



Facility Use Agreement (Friday, Saturday, Sunday)

Phone: 608-846-9469 X1605 Email: cec@deforestcenter.org

Type of Event: _____ Date of Event _____

Contact Person: _____

Address: _____

Phone number(s) _____ E-mail: _____

Estimated number of attendees** _____ **There may be an additional fee for groups over 65 people. Room capacity is 147.

Time In /Out of Building*
_____ to _____

***Time frame includes set-up and take-down for event for as well as preparation, delivery, and removal of all items. All events end by 7:30 p.m. and the building closes at 8:00 pm.**

Additional Notes:

Reservation Rates/Community Room

\$130.00 for 4-hour reservation. (\$35.00 per additional hour, up to 8 hours)

Payment required: Base \$130.00 + additional fees if applicable.

Total due: \$ _____

I have read, understand and agree to abide by the policies and risk statements of the Cornerstone Community Center (see page 2 of this agreement for facility policies.) To reserve the Center for an event a Facility Use Agreement must be signed by a person 21 or older and full payment of the facility cost share is required. Facility use is limited to the date(s), time(s), room(s), and equipment listed in the Facility Use Agreement. All cost share payments are non-refundable and Facility Use Agreements are non-transferable.

Payment Collected \$ _____

Signature:

Staff Signature

Date:

Date:

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Facility Policies

The Cornerstone Community Center is dedicated to offering a friendly and inviting atmosphere. Behavior that inhibits other participants from using and enjoying the Center is considered inappropriate. Inappropriate behavior may result in limiting or losing Center privileges. The Center encourages participants to share questions, concerns, suggestions, and complaints with appropriate staff. If the participant is not satisfied with the response from the foregoing individual or does not agree with a decision to limit or restrict Center privileges, the participant may report this to the Executive Director, who in turn will inform the Board and Commission Presidents. The report must be written and signed by the individual. The following policies are intended to make participants feel welcome and to provide reasonable rules of behavior to benefit all.

1. Business hours are 9:00 am to 4:00 pm, Monday through Friday. Additional events are scheduled evenings and weekends, pending available staff. If you need to cancel your event, please notify the Center immediately.\
2. To participate in Center programs and activities a signed Participation Agreement is required. There are annual fees for participants residing outside the municipalities of DeForest, Windsor and Vienna.
3. The Cornerstone Community Center's building and land are owned by the DeForest Half Century Club, Inc., a non-profit organization, and are not public property. The Center's grounds and parking lot are intended for Center related activities only. Parking or loitering after business hours is prohibited.
4. Alcoholic beverages, cigarettes, including E-cigarettes, and illegal drugs are prohibited anywhere on Center property. Weapons are prohibited. Unauthorized entry into any locked areas in the Center is not permitted. No skateboards, scooters, bikes or other play vehicles are permitted on the premises.
5. Solicitation is not permitted. Any notice, advertisement, permit, and/or contract for events must clearly state the entity hosting or sponsoring the event. The Center may only be listed as the location of the event.
6. To reserve the Center for an event a Facility Use Agreement must be signed by a person 21 or older and full payment of the facility cost share is required. Facility use is limited to the date(s), time(s), room(s), and equipment listed in the Facility Use Agreement. Center parking spaces and grounds cannot be rented, but are included with facility use cost share fees or by approved arrangements. All cost share payments are non-refundable and Facility Use Agreements are non-transferable.
 - a. Tables and chairs are provided. The Center does not provide supplies. Lighted candles and confetti are not permitted. Tape and tacks are not permitted, decorations may be using mounting putty only. All decorations and personal items are to be removed immediately following the event; storage is not available.
 - b. Groups are expected to leave the room in the condition they found it, including sweeping the floor, wiping tables and removing garbage.
 - c. The Center is not responsible for any lost or stolen items or equipment malfunctions or defects. Participants agree to inform Center staff immediately of any equipment malfunctions or defects. You may be responsible for costs associated with any damage to equipment or property as well as for costs associated with events that require extended time in the building, greater than anticipated participant numbers, and/or excessive custodial hours needed.
 - d. Minors must be supervised by an adult at all times.
7. Photos taken of Center events may be published in any media and exhibits. If you prefer not to have your photo published, please indicate this to staff.
8. The Center reserves the right to make necessary changes for unforeseen events including emergencies, changes in guidelines, cost shares, and room availability without notice.
9. Harassment and/or discrimination on the basis of race, color, religion, national origin, political ideology, marital status, gender, sexual orientation, age, mental or physical disability, or any other characteristic protected by applicable federal, state, and/or local law is not permitted.
10. Non-compliance with facility policies and guidelines or any laws and ordinances including misrepresentation may result in cancellation of event and/or limiting or loss of Center privileges.



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RELEASE

I, _____, wish to participate in programs, activities, _____ events, and/or (please print) _____ wish to volunteer at the Cornerstone Community Center. Participation in any program, activity, event, or use of the Center and Center equipment is voluntary and at your own risk.

I hereby release and forever discharge the Cornerstone Community Center, its employees, agents, officers, and volunteers as well as activity participants of and from any and every claim, demand, action, or right of action arising from or by reason of any personal injuries, property damage, or death suffered as a result of my participation.

This release shall apply to all causes of injury, damage, or death including the negligent actions of the Cornerstone Community Center, its employees, agents, officers, and volunteers and the negligent actions of other participants in the programs, activities, or events occurring at the Center. This release shall not, however, apply to injuries, damage, or death caused intentionally by the Cornerstone Community Center, its employees, agents, officers, and volunteers.

While the Cornerstone Community Center may employ reasonable steps to minimize the risk of injury to participants, risks cannot be eliminated, nor can the Cornerstone Community Center guarantee such precautions will always be followed. The risks associated with programs, activities, events, volunteering, or use of the Center and Center equipment can include, but may not be limited to, a representative listing available upon request.

I further state that I have carefully read the foregoing release and have **A COMPLETE UNDERSTANDING** of the contents thereof and sign this release of liability agreement by my own free will.

Signature:

Date: