

**2023 EMCC FACILITY USE AGREEMENT FORM**

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

Today's Date: \_\_\_\_\_

Person Making Reservation: \_\_\_\_\_  
(Name) (Title)

Organization/Business \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Purpose of Facility Use: \_\_\_\_\_

Date(s) of Facility Use: \_\_\_\_\_

Time Requested: \_\_\_\_\_

(This Includes Set-Up and Clean-Up Time)

Estimated Attendance: \_\_\_\_\_

**(Any event 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 (25-75 people)  
(Space Only, You supply your own equipment)
- Meeting Room (15-20)
- Family Resource Room (8-12)
- Teen Room (20-40 people)
- Conference Room I (6-10)
- Woody Carey Room (6-10)
- Multi-Purpose Room/Kitchen (75 people)  
(No access to fridges/frozen storage, bring utensils/paper products)

Notes: \_\_\_\_\_

Is this a public event that can include area residents?  Yes  No  
 Would you like us to help publicize your event?  Yes  No

**RESERVATION POLICY:**

1. **Space is not reserved until a signed contract and deposit are processed by the Center. This must be done no later than 1 weeks in advance of the rental date.**
  - a. (EMCC will not “hold” dates or honor “pre-reservations”)
2. The person **signing the contract must attend** the entire event. 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. If the contract signer is not at the entirety of the event you will **forfeit your deposit**.
3. Keys must be picked up by 5 pm Wednesday prior to weekend rentals. Access with keys is only permitted during the rental period. **Access outside of the rental period forfeits the deposit.** Initials \_\_\_\_\_

**CANCELLATION POLICY:**

1. Any cancellation less than 5 business days prior to the scheduled event will **forfeit the facility use fee.** Initials \_\_\_\_\_

**DEPOSIT POLICIES:**

1. All Facility Use groups must leave a \$250.00 deposit to reserve space at the center.
2. **Non CDA residents** must pay their deposit in cash.
3. If no cleaning charges or damages have been assessed, the deposit will be returned in full.
4. If any cleaning or damage fees were removed from the deposit, any remaining money will be refunded to you after your check has cleared the bank.
5. **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. Initials \_\_\_\_\_
  - B. The rental space is not cleaned after the event. (Cleaning supplies available in Center).
  - C. Center property is damaged or missing.
  - D. If the premises are not vacated at the end of the rental period. **Additional time will be prorated at \$25 per 15 minutes.**
  - E. Any Rules or Regulations are not followed

**Cleaning charge: \$25.00 per hour, with a minimum charge of 1 hour.** Initials \_\_\_\_\_

If your group requires **keys** for a meeting room, a \$50.00 cash deposit is required. Keys need to be returned within 72 hours of your event or at the end of your time here at the facility.

**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. Initials \_\_\_\_\_
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 or EAST MADISON COMMUNITY CENTER - RULES OF CONDUCT we reserve the right to permanently take away your facility use privileges and you will forfeit your \$250.00 deposit. Initials \_\_\_\_\_
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. Initials \_\_\_\_\_
4. Facility use groups are responsible for the property they are using, including contents and condition of the building inside **and outside** as well as anyone who enters the building and is not an attendee of your event.
5. Facility use groups may only use the room(s) they have specifically reserved.

**FEES: (Prices may be negotiable for EMCC Volunteers or Partner Organizations)**

**Use of Meeting Rooms**

Free - Contract and key deposit required (\$50)

**Residents of CDA Housing** (Residency verified before rental) \$10.00/hr. at any time

**Use of Gym OR Multi - Purpose Room/Kitchen during Business Hours M-F 9-5, not including holidays.**

Non-CDA Residents, Community Groups and Non-Profit Organizations \$25/hour

For-Profit Organizations \$50/hour

**Use of Gym OR Multi-Purpose Rooms during Non-Business Hours M-F after 5 pm, Sat/Sun/ Holidays**

Non-Residents ,Community Groups and Non-Profit Organizations \$50/hour

For-Profit Organizations \$100/hour

**Facility Staff Fee:**

In addition to the room rental fee if EMCC staff is deemed necessary to be present due to group size. \$20/hour Cash \$30/hour on holidays

Initials \_\_\_\_\_

**\*ALL EVENTS SHOULD BE COMPLETED AND CLEANED UP NO LATER THAN 8:00 PM EVEN ON THE WEEKENDS.**

**EMCC and the surrounding neighborhood are under security camera surveillance.**

**We are located in the middle of a community and want to respect our neighbors.**

**Regular Business Hours**

Monday – Friday 9 am – 5 pm

**Non-Business Hours**

Monday – Friday 5pm – 8pm  
Saturday/Sunday All Day  
and Holidays

**I have read through/initialed the Facility Use Contract and signed a copy of the EMCC Rules of Conduct and Checklist. I agree to the terms and conditions.**

Renter Signature:

\_\_\_\_\_  
(Name) (Date)

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 (608) 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



# EMCC Facility Use Guidelines

- Outdoor Cooking equipment may not be used in the center.
  - Grills may be used outside 10 ft from the building with prior authorization at the time of the contract.
- Glitter and confetti are not allowed.
- Animals are not allowed.
- Please try to keep helium filled balloons under control and removed upon exit.
- Children must be supervised at all times, including in the gym.
- Bounce houses must be secured through EMCC approved vendors.
  - Contact John Harmelink (608) 695-4418
- EMCC equipment may not be used without prior authorization.
- No Celebration of Life, Repasses or Memorial service events are allowed.
- Only Gym shoes that do not mark the floor will be allowed in the Gymnasium.

Breaking of any Guidelines will result in a loss of your full deposit & possible suspension from renting in the future

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_



## **Liability Release**

I hereby release any and all claims of any nature that I or any of the participants in my program might have against the East Madison Community Center, Community Development Authority or any of its Employees, Volunteers, Agents and/or their representatives for and against any and all injuries or damages of any nature.

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**Facility User Signature**

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Print Name



# East Madison Community Center Facility Use Attendance Sheet

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Total Number of Attendees: \_\_\_\_\_

Hours of use: \_\_\_\_\_

This Information helps EMCC tell potential funders how much our center is utilized so we may be eligible for future grants

Office Use: CDA PR MTG OTH

**FOR OFFICE USE ONLY**

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

Deposit paid (\$250):     Check# \_\_\_\_\_     Cash     Key deposit \$50

CDA Residency verified: Date \_\_\_\_\_ Staff initials

**Fee Calculations for Facility Use:**

**Business Hours Fee:** 10/25/50/100 x \_\_\_\_\_ (# of Hours) = Total \_\_\_\_\_  
(9-5, M-F)

**Non-Business Hours Fee:** 10/25/50/100 x \_\_\_\_\_ (# of hours) = Total \_\_\_\_\_  
(Saturdays, Sundays, Holidays)

**Staffing Fees:** 20/30 x \_\_\_\_\_ (# of Hours) = Total \_\_\_\_\_

All fees must be paid in **cash** and must be paid 1 week in advance of the event.

On holidays the staffing fee is 30.00 per Hour

**Total Fees Due:** \_\_\_\_\_     Paid in full Date \_\_\_\_\_ Staff initials

**Charges removed from Security Deposit**

**Cleaning:**

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**Trash:**

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**Misc**

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