



Goodman Community Center Facility Use Guidelines

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 facility use privileges.

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 21. Reservations will be accepted no more than 18 months prior to event date.

\$100 Security/Damage Deposit required for all events with more than 50 guests; \$250 Security/Damage Deposit required for events providing beer or wine (\$500 for first time facility users); minimum of \$25 Security/Damage Deposit for any meeting providing food or beverages after center's administrative hours. Security/Damage Deposit may not be used toward room use fees. Security/Damage Deposits and base room fees are due and payable with 14 days of receiving room use contract. A signed contract must be completed to reserve all rooms (Mezzanines excepted). All additional equipment or added room fees are due no later than 14 days prior to your event. Security/Damage Deposits will be refunded in the form of a GCC check, payable only to the original issuer, no later than 21 days after the event, along with an explanation of any deductions. Security/Damage Deposits may not be credited toward room use fees.

Cancellation

If you cancel less than 7 days prior to the event date, you will forfeit all fees and Security/Damage Deposits paid. If you cancel within 14 days of your event date, you will forfeit your room fees, but Security/Damage Deposit will be returned. If your event is canceled more than 15 days before the event, you will be refunded 50% of room fees and Security/Damage Deposit paid. If cancellation occurs more than 30 days prior to the event date, all fees and Security/Damage Deposit paid will be fully refunded.

Additional custodial time or damage to spaces/equipment will be deducted from the Security/Damage 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.

Set up and clean up times are included in your total facility use time request and will be invoiced. Extended hours fees apply for any weekend event ending after 10 pm and for weeknight meetings/activities ending after 9 pm. No events shall extend past 10:00 Sunday through Thursday. Friday and Saturday evening 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; doing so is trespassing and authorities may be notified. Plan for adequate clean up and loading time! If your clean up extends beyond 12:00 am, you will be charged \$100 for each 15-minute increment past 12:00 am.

The building must be vacated no later than 10 pm Sunday through Thursday and no later than midnight Friday and Saturday.

Use of Service Kitchen only includes use of counters, refrigerator, stove, coffee pot and dishwasher. It does not include use of any supplies, dishware, utensils or other equipment. Events catered by an outside caterer are subject to additional fees. See separate "Serving food at your event" document for specific rules about catered events.

All spaces are expected to be left in a tidy and orderly condition.

Front desk staff is available to answer questions and direct guests. You must check in and out with the front desk staff. Front desk staff do not assist with clean up. Custodians are not on premises for the duration of your event, unless scheduled and contracted.

See "Information for Party Planners and Organizers" document for more detailed information regarding large events.

In consideration of our residential neighbors, all amplified music must be kept 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.

Return this page with your room use confirmation and payment

I have read and will comply with Goodman Community Center Facility Use Policies and Guidelines:

▶ **Facility User signature:** _____ **Date:** _____

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 or 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 typically 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 11:00 pm. Serving of alcoholic beverages for Friday or Saturday events must end by 10:45 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, sequins or tinsel is prohibited.
- ▶ ____ 7. Storage of any equipment or other belongings is not permitted, unless specifically contracted as part of event package. 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 Security/Damage Deposit or billed as necessary. Cleaning beyond what is covered in the contract will be charged at \$50 per hour.
- ▶ ____ 9. Candles are allowed only if enclosed in a glass container which extends well 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/Damage 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 relocated, rescheduled, or asked to cancel, with prior notice by GCC, to accommodate special GCC programming no more than twice in one year.
- ▶ ____ 15. **Conceal & Carry Law Policy:** No one may enter or remain on any GCC property while carrying any weapon, including a concealed firearm. A license-holder is guilty of trespassing if he or she enters or remains on the property while carrying a concealed weapon. GCC staff will reiterate our policy posted at all public entrances as needed and if compliance is not immediate, GCC will contact the police.
- ▶ ____ 16. ***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 (download the "Event Planning and Alcohol" brochure from www.cityofmadison.com or 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 at private events 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 (call City of Madison Licensing Clerk for detailed information).

Allowable alcohol sales: Nonprofit agencies may only sell beer or wine if they have received 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. No liquor sales are allowed.

Open to the public events providing complimentary beer or wine must also apply for Temporary Class B Retailer's License from the City of Madison. Hard alcohol may not be provided at open to the public events.

Guests are not allowed to carry in their own alcoholic beverages 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 10:45 pm Friday and Saturday. GCC recommends that a bartender be hired for large events for convenience.

Storage of any individual alcoholic beverages in GCC cooler space is not recommended. Beer in kegs may be stored during your event if space in cooler is requested prior to the event and has been approved by GCC kitchen staff. GCC is not responsible for any items stored in GCC cooler/freezer space. No overnight storage of alcoholic beverages is allowed.

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 10:45 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.

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 CD/D, Merrill Lynch Room C Bolz Room A, Bolz Room B, etc.

The Goodman Community Center has 56 parking spaces. Be advised that with many activities occurring at the center, parking may be limited for your event. There is ample street parking on the streets near the center within a three block walk. You may also park in the Madison-Kipp administrative lot on weekends or after 4:30 pm on weekdays (located behind the Madison Brass Works building, between Waubesa and Corry Streets across from 201 Waubesa Street). Special arrangements may be available for parking in other nearby lots. Prior approval is required. Please request a parking map PDF from margo@goodmancenter.org.

