



Neighborhood House Community Center Facility Use Request Form - Recurring

29 S. Mills St. Madison WI 53715 | roomrentals@neighborhoodhousemadison.org | 608-255-5337

Neighborhood House Community Center is a space for people of all backgrounds to enjoy, share and inspire their own community and be part of the larger Madison community. Our center is intended to be an accessible resource used to promote personal growth, self betterment, and the creation of an informed and inclusive community. Space rental proceeds go toward operating costs, building maintenance, and NHCC program support. If our fees prevent you from using our facility, please request a Space Rental Fee Discount/Waiver form. We hope that our building can be a place utilized by everyone.

We request that you consult with NHCC staff for space availability prior to returning this form. Please have dates and times for your event, as well as the spaces you are interested in.

Space inquiries and completed forms can be directed to:

Neighborhood House Community Center
29 S. Mill St., Madison, WI 53715
Laura Gundlach (608) 255-5337
roomrentals@neighborhoodhousemadison.org

User Information

Group Leader/Contact Name	
Address	
Phone Number	
Email	

Organization Name	
Is your group a non-profit or one that serves the community? If applicable, please provide EIN.	
Address	
Phone Number	
Email	

Meeting Information

Meeting Start Date	
Describe the meeting's purpose & activities.	
Total number of people expected at each meeting.	
Will food be served? If yes, describe.	
Is this event open to the public?	
Will a fee be charged to your participants?	

Space and Schedule

Please consult our Rooms and Rates chart for available spaces and hourly rates. Set-up and clean-up time must be included in the schedule requested. Set-up and clean-up is the responsibility of facility users.

Day(s)	Start Time	End Time	Room	Hourly Rate	Hours	Total
<i>Dates and times outside of M - F 9am-9pm, Sat/Sun 10am-3pm</i>			<i>Weekend/after hours surcharge</i>	\$25		

Security Deposit

All group meetings require a security deposit as determined by NHCC staff. Security deposits should be paid by check. The deposit will be returned to you at completion of the contract. If the NHCC Facility Use Agreement is violated, we reserve the right to shut down your recurring event and keep your security deposit.

Agreement

A signed agreement is required prior to your group's first meeting.

Data Collection

NHCC funding sources require attendance data from all meetings and programs. The group leader is responsible for completing the Neighborhood House Attendance Form.

Confirmation

Once you have turned in your request form and signed the facility use agreement, NHCC staff will contact you to confirm your group's meeting schedule. **The security deposit and payment are due in full one week prior to your group's first meeting.**

Please return this request form and Facility Use Agreement to NH Staff / roomrentals@neighborhoodhousemadison.org.

Neighborhood House Community Center Facility Use Agreement

Building Use and Rental Policies provide guidance for groups using Neighborhood House Community Center. All groups are expected to follow these policies. Failure to abide by these policies may result in termination of a group's contract, forfeiture of the security deposit/payment, and/or loss of building privileges, as determined by staff.

Please initial on each line below, verifying that you have read and understood each policy.

_____ Priority of Users

Priority of users is as follows:

1. Neighborhood House Community Center programs, services, uses, and events
2. Non-profit and community focused groups and programs
3. Private groups

_____ Rental Contract Requirements

- Individuals must be 21 years of age in order to rent/schedule group space at NHCC. Some exceptions may apply.
- Requests for group meeting space during off hours, such as weekends, must be made at least 7 days in advance. Other reservations must be made and approved at least three days in advance.
- The contact person on the Facility Use Agreement is responsible for the conduct of all participants at their group's meetings, and must monitor unauthorized persons who come during their use.

_____ Reservation Policy

- Space will not be reserved until a signed contract and a deposit are on file (NHCC will not "hold" dates or honor "pre-reservations").
- Application and deposit are due one week prior to the first meeting. Some exceptions may be made.
- Initial reservation fees may be paid the week of the first meeting, but must be paid prior to group start date. Then payment must be received on or before the first of the month.
- Set-up and clean-up time must be included in the schedule requested. Set-up and clean-up is the responsibility of facility users.
- 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 and/or group.

