



**Goodman**  
Community Center

# **Goodman Community Center**

## **Facility Use Guidelines**

The Goodman Community Center is made available for use by all individuals and groups through the support of the community and City of Madison Community Development Block Grant program. Reasonable rules and rates have been established to assure access to all and an enjoyable experience in our new facility. All facility users must clean and vacate the building by 10:00 pm Sunday through Thursday, and by 12:00 am Friday and Saturday.

Individuals, groups or organizations using the Goodman Community Center rooms and facilities must comply with these guidelines and all other applicable rules and policies. Failure to comply may result in the loss of your deposit and future room use privileges.

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## Facility at a Glance

The 34,000 square foot Goodman Community Center opened its doors in September 2008. The facility has a variety of rooms available for use from small meeting rooms to art rooms to large areas suitable for wedding receptions. In addition to the renovated Kupfer building, the center also includes a 12,000 square foot gymnasium, an outside green and a direct connection to the Capital City Bike Trail. The Center offers wireless access throughout the facility.

## Parking

The facility has parking for 56 cars on site and 48 bike rack spaces are available to accommodate

our two-wheeled guests. Parking overflows onto neighborhood streets. Please be thoughtful to our neighbors as you come and go and be sure to leave at least 4 feet from driveway entrances. After 4:00 on weekdays and all day on weekends, parking is also available in the Madison-Kipp office lot located between Waubesa and Corry Streets. Please note that the St. Bernard's Church lot may be used only with pre-approved permission for events. *There is NO PARKING in the Madison-Kipp lot next to GCC's driveway. Cars parked there will be ticketed and towed.*

## Description of Rooms Available for Use

The Goodman Community Center is housed in the historic Kupfer Iron Works building on Madison's east side. As a former steel fabricating factory, the center has unique architectural features in all of its rooms including exposed brick walls, exposed wooden roof decking and historic structural steel elements. Please note that the way you choose to set up any room will affect the seating capacity.

**Bolz Room A** has nine windows that face Waubesa Street, has a composite vinyl floor, has available kitchenette and will seat up to 72 individuals. When moveable wall is opened to Bolz Room B, the space will seat 104.

**Bolz Room B** has three windows that face Waubesa Street and has a sprung wood floor suitable for exercise and dance. This room may accommodate meetings of up to 32.

**Merrill Lynch Room / Evjue Room C** has five windows that face Waubesa Street and also has a sprung wood floor. Evjue C is adjacent to Evjue D and separated by a movable wall. This room is larger than Bolz B, and will accommodate up to 64 persons for a meeting.

**Evjue Community Room D** is the beautiful and large community room on the south end of the building. The room has 19 windows that face both Waubesa Street and the Capital City Bike Path. The room is carpeted and also features a rough hewn oak wall. Evjue D seats up to 160 guests banquet style. When the moveable wall is opened to Evjue Room C, the room will accommodate up to 224 dinner guests. Please note that with room set ups to accommodate buffet tables, head tables or stage risers, seating capacity for guests will be significantly reduced.

**The Wall Family Education Room (QR)** conference room is located on the interior of the building. It is carpeted and will seat 12 people for a meeting or study group.



**The Lussier Teen Leadership Room** and the **Krupp / Grove Girls Inc Room** are classroom-type rooms that will accommodate up to 48 people. Room use times are very limited.

**The Morton Mezzanine meeting spaces** are tucked high up into the building's clerestory (raised second story). Glass panels surround the spaces, making them beautiful. They are designed for casual meetings for nonpublic meetings as the space is not soundproof. These are the only non-handicapped accessible spaces in the entire building. Conference tables and seating are designed for meetings for groups of eight or twelve.

**The Lang Sollinger Green** is located next to the gymnasium and is a nice place for a summer wedding ceremony, small study group or morning Tai Chi class. If Green Space is scheduled to be used for a wedding, all efforts will be made to reduce disruption by gym use and other activities. Trains, planes and automobiles are frequent, however.

**The Gymnasium** space is available for parties and events. Gym use can include activities such as basketball, volleyball or batting cage use. Space and times are limited.

