



Madison Senior Center

330 West Mifflin Street, Madison, Wisconsin 53703
Phone: (608) 266-6581
Email: seniorcenter@cityofmadison.com

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(s) 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 11:00 p.m.

Renter Description

- Group 1. Senior Group or Service Provider
- Group 2. Local Community Group or Nonprofit
- Group 3. Private, For-Profit, Nonprofit Fundraisers or after-hours activities.

- Is this event open to the public? Yes No
- Is this a fundraising event? Yes No
- Have people paid to attend this event? Yes No
- Will you serve alcohol at this event? Yes No

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

Type of Set-Up:

- Conference (Tables in square w/ chairs Around Outside)
- Auditorium/Theater (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/DVD 65" TV/DVD on cart
- Coffee Pot w/Water
- Dishes/Silverware for 100 (\$25)
- Podium
- Easel
- Microphones (2)
- Flipchart/Paper (\$15 charge)
- Stage Use (\$40 charge)
- Piano Use (\$40 charge)

Total Fees: _____

Fees

	Normal Business Hours (8:30 am to 4:30 pm M-F)		Evenings & Weekends <i>All rental agreements end by 10 pm Sunday-Thursday, 11 pm weekdays</i>		
SENIOR CENTER RENTAL FEES	Base Fee Covers up to 4 hrs	Additional Hour Fee	Base Fee Covers up to 4 hrs	Additional Hour Fee	Total
FIRST FLOOR					
Dining Room (31' x 67') & Lounge (31' x 48') Less than 150 ppl.	\$200	\$40	\$300	\$50	
Dining Room (31' x 67') & Lounge (31' x 48') 150 or more ppl.	\$250	\$50	\$350	\$60	
Kitchen	\$65	\$15	\$85	\$20	
Game Room (19' x 22')	\$40	\$10	\$50 <i>\$40 if rented w/ any other space</i>	\$15	
SECOND FLOOR					
Room 1 or 2 or 3 (23 x 22)	\$50	\$10	\$70	\$20	
Room 1&2 or 2&3 (23 x 44)	\$75	\$15	\$95	\$25	
Rooms 1, 2 & 3 (23 x 66)	\$110	\$20	\$140	\$30	
Craft Room (23x18 & 23x19)	\$50	\$10	\$60	\$20	
				Total	

Taxable Entity? Yes No, event not taxable
 If yes, total fee includes tax for:
 Room Rental, equipment and alcohol fees.

Room Rental \$	
Equipment \$	
Alcohol Fee \$	
Tax \$	(5.5%)
TOTAL RENTAL FEE DUE:	\$

SECURITY DEPOSIT DUE:

\$

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

TERMS OF CONTRACT

1. All renters will read and adhere to all requirements related to use and care of the facility outlined in the Madison Senior Center Facility Use Policy Statement. _____ Initial
2. All fees must be paid at the time the signed agreement is submitted. Fees may be paid by check or credit card.
3. 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 first Saturday), reserve all known dates on one agreement
4. 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.
5. 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.
6. This agreement shall not be assigned to others without prior written approval of the Madison Senior Center Director. 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.
7. 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, gender identity, political beliefs, or student status.
8. This agreement may be terminated if the use of the space conflicts with federal, state, or local laws and ordinances.
9. 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.
10. The Applicant will carry, and will require each subcontractor to carry, commercial general liability insurance covering as insured the Applicant and naming the City, its officers, officials, agents and employees as additional insureds, with a minimum limit of \$1,000,000 per occurrence. This policy shall also be endorsed for contractual liability in the same amount, apply on a primary and noncontributory basis and provide the City thirty (30) days advance written notice of cancellation, non-renewal or material changes to the policy during the term of this Agreement. As evidence of this coverage, the Applicant shall furnish the City with a certificate of insurance on a form approved by the City, and, if requested by the City Risk Manager, Applicant shall also provide copies of additional insured endorsements or policy. If the coverage required above expires while this Agreement is in effect, Applicant shall provide a renewal certificate to the City for approval.
11. A final bill will be sent if the event requires extended time, 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 \$30/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.

Signatures:

Madison Senior Center

User

Date

Title

Date