



# Madison Senior Center

330 West Mifflin Street  
 Madison, Wisconsin 53703  
 PH 608 266 6581  
 FAX 608 267 8684

## FACILITY USE AGREEMENT

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Day Phone# \_\_\_\_\_

Address \_\_\_\_\_

Name of Event (as it should be listed) \_\_\_\_\_

Date/Day Requested \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Room/Area Requested \_\_\_\_\_

(Room assignment subject to change)

Time of Event (From) \_\_\_\_\_ (To) \_\_\_\_\_

Time In & Out of Building (In) \_\_\_\_\_ (Out) \_\_\_\_\_

Note: Doors are open at contracted time. Set-up and take-down times must be included on contract. Use beyond stated contract time will result in additional fees. There is no refund of unused reserved time. Event end time can be no later than 1 a.m.

Is this event open to the public?  Yes  No

### Set-Up and Equipment *(User: Please complete this section)*

#### Type of Set-Up:

- Conference (Tables in Square w/ Chairs Around Outside)
- Auditorium (Rows of Chairs Facing Front)
- Classroom (Rows of Tables w/Chairs on One Side Facing Front)
- Other (Please Include Description)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Equipment Available:

- Additional Tables (6' or 8')
- Screen
- TV/VCR
- Coffee Pot w/Water
- Microphone
- Podium
- Easel
- LCD Projector\* (\$75)
- Laptop\* (\$75)
- Flipchart/Paper (\$15.00 charge)
- Stage Use (\$30.00 charge)
- Piano Use (\$40.00 charge)

\* = subject to availability

## Fees

| SENIOR CENTER RENTAL FEES                                       | Normal Business Hours          |                     | Evenings & Weekends*                     |                     |
|---|--------------------------------|---------------------|--|---------------------|
|   | Base Fee<br>Covers up to 4 hrs | Additional Hour Fee | Base Fee<br>Covers up to 4 hrs           | Additional Hour Fee |
| <b>FIRST FLOOR</b>  |                                |                     |  |                     |
| Dining Room (31' x 67') & Lounge (31' x 48') Less than 150 ppl. | \$200                          | \$40                | \$250                                    | \$45                |
| Dining Room (31' x 67') & Lounge (31' x 48') 150 or more ppl.   | \$250                          | \$50                | \$300                                    | \$55                |
| Outside Courtyard   | \$20 flat fee                  | --                  | \$20 flat fee                            | --                  |
| Kitchen   | \$65                           | \$15                | \$75                                     | \$20                |
| Game Room (19' x 22')   | \$35                           | \$10                | \$45 - \$35 if rented w/ any other space | \$10                |
| Board Room (13' x 16' 9")                                       | \$25                           | \$5                 | \$45 - \$25 if rented w/ any other space | \$10                |
| <b>SECOND FLOOR</b>   |                                |                     |  |                     |
| Room 1 or 2 or 3 (23 x 22)                                      | \$50                           | \$10                | \$60                                     | \$15                |
| Room 1&2 or 2&3 (23 x 44)                                       | \$75                           | \$15                | \$85                                     | \$15                |
| Rooms 1, 2 & 3 (23 x 66)  | \$110                          | \$20                | \$130                                    | \$25                |
| Craft Room (23x18 & 23x19)                                      | \$50                           | \$10                | \$55                                     | \$15                |
| Outside 2 <sup>nd</sup> Level Patio                             | \$15 flat fee                  | --                  | \$15 flat fee                            | --                  |

**RENTAL FEE DUE:**

\$

## Security Deposit

A separate check for the deposit must be sent with the signed agreement and rental fee. A \$50.00 security deposit is required for use of the Senior Center, and \$100 security deposit for Dining Room/Lounge rentals with food and/or beverage service. The deposit covers breakage, additional fees, or necessary cleaning costs. An Attendant monitors the scheduled use of the building and indicates necessary cleaning tasks, details broken or damaged items. Deposit checks are returned after the Attendant's report is reviewed.

**SECURITY DEPOSIT DUE:**

\$

## Other Instructions or Event Notes (User: Please complete this section - if applicable)

### Senior Group or Senior-Related Group Fees

No rental fee is charged for senior groups or senior-related groups who wish to use the building for group or public events.

- To qualify, a "senior group" must identify and promote itself as such and membership must be 90% adults over the age of 55.
- "Senior-related groups" advance issues or advocate for policies that directly affect senior adults and/or their role in the community.
- Access to the building is limited to three events annually of 4 hours per event.
- Verification of either senior or senior-related group status may be requested.

Donations in either case are encouraged. A donation of \$12 for each hour for small meeting areas and \$25 for each hour for large meeting areas is suggested.