_____ Cancellation Policy

- Any cancellation made less than 2 days (48 hours) prior to the scheduled group meeting will still be charged the hourly rate.

_____ Recurring Payment Policy

- Payments for each month must be received on or before the 1st of the month. Payments after the 5th of the month will incur a late fee of \$25. Repeated late payments will result in loss of facility use.

_____ Equipment Policy

- Storing equipment in or on Neighborhood House property will be an additional fee determined by Neighborhood House staff depending on the amount of equipment, space used, and storage space.

Facility Rules

Any individual or group in violation of these will be subject to having all facility use privileges suspended indefinitely.

Room Etiquette

- You may rearrange furniture; however, please return it to the original setup. Please move furniture by lifting rather than sliding.
- Leave rooms as you found them. Remove decorations, throw out trash, recycle recyclable items, wipe white boards and do not leave traces of food, etc.
- If you wish to hang items or decorate, please use painters' tape to avoid damaging paint/walls.
- Use only those rooms that you have reserved. If you wish to use another room, it must be arranged with staff.
- When serving food/drinks, all spills and messes must be cleaned and the room must be returned to its original condition.

Participant Conduct and Inappropriate Behavior

- Inappropriate behavior is any action or speech that is disrespectful or harmful to the community. Included are: consumption/possession of illegal drugs, sexual harassment/assault, or any behavior that violates the NHCC values as determined by NHCC staff.
- Under no circumstance, may a participant or the user possess or carry a weapon of any kind on NHCC property.
- Smoking is not allowed inside the building or on the outdoor premises of NHCC.
- Alcohol consumption or the sale of alcohol is not allowed at NHCC.

Youth

- All minors participating in a user's activities must be supervised at all times.
- Groups with youth in attendance must have a 1:10 adult to youth ratio.

Data Collecting

- NHCC funding sources require attendance data for all events/programs.
- The group leader must complete the Neighborhood House Attendance Sheet for all participants at each meeting.
- At times NHCC may interview or take photographs of events/programs for PR, marketing and record keeping.

Schedule Termination for Recurring Events

- All contracts are good for the agreed upon period(summer/1 semester/full year) unless otherwise arranged.
- Three consecutive no shows for recurring events will result in cancellation of contract and a forfeit of security deposit.

Schedule Changes

- If a user wants to change their space request in any way they must consult with staff first. No changes will be made without notifying staff prior.
- Cancellations must be made at least 2 days in advance or the hourly rate will still be charged.

_____ **Staff Support**

- There will be at least one NHCC staff person in the building during group meeting times..
- In case of an emergency, please notify onsite staff so all issues can be safely resolved.

_____ **Deposit Policies**

- All Facility Use groups must leave a deposit to reserve space at the center, which will be determined by NHCC staff. The deposit will be based on group size, length of time, group activities, etc.
- The entire deposit or any portion thereof will not be refunded if:
 - Center property is damaged or missing. Damages beyond the scope of the security deposit are the responsibility of the user.
 - The NHCC rules of conduct are blatantly and offensively violated.

_____ **Cleaning**

- A cleaning fee of \$30/hour will be assessed if the group fails to appropriately clean the space prior to leaving the premises. This includes:
 - Cleaning all food and drink spills
 - Disposing of trash
 - Removing materials, equipment, decorations, etc.
 - Resetting all furniture
 - Wiping down tables and surfaces
 - Closing windows
 - **Restoring the room to its original condition.**

Failure to comply with any of the above policies will result in the user forfeiting their payment/security deposit and/or loss of facility use privileges as determined by NHCC Staff.

_____ I/We understand and agree to abide by the NHCC non-discrimination policy that prohibits discrimination on the basis of race, color, religion, national origin, disability, age, gender, or sexual orientation.

_____ I/We have read and understand the attached NHCC Rules of Conduct and agree to uphold them in our program/activity.

_____ I/we understand that by signing this agreement we attest that we shall indemnify, defend and hold harmless NHCC, its board members, officers, agents and employees against and from any claims, damages, costs and expenses, including reasonable attorneys' fees, arising from our use of the premises (including the conduct of any participants, guests, invitees, licensees, agents, contractors or employees.)

