



Lussier Community Education Center

Facility Use Request Form

The Lussier Community Education Center is a place for people of all backgrounds to lead and learn, give and receive. Our space is intended to be an accessible resource used to promote personal growth and community well-being. Space rental proceeds go to operating costs, building upkeep, and the LCEC program support. If our fees would prevent you from using our facility, we are open to negotiate fees on a sliding scale. We hope that our building can be a place utilized by everyone in the community.

We request that you consult LCEC staff for space availability prior to returning this form. Please have an idea of the date and time of your event, as well as what spaces you are interested in. Space inquiries and completed forms can be directed to either of the following LCEC staff members:

Shawn Walker Operations Manager shawn@LCECmadison.org (608) 833-4979 x 204	Clifford Wilford Administrative Assistant cliff@LCECmadison.org (608) 833-4979 x 221
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Renter Information

Contact Name <i>Must be present at event</i>	
Address	
Telephone Number	
Email Address	

Sponsoring Organization <i>If applicable</i>	
Contact Name at Sponsoring Organization	
Address	
Telephone Number	
Email Address	

Event Description

Name of event	
Describe the event's purpose and activities	
Total number of people expected: ____ Ages: 0-12 years old: ____ 13-20 years old: ____ 21+ years old: ____	

Is there a fee for the event?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will there be amplified music?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is this event open to the public?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will there be food served?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe:

Event Details and Set Up

Use this table to indicate what you need for your event. If there are other special arrangements, please write them in the notes area. We will make sur the materials you need are present and will help with the set up.

Item	Number Needed	Special Notes
Rectangle Table 5 ft long, seat 4-6 (limited #)		
Round Table 5 ft diameter, seat 6-8 (limited #)		
Chairs (have 125 total)		
Dry Erase Board		
Mic & Speaker (if available)		
Projector (if available)		
Food utensils		

Space and Schedule Needs

Please consult our Room and Rates chart for available spaces and hourly rates. Set-up time must be included in schedule requested. Set-up and clean-up is the responsibility of facility users.

Date	Time	Name of Room	Hourly Rate	Hours	Total Cost
	-				
	-				
	-				
Dates and times outside of M 8:30AM-9PM, F 8:30AM-7PM, Sat 10AM-4PM		Weekend/After Hours Surcharge	\$25		
Subtotal					

Recurring Events

If you would like an event to be reoccurring, enter the first usage and calculate fee for single use in the previous chart. We will use this to work out your total payment.

Start Date		Notes:	
End Date			
Recurrence	<input type="checkbox"/> DAILY	<input type="checkbox"/> WEEKLY	<input type="checkbox"/> MONTHLY
Payment	<input type="checkbox"/> PAY IN FULL	<input type="checkbox"/> WEEKLY	<input type="checkbox"/> MONTHLY

Security Deposit

We will determine if a security deposit is required based on your event details. Factors are number of people, time, and risk. Security deposits should be paid by check and will be returned to you no later than three days after your event. If the LCEC Facility Use Agreement is violated, we reserve the right to shut down your event and/or keep your security deposit.

Data Collection

LCEC funding sources require attendance data from all events and programs. By filling out this form, you allow LCEC to provide low cost services. An example of the sign-in sheet is attached to the rental packet, and will be available to you upon arrival to your scheduled event.

Confirmation

Once you have turned in this form, and the attached LCEC Facility Use Agreement, your event is confirmed. If your event is not recurring, payment is due in full at least one week before your schedule event. If your even is recurring, payment is due based on the payment plan agreed upon with LCEC staff. Thank you! We look forward to hosting your event!

FOR LCEC STAFF USE ONLY					
Security Deposit Due:		Date received:		Staff initials:	
Total Payment Due:		Date received:		Staff initials:	

Request Approved by LCEC Staff

Staff Name (Printed) _____

Staff Signature _____

Date _____

LCEC FACILITY USE AGREEMENT

Building Use and Rental Policies provide guidance for groups using the Lussier Community Education Center facility. All groups are expected to follow these policies. Failure to abide by these policies may result in termination of an event, forfeiture of the security deposit, and/or loss of building privileges, as determined by LCEC staff. Please initial each line below to indicate you understand and agree to each policy.

_____ Rental Contract Requirements

- Individual must be 21 years of age in order to rent/schedule space at the LCEC. Some exceptions may apply.
- Requests for private parties/events during off hours, such as weekends, must be made at least 10 days in advance. For events of over 60 attendees or those including more than 20 minors, requests must be made at least 30 days in advance.
- All information provided on the facility use request form, or any other form, must be accurate.