Contact the Facility Use Manager for more information on available space. Anyone interested in partnering with the Goodman Center to offer ongoing programming and resources to the community that supports the mission of the center should contact the Facility Use Manager.

## **Equipment and Technology Available**

Each room is equipped with tables, chairs, and wireless access. All equipment needs should be requested on your contract and approved by the Facility Use Manager. AV equipment is reserved as available for an additional fee. Items include TV/DVD player, portable LED projector (bring your own laptop and speakers), portable screen and media cart. An AV system in Evjue Rooms CD includes one wireless lapel mic, ceiling-mounted LED projector, laptop connection, CD/DVD/VHS player and an iPod/MP3 dock.

## **Catering**

Facility Users are allowed to bring in prepared food or use a caterer. Room A has access to a small kitchenette (range, stove, oven, and sink). The commercial kitchen is available for use by approved caterers. Caterers using the commercial kitchen are required to pay a fee of 10% of the total food bill (excluding tax and gratuity) directly to the Goodman Community Center to help support the costs unique to a catered event. See Catering info packet for complete information.

The Goodman Community Center offers its own catering service option through the TEEN Employment Program. Facility Use Manager can provide contact information.

## **Room Rates**

Download our GCC Room Use Rates for complete room rates schedule.

Rates for nonprofit events are negotiable depending on the event and as long as purpose of use supports and enhances the mission of the center. A surcharge will apply for fundraising events (events to raise funds above and beyond the costs directly associated with the event).

Agencies wishing to partner with the Goodman Community Center for programming should contact the Facility Use Manager.

## Reservations and Deposits

All reservations are made through the Facility Use Manager. No reservations or contracts will be accepted from persons under the age of 18. Reservations will be accepted no more than 18 months prior to event date. Security deposits are due and payable at the time the reservation is made and a signed contract must be completed to hold any room (security deposits are payable by check). All room use fees are due no later than 14 days prior to your event. If your fees are not paid within 14 days of your event, the reservation will be canceled and you will forfeit 50% of your deposit. If a reservation is made and contract is signed within 14 days of event date, fees are due when completing the contract.

Security Deposits will be returned no later than 21 days after the event, along with an explanation of any deductions. If deposit and fees are paid with one check, deposit amount will be returned as a check, payable to issuer. Security Deposits may not be credited toward room use fees.

Additional custodial time or damage to spaces/equipment will be deducted from the deposit. Event contact person is responsible for any and all damages from this event. GCC will provide documentation of damages and will pursue restitution to the fullest extent allowed by law. Checks returned as NSF will be charged a \$30 processing fee by GCC in addition to any bank fees.

A \$100 deposit is due for all events with more than 50 guests; \$250 deposit is required for any event providing beer or wine (\$500 for first time facility users); minimum of \$25 deposit from any group providing any food or beverages outside of GCC core hours.

## Cancellations

If you cancel within 14 days of your event date, you will forfeit 50% your security deposit. If your event is canceled 15 to 30 days before the event, you will forfeit 25% of your deposit. If you cancel more than 30 days prior to the event date your deposit will be fully refunded.

## General Information

### **Our correct name and location:**

Goodman Community Center  
149 Waubesa Street  
Madison, WI 53704

*You may also choose to list which room your event will take place in, such as:  
Evjue Room D, Evjue Room C, Bolz Room A, Bolz Room B, Lussier Teen Center, etc.*

### **Mail contracts and payments to:**

Goodman Community Center  
Attn: Facility Use Manager  
149 Waubesa Street  
Madison, WI 53704

Payment may be made by Cash, Check, MasterCard or Visa. Please make checks for reservations fees and security deposits payable to Goodman Community Center.

GCC Administrative Offices are open 8:00 am – 5:00 pm Monday - Friday  
Phone (608) 241- 1574  
Fax (608) 241-1518

### **Holiday Closings:**

GCC is closed New Year's Day, Martin Luther King Jr, Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. GCC may also be closed days before or after the above holidays.

### **Severe Weather:**

Regular programming at the Goodman Community Center will be canceled when Madison Public Schools are closed due to inclement weather (efforts will be made to accommodate private events if an event is scheduled and a snow day is called).

