

**2026 EMCC FACILITY USE AGREEMENT FORM – 3/25/2026**

*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 youth must have an adult to youth ratio of 1:10.)**

**Room(s) Requested:**

- |  |   |
|--|---|
| <input type="checkbox"/> Gym (25-75 people)<br>(Space Only, You supply your own equipment)   | <input type="checkbox"/> Meeting Room (12-15)     |
| <input type="checkbox"/> Family Resource Room (15-25)<br>(Community Partners only)   | <input type="checkbox"/> Conference Room I (6-10) |
| <input type="checkbox"/> Multi-Purpose Room/Kitchen (75 people) (Access to Stove, Microwave & Prep-Space<br>(No access to fridges/freezers & you bring your own utensils/paper products) | <input type="checkbox"/> Woody Carey Room (6-10)  |

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

Is this a public event that can include area residents? Yes No

Would you like us to help publicize your event? Yes No

## FACILITY USAGE POLICIES & PROCEDURES

1. Space is not reserved until a signed contract and deposit are processed by the Center. This must be done at least 1 week 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 7 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 (Check or Money Order) to reserve space.
2. If no cleaning charges or damages have been assessed, the deposit will be returned in full.
3. 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.
4. **Cleaning charge: \$25.00 per hour, with a minimum charge of 1 hour.**
5. The entire deposit or any portion thereof will not be refunded if:
  - A. Trash Cans are not emptied and the trash put in the proper dumpster.  
**(ACROSS THE PARKING LOT)**
  - 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

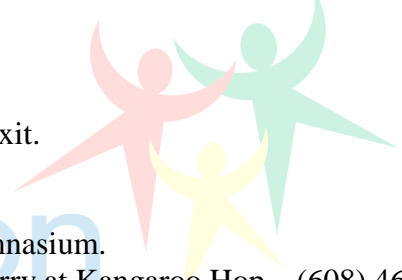
Initials \_\_\_\_\_

5. If your group requires **keys** for a meeting room, a \$50.00 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

## EMCC Facility Use Guidelines

**Any individuals or groups in violation of these rules can have all facility use privileges suspended immediately and indefinitely and may lose their deposit in full.**

1. Please have respectful behavior in and around the center as it is a shared space and we are in the middle of a neighborhood.
2. There is **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 any or all facility use privileges and will forfeit your 250.00 deposit
3. CDA, Security officers, Madison Police and Fire or EMCC staff may enter the building at any time and during any event. Any indication that a facility use group is violating any rules 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 inside **and outside** as well as anyone who enters the building and is not an attendee of your event. **CLOSE THE OUTSIDE DOOR ONCE YOUR GROUP IS INSIDE**
5. Facility use groups may only use the room(s) they have specifically reserved.
6. Outdoor Cooking equipment may not be used in the center.
7. Grills may be used outside 10 ft. from the building with prior authorization at the time of the contract.
- 8. Glitter and confetti are not allowed.**
9. Live Animals are not allowed except for Certified Service Animals.
10. Emotional Support Animals Do not qualify.
11. Please keep helium filled balloons under control and removed upon exit.
12. Children must be supervised at all times, including in the gym.
13. EMCC equipment may not be used without prior authorization.
14. Only gym shoes that do not mark the floor will be allowed in the gymnasium.
15. Bounce houses must be secured through EMCC approved vendor. Larry at Kangaroo Hop – (608) 469-5505
- 16. No celebration of life, repasses or memorial service events are allowed.**



Contact EMCC Facility Operations Manager Typhanny Greene with any questions or concerns @ (608) 249-0861

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

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

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### **EVENT ATTENDANCE**

**Please fill this section out as it tells potential funders how much our center is used and can help make us eligible for future funding**

**Total # of Attendees:** \_\_\_\_\_

**Total # of Attendees that have never been to EMCC:** \_\_\_\_\_

**FEE SCHEDULE**

**Use of Meeting Rooms**

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

**Residents of CDA Housing** (Residency verified before rental) \$20.00/hr. at any time

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

Non-CDA Residents, Community Groups and Non-Profit Organizations \$30/hour  
For-Profit Organizations \$50/hour

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

Non-Residents, Community Groups and Non-Profit Organizations \$60/hour  
For-Profit Organizations \$100/hour

**Family Resource Room Sun – Sat 9am-8pm**

Community Groups and Non-Profit Organizations ONLY \$30/hour

**Facility Staff Fee:**

\$20/30hour

In addition to the room rental fee if EMCC staff is deemed necessary to be present due to group size.  
(Must be paid 1 week in advance) On holidays the staffing fee is 30.00 per Hour

Cleaning Fees: \$25.00 per hour, with a minimum charge of 1 hour.

