



## 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 immediate end of your event, loss of any security/damage deposit paid, penalty charges and loss of future facility use privileges.

### Reservations and Deposits

- All reservations are made through the GCC's Hospitality Department and online calendar scheduling software. 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.
- Room usage requires a signed room use contract. The contract details the access time, event time and room(s).
- Reservation requests are not considered booked until signed contract and payment are received.
- Security/Damage Deposits are required for most events with more than 50 guests, or those that take place outside of building's administrative hours. Security/Damage Deposits are separate from room use fees.
- Base room fees (and any required security/damage deposit) are due and payable within 14 days of receiving room use contract.
- Security/Damage Deposits will be refunded in the form of a GCC check, payable only to whom the contract is made, usually within 21 business days after the event, along with an explanation of any deductions.

Additional custodial time or damage to spaces/equipment will be deducted from the security/damage deposit, or invoiced to the contractee. 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 access time and will be invoiced. No events shall extend past 9:00pm Sunday through Thursday at the GCC Ironworks Building; 10:00pm at the Brassworks Building. Friday and Saturday evening events at either building must end by 10:45pm (guests vacated by 11:00pm). Buildings must be vacated by 12:00am 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!

Ironworks Building: 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, but will assist in procuring cleaning supplies as needed.

Brassworks Building: There is no reception desk at the Brassworks Building. Administrative staff are most often in the building, but not specific to your event.

### Cancellation Policy

**Bea and Lau Christensen Rooms Friday night or Saturday reservation cancellation:** If you cancel more than 6 months prior to your event date, you will be refunded 80% of the room fees paid, and security/damage deposit will be refunded. If you cancel 3 to 6 months prior to the event date, you will forfeit all room fees paid (security/damage deposit will be returned). If your event is canceled less than 3 months prior to the event, no refund is given.

**Evjue and Merrill Lynch Rooms Friday night or Saturday reservation cancellation:** If you cancel more than 6 months prior to your event date, you will be refunded 80% of the room fees paid, and security/damage deposit will be refunded. If you cancel 3 to 6 months prior to the event date, you will forfeit all room fees paid (security/damage deposit will be returned). If your event is canceled less than 3 months prior to the event, no refund is given.

**All other room cancellations:** If you cancel your event 14 days or more prior to your event, all fees will be refunded (and any security/damage deposit paid), less a \$25 administration fee. If you cancel less than 14 days prior to your event, none of the fees paid will be refunded.

## Concealed & 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 will contact the police immediately upon noticing a concealed weapon.

## Alcoholic Beverages

GCC holds its own liquor license for both the Ironworks and Brassworks facilities. ALL alcohol served at events MUST be purchased through, and served by GCC's hospitality department. Per Wisconsin law, carry-in of any alcoholic beverage is illegal. Anyone found bringing in alcoholic beverages will be required to remove it from the premises. Any event found serving carry-in alcoholic beverages will be ended immediately with no refund of fees or security deposit, and alcoholic beverages will be confiscated. Police will be notified as needed.

Outside caterers may not serve or sell alcoholic beverages at GCC, even if they have a Class A liquor license at their establishment. All alcohol service MUST go through the Goodman Community Center. GCC's hospitality department will work with event contacts for options for alcohol service which may include cash bar, open bar or limited complimentary beverages for your guests. By Wisconsin law, licensed bartenders are required at all events with alcohol service, and will be GCC employees.

Specific laws control the sale and service of alcoholic beverages. Alcoholic beverages must stay in the designated interior spaces available to your event, and may not be taken outside to smoking or seating areas. Alcoholic beverages may not be taken off premises per Wisconsin law. Guests are not allowed to carry in their own alcoholic beverages at any event.

Sales and serving of alcoholic beverages will end by 9:00 pm Sunday through Thursday and 10:45 pm Friday and Saturday, no exceptions.

## GCC's correct name and location:

Goodman Community Center **Ironworks Building, 149 Waubesa Street**, Madison, WI 53704

Goodman Community Center **Brassworks Building, 214 Waubesa Street**, Madison, WI 53704

Please indicate to your guests which building, address and room your event will take place. The buildings are about a block apart.

Use of the Goodman Community Center facility does not imply endorsement or sponsorship by GCC for any event or organization. In order to identify GCC's own events and activities clearly for the general public, we ask that promotional material should reflect your own organization and the nature of your particular event, with the Goodman Community Center identified as only the site and location, and not to use GCC logos without express permission.

