Cornerstone Community Center
Serving DeForest, Windsor & Vienna

Facility Use Agreement
Private Event

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

Type of Event:_____Date of Event _____

Name (contact for reservation, must be present atevent) _____

Address:_____
Phone #(s)_____E-mail:_____
Second Contact_____Phone# _____

Estimated number of attendees_____
Fire Code for occupancy 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.**

Equipment needed: ☐ TV ☐ Projector ☐ Microphone/podium ☐ Sound system ☐ Table cloths

Notes_____

_____

Reservation Rates/Community Room

$150.00 for 4-hour reservation

$35.00 per additional hour

I have read, understand, and agree to abide by facility user policies, guidelines, and hold-harmless provisions established by the Cornerstone Community Center Commission, included on pages 2-3 of this document. I am at least 21 years of age and will be on-site or available during the event. Full payment of the facility cost share is required for reservation. 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. I further state that I have carefully read the attached release located on page 3 and have a complete understanding of the contents thereof and sign this release of liability agreement by my own free will.

$150.00 Cash/ Check/ Credit

+ $_____additional fees

User Signature/date:

_____

= $_____Total Due

Payment Collected $_____

Staff Signature:_____

Date:_____

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Facility User Policies

Reservations

1. To reserve the Community Room at the Cornerstone Community Center for an event, a Facility Use Agreement must be completed and signed by a person at least 21 years who is expected to be on-site during the event (or designated appointee).
2. Full payment of the facility cost share is required to hold reservation date. The event is limited to the date(s), time(s) noted on the Facility Use Agreement.
3. Checks should be made to the order of the Cornerstone Community Center. There will be a processing fee on all returned checks. Payments by credit card will have a service fee.
4. All cost share payments are non-refundable and Facility Use Agreements are non-transferable, unless approved by the Executive Director.
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. Reservations are restricted to the Community room and bathrooms connected to that room. The fitness room, billiards room, sun room, cafe, fireplace room and Center kitchen are off limits. Unauthorized entry into any areas in the Center is not permitted.
7. The Center is not responsible for any lost or stolen items. Equipment used is at y our own risk. Facility users agree to inform Center staff immediately of any equipment malfunctions or defects.
8. 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.

Building and Grounds

9. Minors must be supervised by an adult at all times. Staff will intervene if unsafe or destructive behavior is observed.
10. The Center's grounds and parking lot are private property and are intended only for Center approved activities and events. Parking or loitering after business hours is prohibited.
11. Alcoholic beverages, cigarettes, including E-cigarettes, and illegal drugs are prohibited anywhere on Center property. Weapons are prohibited.
12. No skateboards, scooters, bikes or other play vehicles are permitted on the premises.
13. Pets/animals are not allowed on Center property or building, except in the following cases:
The Center will comply with both the Federal ADA and/or Wisconsin Stat.106.52(1)(fm) relating to protections for the use of service or support animals and adhere to whichever law provides the greater protections for a person with a disability. Animals may be allowed if related to a specific program, with prior authorization from Center Staff.
14. Tables and chairs are provided for the user to arrange as desired. All furniture must be returned to its original location. The Center does not provide supplies.
15. Lighted candles and confetti are not permitted. Tape and tacks are not permitted, decorations may be hung using mounting putty only.
16. All decorations and personal items are to be removed immediately following the event; storage is not available.
17. Groups are expected to leave the room in the condition they found it, including sweeping the floor, wiping tables, removing garbage.

User Agreement

18. The Center reserves the right to make necessary changes for unforeseen events including emergencies, changes in guidelines, cost shares, and room availability without notice.
19. 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.
20. 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.
21. 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

As a facility user, I (and my guests):

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 using the Center.

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.

Grievances:
The Center encourages sharing questions, concerns, suggestions, and complaints with appropriate staff.

- If dissatisfied with the response from the foregoing individual or disagreeing with a decision, they may report this to the Executive Director who will work toward resolution.
- If still dissatisfied, the individual can provide a written report with signature to the Executive Director who in turn will inform the Commission for review.

The Cornerstone Community Center Commission reserves the right to update policies/and guidelines as per the discretion of the Board.

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