\$25/hour, \$30/hour on holidays Initials \_\_\_\_\_

**\*ALL EVENTS SHOULD BE COMPLETED AND CLEANED UP  
NO LATER THAN 8:00 PM INCLUDING 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 and Holidays All Day

**I have read through/initialed the Facility Use Contract and EMCC Policies & Procedures.**

**I agree to the terms and conditions.**

Renter Signature:

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

Staff Signature Approving Facility Use:

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

**FOR OFFICE USE ONLY**

**Deposit paid (\$250):**    Check# \_\_\_\_\_    Money Order \_\_\_\_\_    Key deposit only \$50

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

**Fee Calculations for Facility Use:**

**Business Hours Fees: 20/30/50 x** \_\_\_\_\_ **(# of Hours) = Total** \_\_\_\_\_  
(M-F 9am-5pm)

**Non-Business Hours Fees: 20/60/100 x** \_\_\_\_\_ **(# of hours) = Total** \_\_\_\_\_  
(M-F 5pm – 8pm, Saturdays, Sundays, Holidays)

**Family Resource Room Fees: 30/60 x** \_\_\_\_\_ **(#of hours) = Total** \_\_\_\_\_  
(Sun – Sat 9am – 8pm)

**Cleaning Fees: \$25.00 per hour, Holidays \$30.00 with a minimum charge of 1 hour**

**25.00/30.00 X** \_\_\_\_\_ **(#of hours) = Total** \_\_\_\_\_

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

All Staffing fees must be paid 1 week in advance of the event.

On holidays the staffing fee is 30.00 per Hour

**Total Fees Due:** \_\_\_\_\_    **Due Date: Wednesday Before your Event by 5pm**

**Charges removed from Security**

**Deposit Cleaning:**

**Trash:**

**Misc.**

**EMCC Facility Use Checklist**  
**EMCC Staff please initial where indicated**

- Contract completed & signed by Renter & Staff  
Date \_\_\_\_\_ Staff Initials \_\_\_\_\_
- Deposit on file - Initials \_\_\_\_\_ (List is in Facility Use Folder in EMCC Central)
- 250.00 Deposit given with contract CHECK#/MO \_\_\_\_\_ Initials \_\_\_\_\_
- All deposits are placed in a Facility Use Envelope located in the front office.
- Copy of contract for renter as a receipt for deposit and fees due are indicated with due date. (Fees Due by the Wed before the event)  
Date \_\_\_\_\_ Staff Initials \_\_\_\_\_
  
- ENTER INFORMATION ON CALENDAR**
- Contract given to FOM - Mailbox
- Deposit in Safe & Record on Intake Form Date \_\_\_\_\_ Staff Initials \_\_\_\_\_
- Create a file for the contract  
(Recycled file folders are in red pocket) or give to FOM if rented previously
- Mon. before event, remind about Payments & Keys due Wednesday-** Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

**When Fees are paid for and/or Keys picked up**

- Collect fees & write on intake form Date \_\_\_\_\_ Initials \_\_\_\_\_
- Fees should be placed in a **Facility Use envelope** and placed in the safe.
- Give a receipt Date \_\_\_\_\_ Staff Initials \_\_\_\_\_
- Review Rules
- SHOW them the garbage dumpster across the parking lot
- SHOW them the cleaning supplies
- Give them contact numbers as needed
- Give them name of Staff who will be on-site, or person covering for 50+ groups
  
- Check out keys** NA(2) \_\_\_\_\_ OA(2) \_\_\_\_\_ Staff Initials \_\_\_\_\_
- Keys returned Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

**Before Deposit is returned: If FOM is not available, Regina will handle**

- Check video camera
- Check with staff to see if any issues
- Indicate on contract if any fees were taken from deposit – Explain to renter
- Return deposit Date \_\_\_\_\_ Staff Initials \_\_\_\_\_