I have read and agree to the NHCC Facility Use Agreement.

_____ Applicant Signature

_____ Date

_____ Applicant Name (Please print clearly)

Neighborhood House Community Center Rooms and Rates

For more info/questions, contact NHCC Staff or email roomrentals@neighborhoodhousemadison.org.

If your group is a non-profit/community focused group that would like to request a further rate reduction, please complete the **NH Space Discount/Waiver Request Form**.

Room	Description	Max. Capacity	Private Hourly Rate <i>M-F 9am-9pm, Sat/Sun 10am-3pm</i>	Non-Profit/ Community Hourly Rate <i>M-F 9am-9pm, Sat/Sun 10am-3pm</i>
Gym	Mid-level gym (¾ court size) with basketball hoop, tables, chairs	150	\$40	\$20
Community Room	Upper-level non-carpeted room with tables, chairs, white board, wifi	60 - 70	\$25	\$12
Meeting Room #1	Lower-level carpeted meeting room with tables and chairs, whiteboard, wifi	15 - 20	\$15	\$8
Meeting Room #2	Lower-level carpeted meeting room with tables and chairs, whiteboard, pool table, wifi	15 - 20	\$12	\$6
Art Room	Lower-level tiled art room with tables, art storage, open space, wifi	10 - 15	\$12	\$6
Kitchen	Mid-level non-commercial kitchen space with stove, oven, microwave, fridge, and freezer access, wifi	5 - 10	\$15	\$8
Computer Lab	Upper-level carpeted room, with 4 computers, whiteboard, wifi, tables, printer, and chairs	5 - 8	\$10	\$5
Outdoor Space	Outdoor space with wood chips and blacktop area, picnic tables	150	\$40	\$20
Weekend/ After Hours Surcharge	Hours outside of M-F 9am-9pm, Sat/Sun 10am-3pm		\$25	\$25

- After hours/weekend surcharge defrays the cost of staffing.
- All events must end by 11pm and start no earlier than 7am.
- Limited parking is available in the NHCC lot while an event/program is taking place. Nearby street parking is also available. Meriter Hospital lot is **not** available for NHCC use.

Neighborhood House Community Center Space Discount/Waiver Request

Please complete this form if you are a non-profit/community organization that is requesting an additional discount or waiver of room rental fees. Return to NHCC Staff or email to roomrentals@neighborhoodhousemadison.org

Name of Group Contact	
Name of Group/Organization	
Mission/primary purpose of your group	
Statement of need for fee discount/waiver (what are the barriers/financial needs that prevent your group from paying the non-profit/community rate):	

Applicant Signature

Date

Neighborhood House Community Center Code of Conduct

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Neighborhood House Community Center values all humans and has a zero tolerance policy that prohibits discrimination on the basis of race, color, religion, national origin, disability, age, gender, or sexual orientation.

Neighborhood House Community Center is dedicated to creating a safe and inclusive space for all youth and adults.

- All users are expected to act in a safe and responsible manner at all times, avoiding harmful behavior or conduct.
- All users are expected to comply with all NHCC policies and instructions from NHCC staff and volunteers.
- All users must be proactive about creating a safe and inclusive space, including:
 - refraining from the use of offensive and/or abusive language
 - disrupting the experience of other NHCC users through inappropriate behavior
- All users are expected to respect the facilities, all equipment and material items that belong to NHCC and NHCC groups.
- All users must clean-up after themselves and notify a NHCC staff member if cleaning supplies are needed.
- Smoking is prohibited on the Neighborhood House Community Center premises at all times - inside the building and/or outside areas. Smoking should take place across the street from the building.
- The consumption of alcohol and/or drugs is prohibited on Neighborhood House property.
- Neighborhood House is a weapon free zone and any user or participant found to have a weapon will be asked to leave immediately.
- All users must comply with all local, state and federal laws; and any user that does not comply is subject to disciplinary action.