DO NOT park in the Madison-Kipp lot adjacent to the Goodman Community Center's driveway. You will be ticketed and may be towed. Obey all City posted parking signs, yellow curbs and legal parking rules. Illegally parked cars will be ticketed and may be towed.

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.

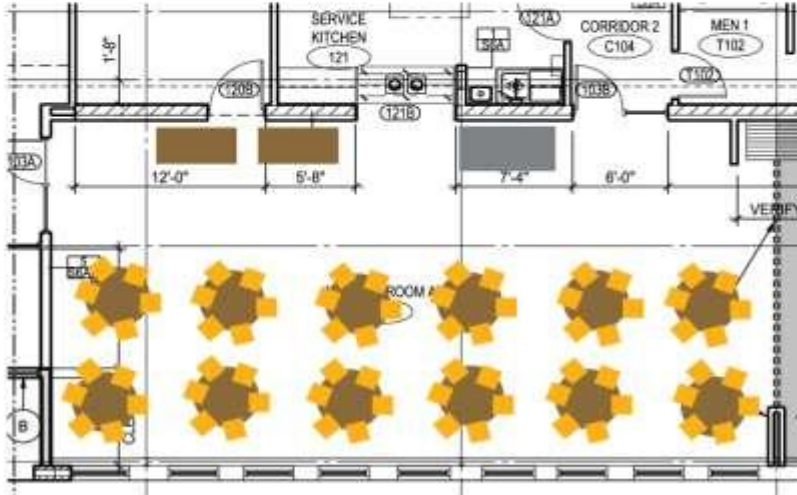
To assist us in complying with all applicable equal opportunity rules, regulations and guidelines, we have appointed Lisa Jacob, Assistant Center Director, Equal Opportunity Coordinator. You are encouraged to discuss any perceived discrimination problems in employment or service delivery with this employee. 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.

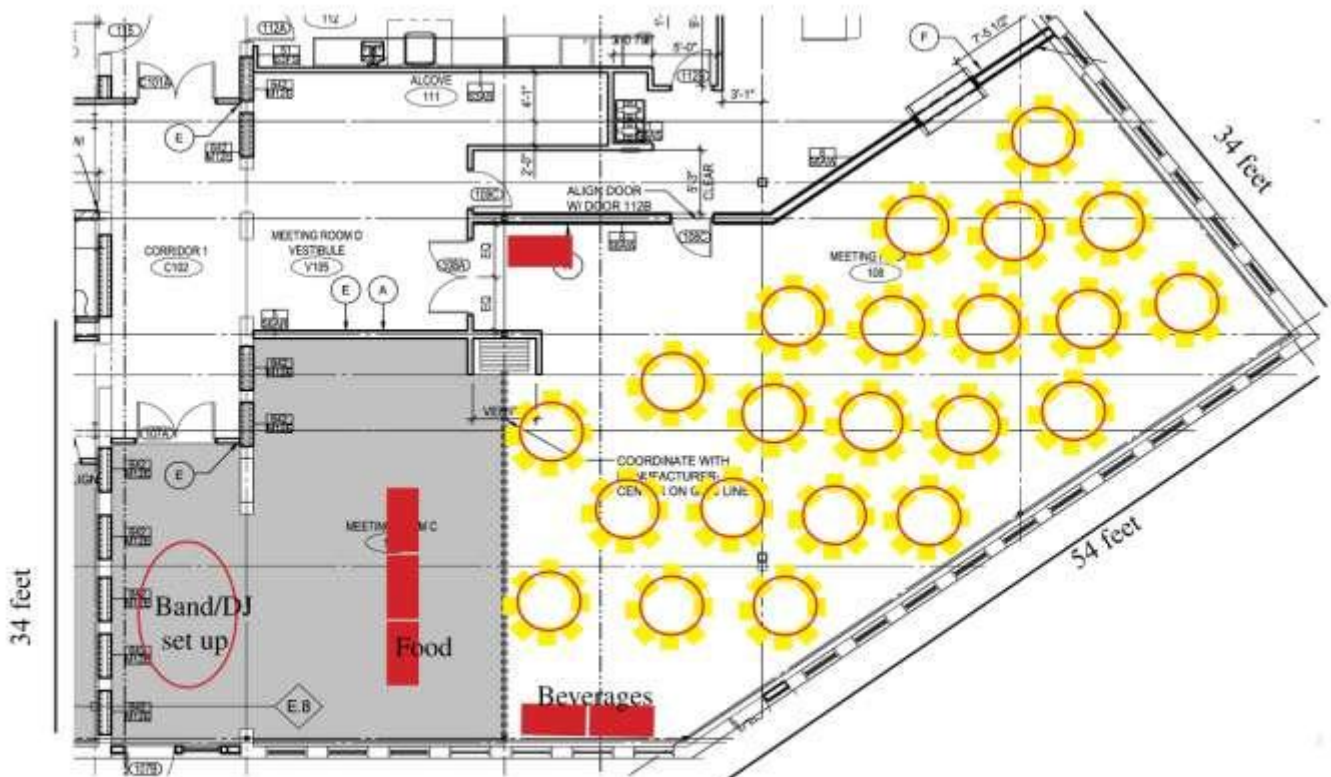
60" round tables (32 max)
 48" round tables (12 max)
 36" square card tables (15 max)
 30 x 72 banquet tables (15 max)
 chairs (275 max)



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)