### **Things to know about wedding receptions and other larger events**

The Goodman Community Center strives to keep our rates affordable for everyone in our community. This does mean, however, that we expect our facility users to do their part at an event. Be aware that there may be other events, meetings or activities taking place elsewhere in the building.

- GCC does not have an event planner on staff
- The Goodman Community Center is a busy community space. Be respectful to those attending other events in the building during your event.
- GCC expects all facility users to clean up the space immediately after an event is finished. If you are considering a wedding reception, please keep in mind that at the end of your special day, you may not feel like doing clean up. Either contract with a cleaning service or arrange for friends/family to take responsibility for this task. GCC will withhold your security deposit (and charge additional fees as needed) if the space is not left in reasonable cleanliness.
- Specifically at an event with alcoholic beverages, it is important for there to be a person in charge to ensure all clean up is done and that your guests stay in the rooms that have been scheduled. GCC recommends that you hire a licensed bartender for your event (ask Facility Use Manager for list, or find your own).
- Your event *will* end on time. Front desk staff will check in toward the end of the evening. If your guests do not wish the party to end, power may be turned off and the police may be called to escort you from the building. The event must end no later than 11:30 pm (amplified music must end by 10:45 pm and serving of alcohol must stop by 11:00 pm). Clean up must be complete and the building vacated by 12:00 am.
- Event guests must be respectful of our residential neighbors. Police may be called if guests are disrupting the neighbors. Please keep this in mind as you create your guest list.
- Custodians are not on premises for the duration of your event, unless scheduled and contracted.
- Front desk staff is available to answers questions and direct guests. You must check in and out with the front desk staff. Front desk staff do not assist with clean up.
- GCC does not provide decorations or centerpieces. A ladder is available with prior notice.
- Party supply deliveries: You must let Facility Use Manager know of any expected deliveries. Overnight storage of items may or may not be available after your event (AtoZ Rent-All will pick up items Sunday morning if scheduled). Items may be delivered the day before if space is scheduled and event package is purchased.
- GCC is able to order table linens through a contracted linen service. Linen orders must be placed no later than 16 days prior to the event. Once the order is placed, it may not be changed.
- Dishware is available at \$3 per place setting.
- Commercial kitchen is only available to licensed and approved caterers.

- Reserve the Service Kitchen if you need access to water, warming ovens or food prep area. Use of Service Kitchen does not include utensils, cookware, dishware, flatware, coffee carafes or water pitchers.

## General Rules and Regulations

Individuals, groups or organizations using the Goodman Community Center rooms and facilities must comply with these guidelines and all other applicable rules and policies. Failure to comply may result in the loss of your security deposit and future facility use privileges.

