



Goodman
Community Center

149 Waubesa Street
Madison, WI 53704

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Facility use and event planning information

The Goodman Community Center is made available for use by all individuals and groups. Reasonable rules and rates have been established to assure an enjoyable experience in our facility. Weeknight events must end by 9 p.m.; Friday and Saturday night events must end by 11 p.m. Building must be vacated by 10 p.m. weeknights and midnight Fridays and Saturdays.

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 will result in the forfeiture of your security/damage 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 classrooms 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.

Equipment & technology available

Each room is equipped with tables, chairs, and wireless access. All equipment needs should be requested when scheduling your room reservation and require approval 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 C/D includes one wireless lapel mic, one hand-held wireless mic, ceiling-mounted LED projector, laptop connection, CD/DVD/VHS player and an iPod/MP3 connection. GCC also has two speakers and two listening assistance devices that work with the AV system. These devices are available by prior arrangement.

Catering & alcoholic beverages

Facility users are allowed to bring in prepared food, prepare your own food in GCC's service kitchen or use one of GCC's approved caterers. The Goodman Community Center also offers its own in-house catering service option through the Working Class Catering program.

WCC provide full catering services with house-made foods of all styles created from scratch using the best local and organic ingredients. It's called Working Class Catering because it's a classroom of sorts — teens are integrated in all parts of the business, through our Teen Education and Employment Network program here at the Center.

All alcoholic beverages must be purchased and served through GCC's in-house catering service. Email catering@goodmancenter.org for more information.



*Beautifully
catered events*

Big or small — wedding or meeting —
we'd love to impress your guests!



at the Goodman Community Center

Room Rates

View our room rates on our website. Rates are subject to change.

Rates for nonprofit events are negotiable, depending on the event, and as long as purpose of use supports and enhances GCC's mission.

Fundraising events (events to raise funds above and beyond the costs directly associated with the event) are charged at private room use rates unless the event falls within specific parameters. See Facility Use Manager to discuss details.

Things to know about wedding receptions and 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 support the event's clean-up. Be aware that there may be other events and activities elsewhere in the building.

- GCC does not have an event planner on staff. You are responsible for details of your event.
- 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. We ask that you sweep the uncarpeted floors in the space you use and require wiping all tables, chairs and windowsills if you have any food or beverages. Supplies are located in or near each room. Room use rates for Friday or Saturday evening events include a late night cleaning crew service. This allows you to enjoy your evening event without many worries. The service comes in right after your event. GCC still requires you to place all trash in the receptacles, remove all your personal belongings and decorations, and return rented linens to the front desk. You may still incur charges if extra cleaning is required beyond reasonable expectations.
- Your event will end on time. Front desk staff will check in toward the end of the evening.
- 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.



- 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.
- GCC does not provide decorations or centerpieces. A ladder is available with prior notice.
- Party supply deliveries: You must inform Facility Use Department 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.
- 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. Unless you are using GCC's Working Class Catering, you must bring all used linens to the front desk.
- 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.
- The commercial kitchen is not available to outside users or caterers.

Reservations & deposits

All reservations are made through the Facility Use Managers. 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.

Details on security and damage deposits:

- A \$100 security/damage deposit is required for all events with more than 50 guests;
- A \$250 security/camage deposit required for events serving alcoholic beverages (\$500 for first time facility users);
- A minimum of \$25 security/damage deposit for any meeting providing food or beverages after center's administrative hours. security/damage deposits may not be used toward room use fees.
- Security/damage deposits and base room fees are due and payable within 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.

Cancellations

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.

Custodial Time

Additional custodial time or damage to spaces/equipment will be deducted from the security/damage deposit. The 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

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 p.m and for weeknight meetings/activities ending after 9 p.m. No events shall extend past 10 p.m. Sunday through Thursday. Friday and Saturday evening events must end by 11 p.m. All groups must vacate the facility by 12 a.m. 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 a.m, a \$100 will be deducted from the security/damage deposit.

Front desk receptionist responsibilities

Front desk staff is available to answers questions and direct guests. They do not assist with clean up, but will assist in procuring cleaning supplies as needed. You must check in and out with this staff.

