



Lussier Teen Center and LOFT use

The LOFT and the Lussier Teen Center are drug- and alcohol-free, designed for programs for or by youth, ages 13 -18. Room use may include the game room and concessions seating area and/or the LOFT performance space. Use of professional lighting/sound system is available by contracting with GCC in-house or GCC-approved sound technicians only. All events must end no later than one half hour before City of Madison teen curfew. No use is to be extended beyond the contracted times; doing so is trespassing and authorities may be notified.

GCC limits open to the public events in the LOFT. *If you are planning an open to the public event, are charging an entry fee at the door or the event will be publicly promoted (includes through social media), restrictions will apply. Additional fees may also be charged to cover LTC staffing. You must meet with Facility Use Manager and/or Lussier Teen Center Staff. GCC only allows open to the public events that fall within the mission of the Goodman Community Center. GCC may require you to provide a security/crowd management plan.*

The Lussier Teen Center and LOFT are closed to the main GCC building after LTC program hours. Private events must enter through the LTC ticket entrance door unless arrangements are made in advance through the Facility Use Manager. If you need assistance from front desk staff, you will need to exit LTC and enter GCC main building through main entrance doors, or call 241-1574, then press "0".

Adults/chaperones must be present at all LOFT events.

No kitchen facilities are available for private use in the Lussier Teen Center or LOFT. LTC concessions may be available for open to the public events. Working Class Catering, GCC's in-house catering program, can provide food for your event. Contact catering@goodmancenter.org or call 241-1574 x250 for information.

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

*Set up and clean up times must be included in your total facility use time request. 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. **The building must be vacated no later than 10 pm Sunday through Thursday and no later than midnight Friday and Saturday.***

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 no later than 10:45 pm Friday and Saturday (9:00 pm Sundays). GCC staff will monitor noise levels.

\$100 Security Deposit is required for all LOFT events. *Security Deposits may not be used toward room use fees.*

General 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 LOFT events with. Any 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 will be returned in full. If cancellation occurs more than 30 days prior to the event date, all fees and Security/Damage Deposit paid be 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. 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.

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. 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.

Amplified music (DJ or live music):

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. All groups must vacate the facility by 12:00 am Friday and Saturday. No use is to be extended beyond the contracted times.
- ▶ ____ 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. 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. No alcoholic beverages are allowed in the Lussier Teen Center.
- ▶ ____ 14. ***The Center reserves the right to end any event or facility use if these rules and guidelines are not followed.***

If you are having entertainment::

Live music, (provide name of band): _____

DJ (name/business): _____ Contact info: _____

Other entertainment _____ We would like GCC to provide concessions (see limitations)