### General Rules and Regulations (you must initial by EACH point)

- ▶ \_\_\_\_ 1. Smoking is not permitted on the Goodman Community Center premises at any time—inside the buildings or in outside areas. Designated smoking area is located near the circle by the bike path. See facility map for outside designated smoking areas near the property. Please respect No Smoking signs.
- ▶ \_\_\_\_ 2. Facility users bringing in food or having food dropped off:
  - a. All tables and chairs must be wiped off and cleaned. Supplies are located in each room and from front desk staff.
  - b. All cardboard boxes must be broken down and all recyclables placed in identified containers.
- ▶ \_\_\_\_ 3. The Goodman Community Center doors lock at 8 pm Sunday through Thursday. Events and meeting must end by 9 pm, unless otherwise scheduled (surcharge applies for staffing beyond 9 pm). No events shall extend past 10:00 Sunday through Thursday. Friday and Saturday evening events must end by 11:30 pm. Serving of alcoholic beverages for Friday or Saturday events must end by 11:00 pm. All groups must vacate the facility by 12:00 am Friday and Saturday. No use is to be extended beyond the contracted times and includes time for setup and cleanup.
- ▶ \_\_\_\_ 4. The facility user who signed the contract must be on premises for the duration of their event and will be held responsible for the conduct of their guests.
- ▶ \_\_\_\_ 5. The use of nails, screws, tape, tacks or other fasteners is strictly prohibited on any wall, door, ceiling or other surface. Painters tape is allowed to affix decorations. Magnetic hooks are acceptable for hanging crepe paper and twinkle lights from steel beams.
- ▶ \_\_\_\_ 6. The use of smoke/fog machines, confetti or tinsel is prohibited.
- ▶ \_\_\_\_ 7. Storage of any equipment or other belongings is not permitted. Goodman Center is not responsible for any equipment or belongings left at the Center.
- ▶ \_\_\_\_ 8. Facility Users are responsible for the cleanup and removal of all decorations. Clean up must be done at the end of the event or custodial charges will apply. Any excessive cleaning or damages will be deducted from the deposit or billed as necessary. Penalty for checks returned NSF. Cleaning beyond what is covered in the contract will be charged at \$25 per hour.
- ▶ \_\_\_\_ 9. Tealight candles are allowed only if enclosed in a glass container which extends 4 inches above top of candle flame.
- ▶ \_\_\_\_ 10. Do not open windows! If your space is uncomfortable, please see front desk staff.
- ▶ \_\_\_\_ 11. Do not plug in more than three (3) food warming devices. Tripped circuits requiring management attention will result in a deduction from security deposit.
- ▶ \_\_\_\_ 12. ALL guests should be respectful of surrounding neighbors and keep outside noise to a minimum and amplified music to a reasonable level (exterior noise readings not to exceed 58 decibels). All amplified music must end by 10:45 pm Friday and Saturday in consideration of our neighbors (9:00 pm Sundays). GCC staff will monitor noise levels.
- ▶ \_\_\_\_ 13. Any *contracted ongoing* facility user may be relocated to a different room to accommodate other events/activities.
- ▶ \_\_\_\_ 14. Any *contracted ongoing* facility user may be asked to reschedule, with prior notice by GCC, to accommodate special GCC programming no more than twice in one year.
- ▶ \_\_\_\_ 15. **The Center reserves the right to end any event or facility use if these rules and guidelines are not followed.**

# Alcoholic Beverages

The City of Madison governs alcohol sales (call the Licensing Clerk at 266-4601 for more information).

The consumption of alcoholic beverages is permitted during scheduled *private* events at GCC such as wedding receptions (however no alcohol is allowed at any event in the Lussier Teen Center). Sale of alcoholic beverages is not allowed and is subject to penalty; charging an entry fee, selling tickets, selling cups or asking for beverage donations where alcoholic beverages are served constitutes sale and is not allowed.

Caterers may not sell alcoholic beverages at GCC, even if they have a Class A liquor license at their establishment.

*Allowable alcohol sales: Nonprofit agencies may sell alcoholic beverages if they have applied for a Temporary Class B Retailer’s License from the City of Madison. A photocopy or PDF of license must be provided to GCC at least one day prior to event. Agency is responsible for following all conditions and rules of the license. Agency must display license at the event.*

*Open to the public events providing complimentary alcoholic beverages must also apply for Temporary Class B Retailer’s License from the City of Madison.*

*Carry-ins are not allowed at open to the public events.*

An alcoholic beverage agreement with GCC must be on file with the Facility Use Manager. Serving of alcoholic beverages must end by 9:00 pm Sunday through Thursday and 11:00 pm Friday and Saturday. GCC recommends that a bartender be hired for large events for convenience.

## Beer/Wine Agreement

Nonprofits: Temporary Class B Retailers License applied for

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

Name of person in charge: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Alcoholic beverages to be served: \_\_\_\_\_

Serving of alcoholic beverages must end by 9:00 pm Monday through Thursday, and 11:00 pm Friday and Saturday. Serving of alcoholic beverages to minors is prohibited and subject to penalty.