## Parking

**GCC's Ironworks Building** has 56 parking spaces. Be advised that with many activities occurring at the center, parking in the lot may be limited for your event, especially daytimes during the week. Parking is not allowed in the GCC drop off zone, fire lanes or loading dock entrance.

**GCC's Brassworks Building** has no weekday parking until after 4:30pm. There are 45 stalls available after 4:30pm weekdays and all day Saturday and Sunday.

**Designated parking stalls at St. Bernard Church.** 50 parking stalls are designated with yellow paint and signage in the lower lot of St. Bernard Church (driveway is on Corry Street).

**Ample street parking** is available on the residential streets near the center within a four-block walk (with City of Madison restrictions on Wednesdays and Thursdays). Observe all city parking rules and do not block residential driveways. The city monitors street parking and will ticket and/or tow any vehicles parked illegally.

Please request a **parking map** PDF from your GCC hospitality team member.

## 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.

The Human Resources Director manages GCC's compliance with all applicable equal opportunity rules, regulations and guidelines. Please call 608-204-8026 to discuss any perceived discrimination problems in employment or service delivery. 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 the Human Resources Director with at least three business days' notice.

## Return this page with your signed room use contract 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:

▶ Smoking is not permitted at any time inside the Goodman Community Center buildings. Smoking outdoors is not permitted within 25 feet of an entrance or within visibility of childcare programming.

▶ All spaces should be left in tidy and orderly condition, with trash and recycling placed in the provided containers. Facility users bringing in food or having food dropped off:

a). **Ironworks Building:** All trash and recycling must be placed in the provided containers; All tables and chairs must be wiped off and cleaned of any spills or food residue. All cardboard boxes must be broken down and placed near the recycling container in the room. Supplies are located in each room or from front desk staff.

b). **Brassworks Building:** All trash and recycling must be taken out to the containers outside the building; All cardboard boxes must be broken down and taken to the containers outside the building. All tables and chairs must be wiped off and cleaned of any spills or food residue. Supplies are located in each room.

c). **Gymnasium:** *Peanuts, tree nuts, chewing gum and red/purple liquids are not allowed in the gymnasium.* All trash and recycling must be taken out to the dumpster at the end of the parking lot at the Ironworks Building. All cafeteria tables must be cleaned of any spills or food residue. Sweep floor and clean any spilled liquids. Supplies are available from the gym event staff person.

▶ No events shall extend past 9:00pm Sunday through Thursday at the GCC Ironworks Building; 10:00pm at the Brassworks Building. Friday and Saturday evening events at either building must end by 10:45pm (guests vacated by 11:00pm). Buildings must be vacated by 12:00am Friday and Saturday

▶ 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. If the contract must be signed by a different party, a copy must be provided to the organizer present at the event.

- ▶ The use of nails, screws, tape, tacks or other sharp fasteners is strictly prohibited on any wall, movable wall partition, door, ceiling or other surface. Painters tape is allowed to affix decorations. Magnetic hooks or binder clips are acceptable for hanging lightweight decorations or light strands from steel beams. Do not hang anything from light fixture or sprinkler heads.
- ▶ The use of smoke/fog machines, glitter, confetti, sequins or tinsel is prohibited.
- ▶ Piñatas are only allowed in the gymnasium.
- ▶ 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.
- ▶ Facility Users are responsible for the cleanup and removal of all decorations. Clean up must be done at the end of the event. Any excessive cleaning or damages will be deducted from the Security/Damage Deposit or billed as necessary. Cleaning beyond what is considered normal usage will be charged at \$50 per hour.
- ▶ Candles are allowed only if enclosed in a glass container which extends well above top of candle flame.
- ▶ Do not open windows! If your space is uncomfortable, please see front desk staff to adjust temperature settings.
- ▶ Do not plug in more than three (3) food warming devices. Tripped circuits can only be re-set if maintenance staff is on site. If maintenance staff is called in, a \$25 fee will be charged at that time.
- ▶ 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 Sunday -Thursday). GCC staff will monitor noise levels.
- ▶ Any contracted ongoing facility user may be relocated to a different room to accommodate other events/activities or maybe relocated, rescheduled, or asked to cancel, with prior notice by GCC, to accommodate special GCC programming no more than four times in one year.
- ▶ Per Wisconsin law, carry-in of any alcoholic beverage is illegal. Anyone found bringing in alcoholic beverages will be required to remove it from the premises. Any event found serving carry-in alcoholic beverages will be ended immediately with no refund of fees or security deposit, and alcoholic beverages will be confiscated. Police will be notified as needed.
- ▶ The Center reserves the right to end any event or facility use if these rules and guidelines are not followed.