

2017 FACILITY USE AGREEMENT FORM

Welcome to the East Madison Community Center. If you have any questions regarding this contract, please contact Typhanny or De’Kendrea at (608) 249-0861.

Today’s Date: _____

Person Making Reservation: _____
(Name) (Title)

Name of Organization: _____

Contact Address: _____

Contact Phone: _____
(Home) (Work)

Contact Email Address: _____

Purpose of Facility Use: _____

Date(s) of Use: _____

*Time Needed: _____

*Estimated Attendance: _____
(Any event held after 5:00 p.m. with more than 50 people in attendance will require additional staffing. Any event with teens or youth must have an adult to youth ratio of 1:10.)

Room(s) Requested: Gym (25-100 people) Meeting Room (15-20)
 Family Resource Room (8-12) Teen Room (20-40 people)
 Conference Room I (6-10) Conference Room II (6-10)
 Multi-Purpose Room/Kitchen (75 people seated, 150 standing)
(No access to fridges/frozen storage, bring utensils/paper products)

Notes: _____

Is this an event that if for or can include area residents? Yes No
Would you like us to help publicize your event? Yes No

RESERVATION POLICY:

1. **Space will not be reserved until a signed contract and a deposit are on file**
 - a. (EMCC will not “hold” dates or honor “pre-reservations”).
2. The person signing the contract **must attend** the entire event.
3. Application and deposit are due **one week prior** to the scheduled event.
4. Reservation fees may be paid the week of the event, but must be paid prior to event start.
5. The person who signs the contract is **responsible for all actions of their group**. It is their responsibility to communicate rules and expectations of facility use to the rest of the organization or group.

CANCELLATION POLICY:

Any cancellation less than 5 business days prior to the scheduled event will forfeit the facility use fee.

DEPOSIT POLICIES:

1. All Facility Use groups must leave a \$250.00 deposit to reserve space at the center.
2. If no cleaning charges or damages have been assessed, the deposit check will be returned.
3. If any cleaning or damage fees were removed from the deposit check, any remaining money will be issued to you after your check has cleared the bank.
4. The entire deposit or any portion thereof will not be refunded if:
 - A. Trash and recyclable containers are not emptied, cleaned and returned to the Center.
 - B. The rental space is not cleaned after the event.
The charge for cleaning is \$25.00 per hour, with a minimum charge of 1 hour.
 - C. Center property is damaged or missing.
 - D. If the premises are not vacated within 15 minutes of the end time.
Additional time will be prorated at \$25 per 15 minutes.
5. If your group requires keys, a \$20.00 cash deposit is required and they need to be returned within 72 hours of your event.

FACILITY RULES: (Any individuals or groups in violation of these rules will have all facility use privileges suspended immediately and indefinitely)

1. Facility use groups must adhere to all EMCC rules of conduct and CDA property rules regarding parking, smoking, trespass, traffic and conduct.
2. There is categorically **NO ALCOHOL and NO DRUG USE** in or around the EMCC building or on CDA property. If you or your group is found in violation of this rule, we reserve the right to permanently take away your facility use privileges.
3. CDA, CDA security officers, Madison police and fire, EMCC staff and officers may enter the building at any time and during any event. Any indication that a facility use group is violating rules of conduct during their event may result in the immediate cancellation of the program and future use.
4. Facility use groups are responsible for the property they are using, including contents and condition of the building as well as anyone who enters the building and is not a participant of EMCC programs.
5. Facility use groups may only use the room(s) they have specifically reserved.
6. **All facility use groups must have the building vacated and locked no later than 9:00 p.m. even on the weekends. We are located in the middle of a community and want to respect our neighbors.**

FEES: (Prices may be negotiable for Center volunteers or partner organizations)

Use of Meeting Rooms

Free

Residents of Truax and Webb-Rethke

\$10.00/hr. at any time

Use of Gym and Multi - Purpose Room including Kitchen during Business Hours

\$10.00/hr. for Community Groups and Non-Profit Organization

\$35.00/hr. for Private Groups, Non-Residents and For-Profit Organizations

Use of Gym and Multi-Purpose Rooms during Non-Business Hours

\$20.00/hr. Community Groups and Non-Profit Organizations

\$45.00/hr. Private Groups, Non-Residents and For-Profit Organizations

*65.00/hr. - EMCC has the right to determine if a large event requires an EMCC staff person to be present.

*Drugs and/or Alcohol use during your facility rental will lead to forfeiture of your \$250.00 deposit.

*NO EVENTS SHOULD BE LATER THAN 9:00 PM

Business Hours

Monday – Thursday 9 am – 8 pm
Friday 9 am – 9 pm
Saturday 9 am – 5 pm

Summer Business Hours

Monday – Friday 9 am – 5pm

I have read through the Facility Use Agreement Form, key checkout form (if applicable), and signed and received a copy of the EMCC Rules of Conduct and Checklist. I agree to the terms and conditions.

