

## Neighborhood House Community Center Facility Use Request Form - One Time Event

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 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

Contact Name	
Address	
Phone Number	
Email	

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

### Event Information

Event Name	
Describe the event's purpose & activities.	

Total number of people expected.	
Will food be served? If yes, describe.	
Is this event open to the public?	
Is there a fee for the event?	
Will there be amplified music?	

### 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.

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

### Security Deposit

All one time use events require a security deposit of \$100. Security deposits should be paid by check. The deposit will be returned to you no later than three business days after your event. If the NHCC Facility Use Agreement is violated, we reserve the right to shut down your event and keep your security deposit.

### Agreement

A signed agreement is required prior to your event.

### Data Collection

NHCC funding sources require attendance data from all events and programs. The event contact must complete 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 event. **The \$100 security deposit and payment in full are due one week prior to your scheduled event.**

*Please return this request form and Facility Use Agreement to NH Staff.*

## 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 an event, 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 and uses

### \_\_\_\_\_ Rental Contract Requirements

- Individuals must be 21 years of age in order to rent/schedule space at NHCC. Some exceptions may apply.
- Requests for private parties/events 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 person signing the contract must attend the entirety of the event.
- The contact person on the Facility Use Agreement is responsible for the conduct of all participants at their event, 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 scheduled event. Some exceptions may be made.
- Reservation fees may be paid the week of the event, but must be paid prior to event start.
- 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 48 hours prior to the scheduled event will forfeit the facility use fee.

## 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.

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### **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.

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### **Youth**

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

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### **Data Collecting**

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

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### **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 48 hours in advance, or we reserve the right to keep your payment/security deposit.

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### **Staff Support**

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

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### **Deposit Policies:**

- All Facility Use groups must leave a \$100 deposit to reserve space at the center.
- If no cleaning charges or damages have been assessed, the deposit check will be returned.
- If any cleaning or damage fees were removed from the deposit check, any remaining money will be issued to the individual responsible for renting the room.
- The entire deposit or any portion thereof **will not be refunded if:**
  - The rental space is not cleaned after the event.
  - Center property is damaged or missing.
  - If the premise is not vacated within 20 minutes of the end time.

- Additional time will be prorated at \$25 per 20 minutes.
- If the user or participants of the user's event uses rooms not reserved.
- Damages beyond the scope of the security deposit are the responsibility of the user.

**Failure to comply with any of the above policies will result in the user forfeiting their payment/security deposit and loss of facility use privileges.**

\_\_\_\_\_/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 the 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 at [roomrentals@neighborhoodhousemadison.org](mailto: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 Rental Discount/Waiver Form**.*

<b>Room</b>	<b>Description</b>	<b>Capacity</b>	<b>Private Hourly Rate</b> <i>M-F 9am-9pm, Sat/Sun 10am-6pm</i>	<b>Non-Profit/ Community Hourly Rate</b> <i>M-F 9am-9pm, Sat/Sun 10am-6pm</i>
<b>Gym</b>	Mid-level gym (¾ court size) with basketball hoop, tables, chairs	90 - 150	\$50	\$30
<b>Community Room</b>	Upper-level non-carpeted room with tables, chairs, white board, wifi	50 - 60	\$35	\$20
<b>Meeting Room #1</b>	Lower-level carpeted meeting room with tables and chairs, whiteboard, wifi	15 - 20	\$20	\$15
<b>Meeting Room #2</b>	Lower-level carpeted meeting room with tables and chairs, whiteboard, pool table, wifi	15 - 20	\$20	\$15
<b>Art Room</b>	Lower-level tiled art room with tables, art storage, open space, wifi	10 - 15	\$20	\$15
<b>Kitchen</b>	Mid-level non-commercial kitchen space with stove, oven, microwave, fridge, and freezer access, wifi	5 - 10	\$20	\$10
<b>Computer Lab</b>	Upper-level carpeted room, with 4 computers, whiteboard, wifi, tables, printer, and chairs	5	\$10	\$5
<b>Outdoor Space</b>	Outdoor space with wood chips and blacktop area, picnic tables	150	\$60	\$30
<b>Weekend/ After Hours Surcharge</b>	Hours <b>outside</b> of M-F 9am-9pm, Sat/Sun 10am-6pm		\$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 Space Discount/Waiver

*Please complete this form if you are a non-profit/community organization that is requesting an additional discount or waiver of room rental fees.*

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Neighborhood House Community Center Code of Conduct

29 S. Mills St. Madison WI 53715 | [info@neighborhoodhousemadison.org](mailto:info@neighborhoodhousemadison.org) | 608-255-5337

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.