If your event is canceled more than 15 days before its start, you will be refunded 50% of room fees and security/damage deposit paid. If cancellation occurs more than 30 days prior to its start, all fees and security/damage deposit paid be will be refunded.

Alcoholic beverages

GCC holds its own liquor license for this facility. **All alcohol served at events must be purchased through GCC's Working Class Catering Manager (catering@goodmancenter.org).** Absolutley no carry-ins are allowed by Wisconsin Law (exception for limited quantity, handcrafted beverages, see Catering Manager).

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. No alcohol is allowed in the Lussier Teen Center.

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

See GCC Catering Manager for event 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 spaces (rooms) of 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 p.m. Sunday through Thursday and 10:45 p.m. Friday and Saturday, no exceptions.

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

You may view room availability and submit a reservation request at www.goodmancenter.org. Please book rooms at least 2-4 weeks in advance, so that we may prepare for appropriate staffing.

Please be prepared to answer the following questions when you make a 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 will be attending
- Room Set up details (# of tables and chairs)
- To whom the invoice should be sent (name of the organization & address, if applicable)
- Host name and contact information – who is responsible for the class or reservation, should a future change be necessary.
- Contact person and information – who is the person in charge of event details during the event or meetingTax exempt number if applicable (tax is not charged on room fees)
- Will there be music-Live, DJ or other entertainment?
- Will you be serving beer/wine?
- Will you be serving food (and caterer's name, if known)

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.

You are encouraged to discuss any perceived discrimination problems in employment or service delivery with Lisa Jacob (lisa@goodmancenter.org or 204-8026.) Information about our discrimination complaint process is available to you on request. If you need accommodation in order to access any service, contact Lisa Jacob with at least 3 business days notice.

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 will contact the police upon noticing a concealed weapon.

General Information

Mail contracts and payments to:

Goodman Community Center
149 Waubesa Street
Madison, WI 53704

Deposits and room fees may be mailed or paid by cash, check, MasterCard or Visa in-person during administrative hours. Please make checks payable to Goodman Community Center.

GCC Administrative Offices are open

8 a.m. – 5 p.m., Monday - Friday

Phone (608) 241- 1574 • Fax (608) 241-1518

Holiday Closings:

GCC is closed New Year's Day, 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 already scheduled).

Use of GCC logos and identity

Use of the Goodman Community Center facility is not intended to imply endorsement or 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 GCC identified as only the site and location. Please do not use GCC logos without express permission.

Statement of Understanding *(Rules & regulations as of Sept. 2015)*

Return this page, signed, with your room use confirmation and payment. Please keep a copy for your reference. Guidelines may change; you will be notified.

- Smoking is not permitted on the Goodman Community Center premises at any time—inside the buildings or in outside areas. Smoking should take place across the street from the building. See facility map for outside designated smoking areas near the property. Please respect ‘no smoking’ signs.
- All spaces should be left in tidy and orderly condition.
- Facility users bringing in food or having food dropped off:
 - a) All tables and chairs must be wiped off and cleaned of any spills or food residue. 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.
- The Goodman Community Center doors typically lock at 9 p.m., Sunday through Thursday. Events and meeting must end by 9 p.m., unless otherwise scheduled (surcharge applies for staffing beyond 9 p.m.). No events shall be scheduled past 10 pm Sunday through Thursday. Friday and Saturday evening events must end by 11 p.m. Serving of alcoholic beverages for Friday or Saturday events will end by 10:45 pm. All groups must vacate the facility by 12 a.m. Friday and Saturday. No use is to be extended beyond the contracted times (which includes time for set-up/clean-up).
- 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.
- 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.
- The use of smoke/fog machines, confetti, sequins or tinsel is prohibited.
- 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 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.
- 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 the temperature.
- Do not plug in more than three food warming devices. Tripped circuits requiring management attention will result in a \$25 deduction from security/damage deposit.
- 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.
- 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 twice in one year.
- No carry-in of alcoholic beverages are allowed. If found doing so, the event will be ended immediately.
- GCC reserves the right to end any event or facility use if these rules and guidelines are not followed.

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

Facility user signature: _____ Date: _____