Client Signature: _____

(Name)

(Date)

FOR OFFICE USE ONLY

List of keys checked out: New Addition Old Section Signed Key-Check out Form

Deposit paid (\$250): On-File Yes # _____ No

Assessed Fee for Facility Use: _____

Staff Signature Approving Facility Use: _____

(Name)

(Date)

EAST MADISON COMMUNITY CENTER - RULES OF CONDUCT
ESTABLISHED MARCH, 1983 – UPDATED 2017*

People Using the Center:

1. Are encouraged to have fun and enjoy their time at the Center.
2. Are expected to act in a safe and responsible manner, avoiding harmful physical contact.
3. Are expected to show respect for the Center staff, Center participants and Center property. Name calling, “put downs” and abusive language will not be tolerated.
4. Are expected to walk when inside the building.
5. Are responsible for cleaning up after themselves.
6. Are expected to conduct themselves in a positive manner.
7. Will not use or have alcohol or illegal drugs in their possession, in (or around) the Center.
8. Should be aware the Center is a gang free zone. Gang paraphernalia and gang activities will not be permitted in the Center.
9. Are encouraged to volunteer to help make the Center a better place for everyone to enjoy.

People having problems following the Center rules:

- Will be warned twice by staff to discourage their behavior (i.e. abusive language). A third occurrence will usually result in a one to three day suspension from the Community Center and its programs.
- Persons with repeated problems following Center rules may be suspended for a minimum of three days.
- Anyone fighting in the Center will receive a minimum of a one week suspension.
- Anyone stealing, vandalizing or destroying Center property will be suspended for one month to a year and must complete restitution prior to returning to the Center. Police may be contacted.
- Persons involved with alcohol or illegal drugs in or around the Center may be suspended up to one month.
- Anyone threatening or intentionally causing injury to paid or volunteer staff may be barred from the Center and its programs for a period of one year or more depending on the violations to the Center’s rules and or severity of the incident.
- Anyone suspended for a week or more will be required to have a conference with at least one staff person and a parent/guardian, if under the age of 18 before they are allowed back in the Center.

The Center staff has had extensive training and experience in dealing responsibly with day-to-day situations. Staff members strive to be fair in dealing with problems that arise and suspend youth and adult participants only as a last resort. Center rules must be obeyed and will be enforced. Anyone having questions or suggestions about the Center rules or Center in general, should call 249-0861. We welcome the opportunity to talk with you about our programs.

I understand the rules of the Center and will do my best to make the Center a fun and safe place for everyone.

Program Participant’s Signature

Date

*These rules and consequences are guidelines. Final decisions are made at the staffs’ discretion.

Multi-Purpose Room/Kitchen Checklist

Multi-Purpose Room

- Return Tables and Chairs to Storage area.
- Wipe and/or wash tabletops.
- Dispose of all trash and replace bags in cans
- Make sure doors are locked.
- Sweep and/or Spot mop up any spills with Swiffer mop located in closet
- Lights Off

Kitchen Area

- Please use only the consumables you bring, (coffee, paper ware, etc.)
- Take extra food and drinks that you brought when leaving.
- Clean coffee maker (if used).
- Wash any dishes used.
- Clean countertops and sink.
- Wipe out microwave (if used).
- Place all trash in trash bags and take out to the proper dumpsters.
- Sweep floor. And spot mop any spills to prevent ants
- Lights off

Bathrooms Items

- Make sure there is nothing left in the bathrooms or in the toilets

Outdoor:

- Pick up any excessive trash

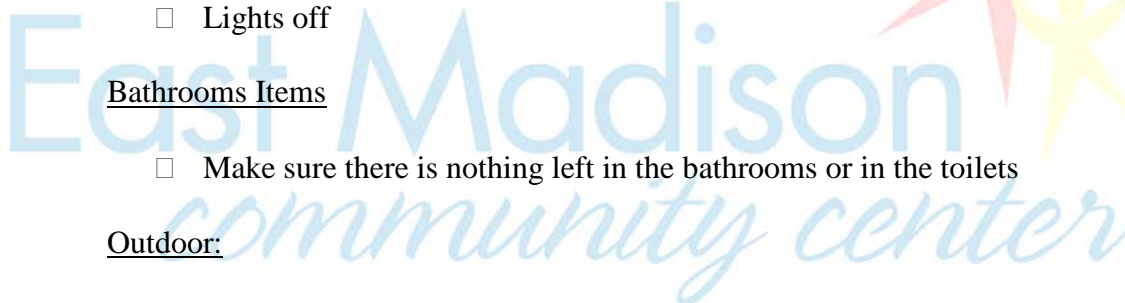
Thank you for taking care of these items after using our facility. This will make it ready for the next group that may be using the room immediately after you. The next group will be filing in a check-In form to confirm that all items were completed.

Signature of Facility User

Date

Signature of Staff

Date





I, _____, have been issued the following key(S) _____ from the East Madison Community Center. I realize that I am responsible for returning the keys upon completion of my involvement with the Center. A cost of your \$20.00 deposit will be assessed for each key lost or not returned.

Signature: _____

Organization: _____

Address: _____

Phone: _____

Date key(s) Issued: _____

EMCC Staff Signature: _____

Date key(s) returned: _____

EMCC Staff Signature: _____