Signature of person in charge: \_\_\_\_\_ Date: \_\_\_\_\_

*For your convenience, a partial list of licensed bartenders for hire is available by emailing margo@goodmancenter.org.*

*A licensed bartender is required for Class B license sales, and strongly encouraged at other events. Bartenders listed are not employees of the Goodman Community Center. Facility users contract directly with said providers.*

## **How to reserve an event/meeting at the Goodman Community Center**

Please be prepared to answer the following questions along with your reservation request:

- **Date(s)** of your event
- **Exact meeting /event time** (and start and end date if this is recurring class or meeting)
- **Set up and clean up time needed in addition to your event time** (typically at least a half hour prior to event start and at least a half hour after event end. These times will be included in your total room use fees).
- **Type of event** (meeting/private event/open to public)
- **Title** of your meeting/event
- **How many people attending**
- **Room Set up** details (how many tables and chairs)
- **To whom the invoice should be sent** (name of the organization & address, if applicable)
- **Host name and information** – who is responsible for the class or reservation, should a future change be necessary and phone number/email
- **Contact person and information** –who is the person in charge of event details during the event or meeting should we need to talk to that person
- **Tax exempt number if applicable**
- **Will there be music**-Live, DJ or other entertainment?

View our website at [www.goodmancenter.org](http://www.goodmancenter.org). You will find information on our current programs and you may review our Meeting Room Manager scheduling calendar for current availability of rooms. **Please book rooms at least 2-4 weeks in advance**, so that we can prepare for appropriate staffing.

### **Equal Opportunity Policy**

No otherwise qualified applicant for services or service recipient shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of a protected status. This policy covers eligibility for and access to service delivery in all of our programs contracted and services provided directly.

The Goodman Community Center insures that no otherwise qualified person, based on protected status, shall be excluded for participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service or activity which we provide. This includes, but is not limited to, program eligibility, treatment by staff, communication of program information, access to facilities and/or program activities, assignment of program participants to staff within a program, outreach, intake and admissions, assignment to facilities or referrals to other services, assessment/evaluations, disciplinary actions and terminations from programs.

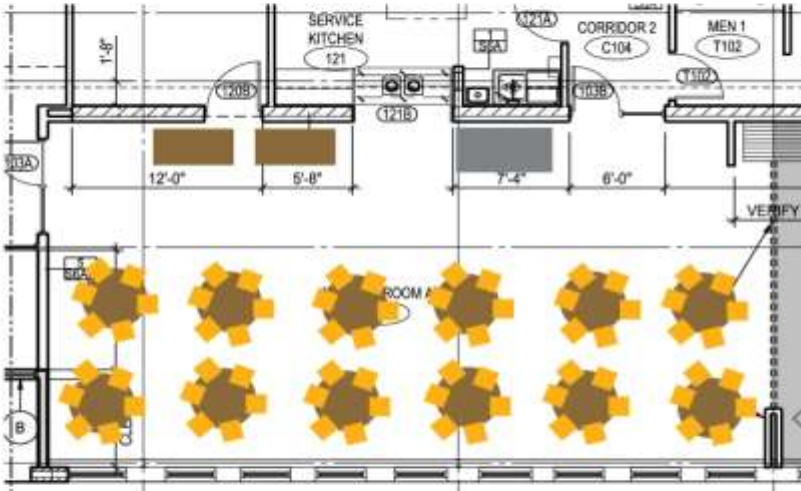
To assist us in complying with all applicable equal opportunity rules, regulations and guidelines, we have appointed Lisa Jacob, Assistant Center Director, Equal Opportunity Coordinator. You are encouraged to discuss any perceived discrimination problems in employment or service delivery with this employee. Lisa Jacob may be reached Monday through Friday from 9:00 am to 4:00 pm at 241-1574, extension 226. Information about our discrimination complaint process is available to you on request.

If you need accommodation relating to a disability in order to access any program or service offered by our agency, please contact Lisa Jacob at 241-1574, extension 226 with at least three business days notice.

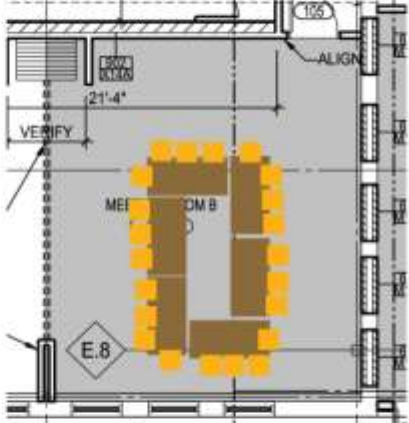
**Standard Room Set Ups**

The Goodman Community Center will set up tables and chairs for your event, (included in facility use-fee). Any additional custodial services, such as room re-arrangements during your event, will be billed at a rate of \$25 per hour.

