



## Pres House Room Reservation Guidelines

731 State Street, Madison, Wisconsin

Phone: 608-257-1030

Fax: 608-257-6639

Email: mgordon@preshouse.org

## 2017-2018 General Building Use Guidelines

Please read carefully before filling out the reservation form.

### Usage Approval

We are guided by the principle of “hospitality to strangers” and therefore we welcome a wide variety of groups, with the following exceptions:

- Those engaged in profit-making for individuals or groups (as against benefits for non-profit ventures)
- Those opposed to basic Judeo-Christian teachings
- Those who have previously shown a lack of care for our facilities

Every event scheduled must be approved by Pres House staff. **Approval will be based on space availability and event purpose.** Those groups who have never used a room at Pres House before should be prepared to furnish background information on the group and purpose of the event before permission to use space is granted. A discretionary call may be made by staff for reasons of liability, or inappropriateness related to the Pres House mission statement. Pres House reserves the right to not enter into a contract with any group requesting use of the church facilities.

Space assigned to a group may be used only by that group. It is their responsibility to see that people do not enter unassigned areas. You may only use the room(s) assigned to you. A room use fee will be assessed for each room used. During a scheduled event, only the doors unlocked for you are to be used for entrance and exit of your group. **Do not unlock or prop other doors in or out of the building.**

**Disclaimer:** Pres House sponsored programs, projects and events have priority in scheduling the building. Pres House reserves the right to the use of all the rooms. If there is a conflict, you may be asked to reschedule the event or select another available room for your event.

### Staffing

Pres House staff must be present during the event. The staff person must be on site from the time the first person arrives until the last person leaves. The staff person is on site to open and close the building and handle any building-related issues that arise during the event. Staffing fees are included in the room costs listed below. Pres House does not provide security for your event.

### Cancellation Policy

Cancellations must be made at least 48 hours prior to the scheduled event. If cancellations are not made in appropriate time frame, you will be billed for the building-use fees. Note: If an event beyond the Pres Houses' control occurs (such as, but not limited to: fire, flood, vandalism, etc.) prohibiting the use of the church, Pres House will refund the full amount paid. No other guarantees are made for reimbursement.

### Building Hours

The building hours are **9:00 a.m. – 10:00 p.m.** Use of the building must fall within these hours unless special permission is granted.

### Table and Chair Set Up and Take Down

Pres House provides tables and chairs for each event. The group reserving the room is responsible for setting up and taking down the tables and chairs.

### **Clean Up and Maintenance**

Those using the facilities should be considered in covenant with Pres House, such that the privilege of use also requires a responsibility of the care and maintenance of the facilities. All users are required to leave the premises in order. This includes replacement of the furniture used, cleaning premises (and kitchen if used), disposal of trash in receptacles, closing windows, and leaving the room in a general “picked up and orderly” appearance after use. All users of the church facilities are expected to leave the room in the same condition as they found it. Any “leftover” food must be taken out of the building after the event is over.

### **Food and Beverages**

Food and beverages are **not allowed in the Chapel**. Light refreshments and beverages may be served in Lower Hall, Pridham Lounge, and Allison Lounge. If you bring more than \$150 worth of food into Lower Hall you must reserve the basement kitchen as well as the Hall. Examples of food that does not require kitchen rental include; bagels, fruit, cookies, etc. If the event involves preparing and serving a meal, or a catered event, you must reserve the basement or main floor kitchen area. If food will be catered in for the event scheduled, please notify Pres House staff. Pres House has a list of pre-approved caterers. Please speak with your Pres House contact person about catering at Pres House. Please dispose of all food left over from your group. Do not leave left over food in the refrigerator unless approved by Pres House staff.

### **Drugs, Alcohol and Smoking**

Illegal drugs or tobacco use are prohibited in the church building. **Alcohol is prohibited in the building.**

### **Damages**

Reasonable care of the building and equipment is required at all times: damage and/or breakage must be reported to the Office Manager. Building users agree to pay for any property damages or expenses if damage or expense occurs during the time they are using the facilities over and above the rental fee. Anything additional will be billed.

### **Lost or Stolen Articles**

Pres House is not responsible for lost or stolen articles. If you've left something at the church, you may contact the Pres House office to see if anyone turned in the lost or forgotten item.

### **Parking**

Public parking is available in the Lake Street Ramp or other city parking lots. **NO PARKING IS ALLOWED ON PRES HOUSE PROPERTY (INCLUDING THE PRES HOUSE APARTMENTS) AT ANY TIME.**

### **Handicapped Accessibility**

Please see event staff for handicap access.

### **Publicity**

No ads, posters, handouts or other publicity should suggest Pres House sponsorship or endorsement of the event. User groups may not use the name “Pres House” or “Presbyterian Student Center Foundation” in any publicity without prior permission. You may list our address, 731 State Street, for directional information. You are requested to provide us with copies of any literature and poster/publicity materials so that we can respond to inquiries. The sponsoring organization must be clearly marked.

### **Decorations**

In accordance with the policies for the preservation and maintenance of the building, nothing may be hung, taped or attached in any manner to light fixtures, walls, or ceilings. No tacking or taping to any furnishings or woodwork.

### **Air Conditioning and Heat**

Pres House is air conditioned. If you find the room temperature uncomfortable, please contact the staff person on duty.