## TERMS OF CONTRACT

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1. All fees must be paid at the time the signed agreement is returned.
2. The date(s) and time(s) listed on this agreement are the only times the room(s) may be used. If the facility is needed on a regular basis (for example, every Wednesday), reserve all known dates on one agreement.
3. Requests for equipment should be made at the time the agreement is signed. Equipment is limited and available on a first come-first serve basis. Renters are encouraged to schedule an appointment with staff to orient on equipment operation.
4. Cancellation of rental made 30 days or less before the event will result in a charge of 50% of the total rental fee. Cancellation made more than 30 days will receive a full refund less 15% of the total rental fee or \$25 (whichever is greater) due for administration costs. Cancellations must be done in writing and signed by the person who signed the contract. Inclement Weather: Forced cancellations due to inclement weather will not be penalized with notification. Late Arrivals/No Shows: MSC staff will close the facility if renter does not arrive within 1/2 hour after contracted time and does not call MSC at 266-6581.
5. This agreement shall not be assigned to others without prior written approval of the Madison Senior Center Director.
6. Smoking is NOT allowed in this facility.
7. Alcohol is permitted, if the renter is qualified and agrees to the terms of the **Senior Center Alcohol Policy**. This policy is an addendum to the Facility Use Agreement.
8. Telephones are NOT available for personal use. A coin-operated telephone is on the main level.
9. The Madison Senior Center does NOT provide coffee, food, or paper products.
10. There is no parking in the circular driveway at the front of the building. This is a loading area only, and cars may be ticketed. A public parking ramp (Overture Center Ramp) is located next door.
11. Kitchen use requires the renter to clean sinks, stovetops, tables, counters, and carts; to bag recyclables and trash; and to sweep the floor prior to vacating. Kitchen equipment and serving items must be cleaned and returned to their proper place. Kitchen Cleaning Instructions are posted and are available for review with staff.
12. The applicant, in the use of the premises, agrees not to discriminate because of race, religion, marital status, age, color, sex, handicap, national origin, ancestry, income level or source of income, arrest records or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status.
13. This agreement may be terminated if the use of the space conflicts with federal, state, or local laws and ordinances.
14. The applicant shall be liable and hereby agrees to indemnify, defend and hold harmless the City of Madison, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Applicant's acts or omissions in the performance of this agreement, whether caused by or contributed to by the City or its officers, officials, agents or employees.
15. The Applicant will insure, and will require each subcontractor to insure, as indicated, against the following risks to the extent stated: Commercial General Liability - Covering as insured the applicant and naming the City as an additional insured, with no less than the following limits of liability: Bodily injury, death and property damage of \$1,000,000 in the aggregate. This policy shall be endorsed for contractual liability in the same amount. This insurance requirement may be waived upon decision by the City Risk Manager.
16. The person(s) who signs this agreement must have the authority to bind the organization. If this is not true, the signer agrees to assume personally all of the obligations and commitments herein agreed to.

17. A final bill will be sent if the event requires extended time, participant numbers are more than anticipated, additional space is used, or there is any damage to equipment or property (e.g. carpet stains, furniture breakage, etc.). The charge for excessive cleaning is \$20/hour minimum. The security deposit will be held during this interval. If the final bill is not paid by the due date, the security deposit will be used toward the amount due. Any remaining balance will be sent back to the renter. If there is still money owed after using the security deposit, legal means may be used to collect payment.
18. Candles: Pursuant to International Fire Code 308 "Open Flames" as enforced by the Madison Fire Department, the Madison Senior Center reserves the right to control the use of candles and/or any other open flame used by a renter. The use of these items must be clearly stated on the contract and approved prior to their use. Candles only allowed when hurricane glass cover extends over the top of the flame. Decor: Staples, nails, pins, strong tape and other defacing items cannot be used when decorating any interior or exterior surface. Rice, confetti, and bubbles are not allowed. Decoration must be set-up and taken down during contracted time.
19. Renter is responsible for clearing table tops, decorations and other miscellaneous items that were brought in the facility (i.e. boxes, food items, equipment, etc.). Renter shall deposit all garbage in designated receptacles, including appropriate recycling receptacles. Failure to comply will result in forfeiture of security deposit. Senior Center staff is responsible for setup, tear-down and removal of trash-filled receptacles. (Exception: Renter is responsible for all cleaning in kitchen – see #11).
20. MSC staff reserve the right to ensure the volume of music played does not disturb community neighbors. Music must end no later than midnight. DJ and other music equipment must vacate the facility within contracted time, or additional charges will apply.

### **Other Facility Use Information**

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- A staff person will be assigned to assist renters and monitor this agreement.
- The building has an elevator and features accessible bathrooms.
- A soft drink vending machine is located on the second floor
- Standard building hours are Monday - Friday, 8:30 am - 4:00 pm, although space is available to rent at any time.
- The Madison Senior Center is adjacent to the Overture Center parking ramp and is 2-1/2 blocks from Capital Square. For a map, visit [www.madisonseniorcenter.org](http://www.madisonseniorcenter.org).

**Signatures:**

**Please return signed contract within 2 weeks.**

\_\_\_\_\_  
Madison Senior Center Director

\_\_\_\_\_  
User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date