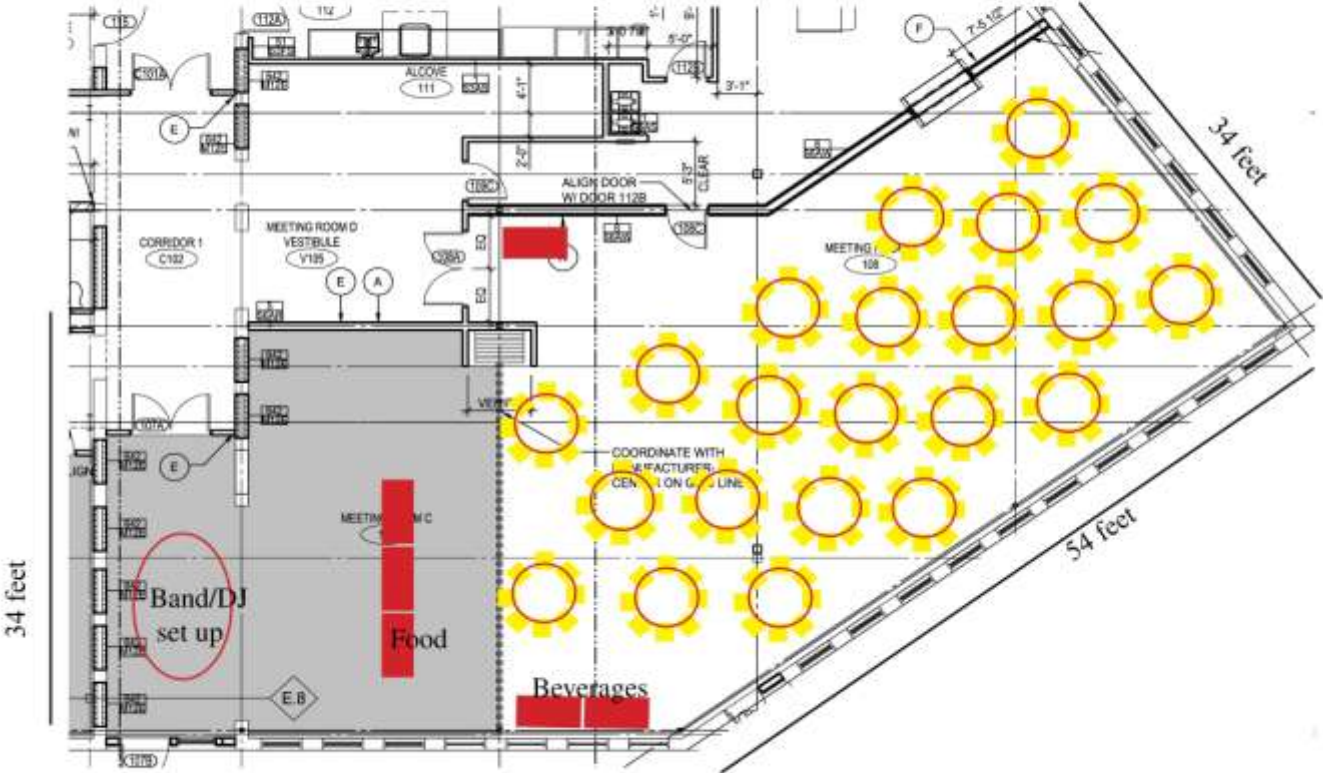
- 60" round tables (32 max)
- 48" round tables (12 max)
- 36" square card tables (15 max)
- 30 x 72 banquet tables (15 max)
- chairs (275 max)



Bolz A standard set up for event with 72 guests (room size 24 x 46)



Bolz B meeting for 22 (room size 20 x 24)



Evjue C and D standard set up for event with 175 guests (C is 30 x 26 plus. D is 33 x 54 plus)