### **Furniture**

Furniture is not to be moved from room to room without the approval of the Pres House staff. Furniture must be returned to its proper location within the rooms after an event. No church property may be removed from the building. All equipment brought into the church must be approved. The pianos or the organ should not be moved.

### **Pets**

Pets are not allowed in the building unless they are assisting individuals.

### **Lock-Down Policy**

In the event of a UW-Madison alert or any security threat near or on Pres House property, the Pres House staffing person will determine needed action. There are two types of lockdowns: Stay Down or Move Up. Stay-Down Lockdowns will occur in the event of a violent threat to security and a Move-Up Lockdown will occur in the event of a chemical threat. If the security alert has the reasonable potential to reach Pres House, a lockdown will be initiated.

All individuals will be expected to follow the instructions of the Pres House staffing person. If the building is in a lockdown, all individuals will be expected not to exit the building and not to allow others to enter the building for any reason. They will be asked to move to a secure location, clear of windows and doors. The building will remain in lockdown status until UW-Madison or city authorities notify Pres House that it is safe and lockdown status can be removed.

### **Fees**

The reservation form must be submitted in order to reserve the room. **All reservation fees are due, in full, at time of reservation.** If your event runs longer than originally scheduled, Pres House reserves the right to bill for the additional usage at the pre-established hourly rate listed below. The rental usage fee helps defray part of our cost for staffing, utilities, custodial help, supplies, depreciation and general administration connected with the use of the building.

**Checks should be made out to Pres House.**

## Pres House Room Fees 2017-18

\*Rates and policies subject to change without notice

Please contact Pres House Administrative Assistant for information on special rates for Registered Student Organizations and Nonprofit Organizations

Room/Capacity	Location	Day Time Rate 9:00am- 4:00pm (per hour)	Evening/Saturday Rate 4:00pm – 10:00pm (per hour)
<b>Pridham Lounge</b> 70-100	Main Level	\$20.00	\$30.00
<b>Kitchen</b> coffee and tea only	Main Level	\$10.00	\$20.00
<b>Allison Lounge</b> 35-50	Upper Level	\$20.00	\$30.00
<b>“Doc” Lower Hall</b> 114 Includes use of Conger Meeting room	Lower Level	\$20.00	\$30.00
<b>Conger Meeting room</b> 15	Lower Level	\$10.00 This small room is available by itself during the day only.	
<b>Basement Kitchen</b> Caterer requires use of kitchen	Lower Level	\$75.00	\$100.00

### \*Additional Options:

- AV equipment in Lower Hall and Conger Meeting Room (TVs with cable, computer input, sound system) -\$20 per event
- Projection screen for use in Pridham or Allison Lounge - \$10 per event

**If event runs over the specified time reserved, you will be charged per additional hour.**

**\* No alcohol allowed in the main or upper level of Pres House at any time. Use of alcohol in any space other than Lower Hall will result in automatic loss of \$300 deposit.**



**Pres House Room Reservation Form**  
731 State Street, Madison, WI 53703  
Phone: 608-257-1030 Fax: 608-257-6639 Email: mgordon@preshouse.org

Today's Date \_\_\_\_\_

**ORGANIZATION/USER GROUP CONTACT INFORMATION**

Sponsor Organization(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Description of Sponsor Organization: \_\_\_\_\_

**ROOM RESERVATION REQUEST**

**Date(s) Requested** \_\_\_\_\_

**Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_  
(Please include time for set up and take down.) \* additional fees apply if event runs over time reserved

**Room Requested (room capacity)**

- Pridham Lounge (70-100)
- Allison Lounge (35)
- "Doc" Lower Hall (114)
- Conger Meeting Room (15)
- Kitchen (main level)
- Basement Kitchen (lower level)

**EVENT INFORMATION**

Description of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated number of people attending? \_\_\_\_\_ Will food or beverages be served?  Yes  No

Do you plan to serve alcohol at this event? (Alcohol is allowed ONLY in Lower Hall with prior approval)  Yes  No

**EQUIPMENT**

- User will bring in own equipment  Piano (**not to be moved**)\*
- Pres House AV Equipment (\$20/event)  Pres House Dry Erase Board & Markers
- Pres House Projection Screen (\$10/event)
- Cooking in the kitchen  Using Pres House dishware
- Caterer being used  Name of caterer \_\_\_\_\_

**PRES HOUSE ROOM RESERVATION CONTRACT AGREEMENT**

I have read the guidelines and take responsibility for seeing that my group abides by them. I will be responsible for reimbursement to Pres House for repairs and cleaning. If there are damages to the facilities and/or excess cleaning required after use of the building or the event runs over the scheduled time allotted, I understand I may be invoiced additional fees.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(A signature is required.)



**To Pay by Check**

Please make checks payable to **Pres House**. Deliver to: **731 State Street, Madison, Wisconsin 53703**.

**To Pay by Credit Card**

Please charge my payment of \$ \_\_\_\_\_  VISA  MasterCard  
*(Please verify with Pres House staff the total amount due.)*

Date of payment \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Cardholder Name (Please Print) \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**For Staff Use Only** \_\_\_\_\_

Room use fee \$ \_\_\_\_\_

Additional fees \$ \_\_\_\_\_ Describe \_\_\_\_\_

Additional fees \$ \_\_\_\_\_ Describe \_\_\_\_\_

Deposit (if applicable) \$ \_\_\_\_\_

**Total fees** \$ \_\_\_\_\_ **Check #** \_\_\_\_\_ **Date paid** \_\_\_\_\_