the Parks, Recreation & Forestry office at 262-335-5080. To view availability, please go to [www.ci.west-bend.wi.us](http://www.ci.west-bend.wi.us), click on Departments, Parks, Recreation & Forestry and click on "On-line Facility Reservation". Search Maurin Center at Lac Lawrann or Barn at Lac Lawrann.

# General Rental Information and Procedures

## Maurin Center and Barn

***Please see additional information specific to the Maurin Center and the Barn on page 3.***

- Key to building(s) may be picked up the day before the rental from the West Bend Park, Rec & Forestry office located inside City Hall, 1115 S. Main St, 8:00am – 4:30pm. Key(s) must be returned the Monday following rental unless other arrangements have been made with office staff. You may also use the after-hours drop box at the entrance of City Hall. Place key in envelope and mark with your name, the date, and the facility rented.
- At this time there is no parking lot lighting.
- Parking of vehicles is limited to the 42 stall paved parking lot. You may use the gravel drive to move a vehicle close to the building to load/unload, but it must be moved to the parking lot during rental. ***No vehicles allowed on asphalt pathway.***
- Nails, screws, and tacks ***must not*** be used on any walls or posts to hang decorations in the Maurin Center or the Barn.
- No open flames. (ie. candles or Sterno Can for chafing dish).
- Glitter, bubble machines or helium balloons are ***not*** allowed in the building(s).
- Lac Lawrann Conservancy is a City of West Bend Park and is open to the public daily. Please note that the trails are open for public use during your rental. If you would like to provide your guests with trail maps, please let us know in advance so that we can have them available for you when you pick up your facility key.
- The fire pit is ***not*** to be used by renters or the general public at any time.
- Trash and recycling must be removed from the building after rental and placed in the outdoor containers provided. Garbage carts are located in wooden corral next to solar panels.
- Please follow all cleaning requirements at the end of your rental (see Section III of Park & Rec Policy Code in the Facility Rental Packet). Building(s) not left in satisfactory condition will result in some or all deposit amount being withheld. For example, if it is found that the renter used the buildings outside of the hours of agreed to in the original rental agreement, buildings are not left in satisfactory condition, equipment is misused, or keys are not returned to office, some or all of deposit funds will be retained by the Department.

***Please report any damaged, burned out or inoperable items to Parks & Recreation Office.***

**Please call Police Dispatch at 335-5000 for any non-life threatening emergencies.**

## Specific Information -- Maurin Center

- To keep the front door open, insert key into the box on the right side wall in the foyer, turn until the light turns green. At the end of rental, turn key to the left to lock door, green light will go off.
- Maurin Center is a “green” construction heated/cooled by a geothermal system. When doors are propped open by renters to load and unload supplies, it takes the system at least an hour to begin to compensate for lost heat/cool air in the building.
- Tables and chairs provided for your use include 80 padded chairs and 20 – 30” by 60”, and 8 – 18” by 60” tables. Tables and chairs must stay inside the building.
- There is no stove in the building. A refrigerator and microwave are available; dishwasher should not be used. Kitchen is NOT to be used for deep frying food.
- No open flames. (ie. candles or Sterno Can for chafing dish).
- Do not overload electrical outlets or use power strips.
- Trash and recycling receptacles are provided in the Maurin Center and are each lined with one bag. Bring additional bag liners with you.
- Basement area is not accessible for renters.
- **Audio Visual** equipment is available for an additional rental fee and deposit. Equipment includes a 90” screen TV, receiver, DVD player, microphone. Key for the AV cabinets, HDMI/AVG w/audio cables and Wi-Fi password. Instructions can be picked up at the same time as the building key. Please follow all provided printed information concerning proper use of AV equipment. All equipment must be left in good order with key, cables, and binder with printed instructions returned to office for return of deposit.
  - If you have a Mac/Apple, please bring your own compatible cables.

## Specific Information -- Barn

- Barn is not heated or air conditioned. Fans may be used for air circulation. No portable heaters of any kind are allowed in the barn.
- Barn is equipped with tables and chairs to seat 150 people. 17 tables are 60” round, and 5 tables are 8’ rectangle. Tables and chairs must stay inside the building.
- Nature display cases inside the Barn must not be moved. You may wish to drape them if they do not fit with your event décor.
- No open flames. (ie. candles or Sterno Can for chafing dish).
- There is no water supply in the Barn.

# Parks, Recreation and Forestry Department

## Lac Lawrann Facility Clean Up Checklist

This is a general checklist to help you leave the buildings in a condition which will ensure you receive back your full deposit.

**Do not drive on asphalt pathway or park vehicles on any turf areas**

**A / V equipment** (*if rented*)

**Return all remotes to cabinet** \_\_\_\_\_

**Turn off power** (*use touchpad only to power down system*) \_\_\_\_\_

**Lock all lower cabinets** \_\_\_\_\_

**Close TV screen doors** \_\_\_\_\_

**Sweep up all debris in Barn** \_\_\_\_\_

**Tables and chairs in Barn collapsed / stacked / stored** \_\_\_\_\_

**Remove all decorations, tape and associated materials** \_\_\_\_\_

**Clean tables, chairs, appliances, and kitchen counters**

(*cleaning fluids, towels and supplies are not provided*) \_\_\_\_\_

**Sweep and damp mop kitchen floors**

(*broom & mop are provided-located in men's room utility closet*) \_\_\_\_\_

**Leave tables set up in Maurin Center** \_\_\_\_\_

**Chairs in Maurin Center stacked / stored in closet** \_\_\_\_\_

**Vacuum carpet in Maurin Center** (*vacuum cleaner in storage closet*) \_\_\_\_\_

**Place garbage and recycling in outside carts in garbage enclosure.**

(*located near solar panels*) \_\_\_\_\_

**Remove all your property from the site** \_\_\_\_\_

**Check all rooms to make sure everyone is out of the building** \_\_\_\_\_

**Turn off lights** (*emergency exit lights will stay lit*). \_\_\_\_\_

**Bathrooms** (*no need to clean toilets*)

**Remove all garbage** \_\_\_\_\_

**Turn out lights** \_\_\_\_\_

**Prop open restroom doors** \_\_\_\_\_

**Close and lock all windows and doors.** \_\_\_\_\_

***Please report any damaged, burned out or inoperable items to Parks & Recreation Office.***

**Please call Police Dispatch at 335-5000 for any non-life threatening emergencies.**