

## Wil-Mar Facility Use Guidelines, Fees, & Building Policies

### Facility Use Fees:

#### The Yahara Room:

- \$50.00/Hour. Includes a kitchen. Seats approximately 72 around of our 12 round tables, or up to 100 in an auditorium seating arrangement.
  - Available tables:
    - 12 round tables: seat 6 at each table
    - 7 rectangular tables for food and beverage stations

#### The Youth Room:

- \$30.00/hour. Holds 35-40 people, depending on the room set-up. Includes about 35 chairs, a small kitchen with stove and counter space.
  - Available tables:
    - 7 round tables that seat approx. 6 people at each.

#### The Kitchen:

- \$15.00/Hour. Has some counter space, a dishwasher, a commercial stove with 2 ovens, 6 burners, cookware, and some refrigeration space.

#### The Mendota Room:

- \$20.00/hour. Set up as a conference room. 12-18 people.

#### The Warren Dream Room:

- \$15.00/hour. Set up as a lounge. Seats about 7 people.

#### The Spot:

- \$20.00/hour. Set up as multipurpose lounge. Seats 12-15.

#### Upper Floor for An Evening (up to 6 hours):

- \$80.00/hour. When possible, groups may access the entire upper floor, including the Yahara, Mendota, Dream Rooms and the landing for up to six hours.

#### Deposit Fee:

- We charge a \$100.00 deposit fee for use of the Yahara and Youth Rooms. This deposit is 100% refundable contingent on the following; Reserved space must be returned to its original state after use. Renter must notify us of cancellations at least 10 days before scheduled event.

#### Parking:

- Parking is available in the lot at the corner of Brearly Street and Jenifer Street. There can be no loud music or gathering in the parking lot after 7 p.m.

#### Non-Profit Space Donation Request Policy:

- Non-profits may apply for a space donation. The value of the space donation granted is typically, but not always, 25-50% the full fee amount. The value of the space donation is at the discretion of Wil-Mar staff.
- To apply for a donation of space, non-profits must fill out the Wil-Mar Facility Use Non-Profit Facility Use Donation Request form and submit prior to or with their facility use contract.
- All events that are religious or political in nature must pay the full facility use fee.

## **Wil-Mar Facility Use Guidelines, Fees, & Building Policies**

### **Booking Policy:**

- Full payment is due at the time the contract is signed. Special exceptions are rare, but can take place with staff approval.
- If the hours of the reservation decrease and the full payment has been made already, the full payment will be kept by Wil-Mar. If the hours increase, the balance will be due within 7 days of the altered reservation.
- Tentative reservations can be made before a completed contract is returned with payment. Tentative reservations are generally held for 7 days. It is the responsibility of the group making the reservation to submit their contract and payment within the time allotted to hold their reservation.

### **General Facility Use Guidelines:**

- Wil-Mar's programs are of the highest priority for use of space.
- Groups may be occasionally asked to change their hours or cancel a meeting, based on Wil-Mar's needs or ad-hoc neighborhood meetings.
- Wil-Mar reserves the right to make individual decisions regarding facility use, reservations, and facility use fees based on circumstances.
- Wil-Mar reserves the right to revoke any individual or group use of the facility at any time.
- By placing a reservation with the Wil-Mar Center, you agree to abide by all local, state and federal laws and regulations while using the space or promoting your event. Failure to do so may result in the forfeiture of deposits or further legal action.

### **Building Use, Set-Up and Tear-Down:**

- Always act in a safe and responsible manner. Show respect for Wil-Mar property, staff, volunteers and participants. Do not behave abusively or use vulgar language. Keep Wil-Mar neat. Clean up after your event ends. Aim to make Wil-Mar a better place for all to use and enjoy.
- All groups are responsible for their own room set up and for returning the rooms to their original condition. This includes the placement of tables and chairs, clean-up of the room, removing any decorations you may have used, returning tables, chairs, and items to their storage. All clean-up must happen at the end of the event.
- If the nature of an event requires any permits (dance, food preparation, etc.), the facility use group is responsible for obtaining the permits. The City Clerks' Office can help determine if a permit is needed. Contact the office at 266-4601.
- No facility use may extend before or after the times noted, or in any space other than those reserved by the group, on the signed facility use contract.
- Events, including clean-up, must end by 11PM at the latest.
- No use or possession of alcohol or any controlled substances are allowed on the premises, including the front yard, surrounding sidewalk, and parking lot and adjoining community spaces.
- Amplified music events are allowed on Friday and Saturday only, and must end by 10:00 p.m.

## Wil-Mar Facility Use Guidelines, Fees, & Building Policies

### Wil-Mar Staffing:

- Wil-Mar may not be able to have a staff person present at all times. All groups are required to follow the policies outline on this form. Failure to abide by these policies will result in the loss of building use privileges.
- Wil-Mar has staff available 7 days a week from 9a.m.-10p.m., except national holidays. There are emergency exit maps posted in all rooms, and there are 8 fire alarm pull stations throughout the building (they are not connected to an outside system). If there is a problem with the building equipment, please leave a note under the office door, or email the Facility Use Manager, Stahcee Hanger, at stahcee@wil-mar.org.

### Trash & Recycling:

- All trash and recycling must be taken out at the end of the event to the dumpster and recycling containers on the side of the building (next to the Brearly St. door).

### Non-Discrimination Policy:

- Wil-Mar reserves the right to deny and revoke reservations and/or facility use to any group or individual that participates in or supports discrimination, oppression, bigotry, and/or violence against a person or group based on age, gender, race, color, religion, political views, health status, sex, sexual orientation, gender identity or expression, or disability.

### Cancellation Policy:

- Wil-Mar reserves the right to revoke any individual or group use of the facility at any time.
- For reservations of the Yahara or Youth Rooms made 30 or more days in advance, cancellations made at least 10 days before the event/start of the workshop/start of the series will receive a full refund of both the deposit and facility use fee made up to that point.
- For reservations of the Yahara or Youth Rooms made 30 or more days in advance, any cancellations must be made at least 10 days before the event/start of the workshop/start of the series, or risk forfeiting your \$100.00 deposit fee.

### Strike Policy:

- If a group does not pick up after itself on two occasions, Wil-Mar has the right to decline further reservations to this group.
- If a group or individual is disrespectful of the space, other facility use groups, Wil-Mar staff, or neighbors, the current reservation may be revoked and future reservations will not be allowed.
- Group bans can be resolved through discussion with staff and a group session of 2 or more hours of volunteer assistance at Wil-Mar.

### Reschedule Policy:

- Whenever possible, reservations requests to reschedule will be made. Reservations may also be rescheduled to a different room.
- If the duration of the event changes, the new remaining balance is due within 7 days.
- If the reschedule causes the room fee to become greater than the payment that was made, the difference is due within 7 days.
- If the reschedule causes the room fee to become less than the payment that was made, the difference will be refunded.