_____ Payment and Security Deposits

- Security deposit must be paid in full at time of reservation. Full payment must be made one week before the event. If the event is less than one week away, payment is due at time of reservation.
- Wexford Ridge residents, limited-income families, secular non-profit organizations, community service groups, diverse groups who have historically faced low access to resources may pay a reduced fee.
- Groups must notify the LCEC if they charge event participants. Such groups will generally pay full rental fees.
- Religious and partisan groups holding religious ceremonies/partisan events at the LCEC will be charged rental fees.
- CUNA Mutual Neighborhood Meeting room is offered free for community meetings up to once per month per group between 5-9pm Monday through Thursday and 5-7pm Friday.
- Security deposits should be paid in the form of a check, which the LCEC will hold for a maximum of 3 days after the end of the events. Security deposits will not be returned if information provided on the rental request is inaccurate, the space is damaged, not properly cleaned, if items are missing, if the event goes over the agreed upon time, if the renter uses rooms not reserved, or if the renter fails to comply with the LCEC Facility Use Agreement.
- Any changes (including but not limited to number of attendees, time, etc) made on the day of an event or during an event are cause for withholding security deposits and/or the LCEC shutting down the event. **You must arrange changes with staff beforehand.**
- Damages beyond the scope of the security deposit are the responsibility of the renter.
- Exceptions to charges may be made at the LCEC Board/Executive Director's discretion.

Data Collecting

- LCEC Funding sources require attendance data from all events/programs. Groups will be given an attendance form upon arrival. By filling out this form, you allow the LCEC to continue providing low cost services.
- Three times per year, the LCEC is required to collect surveys form all participants. If your group is meeting during one of these times, please follow survey instructions as provided by the LCEC.
- At times the LCEC may interview or take photographs of events/programs for PR, marketing and record keeping.

Staff Support

- There will be at least one LCEC staff person in the building during events.

Room Etiquette

- You may rearrange furniture; however, please return it to the original setup. Please move furniture by lifting rather than sliding/pushing.

Special Arrangements

- Please arrange the use of any LCEC equipment with an LCEC staff person at the time of your reservation.
- Reservation of the Youth Room does not entitle use of the recording studio.
- For use of kitchen equipment, please see kitchen rental information.
- Advertisement using the LCEC name or logo, in full or in part, must be preapproved by LCEC staff.

Respect

- Please be respectful of other events and programs, visitors and program participants.
- Please be respectful of staff and any instructions given by staff.
- Please be respectful of the LCEC building, furnishings and equipment.

Permits

- You, as a renter, are responsible for knowing if you need any permits for your event and obtaining them (dance, food preparation or sales, sound). The City Clerk's office (608-266-4601) can let you know if you need a permit.

Emergency

- Notify staff of any emergency by calling the front desk at x201 from the phone in your room.

Minors (18 years old or younger)

- All minors participating in renter's activities must be supervised at all times. Children must not play with or remove LCEC materials.
- If youth under 18 yrs. of age are present at an event, a ratio of 1 adult (over 21 years of age) to every 10 youth or children is required. Exceptions may be made at the discretion of LCEC staff.

- Background checks of any individual using LCEC facilities may be conducted by the LCEC as deemed necessary by LCEC Staff.

_____ **Participant Conduct and Inappropriate Behavior**

- The Contact Person on the Facility Use Contract is responsible for the conduct of all participants at their event, and must monitor unauthorized persons who come during their use.
- Inappropriate behavior is any action or speech that is disrespectful or harmful to the community. Included are: gambling, consumption/possession of illegal drugs, sexual harassment/assault, or any behavior that violates the LCEC values as determined by LCEC staff.
- Smoking is not allowed inside the building or on the outdoor premises of the LCEC, in accordance of the Madison Metropolitan School District smoking policy.
- Alcohol consumption is not allowed in the LCEC.

_____ **Schedule Changes**

- If a renter wishes to change their space request in any way they must consult with staff. A formal space rental request form is not necessary, unless specified by staff.
- Cancellations must be made at least a week in advance, or we reserve the right to keep your payment/security deposit.

_____ **Schedule Termination for Recurring Events**

- All contracts, except MMSD/MSCR, are good for one year unless otherwise arranged.
- Two consecutive no shows for recurring events will result in cancellation of contract.

Failure to comply with the above policies will result in the applicant forfeiting their security deposit and a loss of facility use privileges.

- I/We understand and agree to abide by the LCEC non-discrimination policy that prohibits discrimination on the basis of race, color, religion, national origin, disability, age, gender, or sexual orientation.
- I/We have read and understand the attached LCEC Guiding Principles and agree to uphold them in our program/activity.
- Yes, I/we have attached a certificate of insurance naming the Lussier Community Education Center as an additional insured.
- I/we understand that by signing this agreement we attest that we shall indemnify, defend and hold harmless the LCEC, its board members, officers, agents and employees against and from any claims, damages, costs and expenses, including reasonable attorneys' fees, arising from our use of the premises (including the conduct of any participants, guests, invitees, licensees, agents, contractors or employees.

_____ **I have read and agree to the LCEC Facility Use Agreement.**

Applicant Signature _____ **Date** _____

Applicant Name (Please print clearly) _____

Lussier Community Education Center - Rooms and Rates

For room descriptions in more detail, call the LCEC at (608) 833-4979 or visit www.LCECmadison.org.

Room	Size (Sq. ft)	Standing Capacity <i>Standing or theatre style chairs</i>	Seated Capacity <i>Chairs at tables**</i>	Private Hourly Rate <i>M-F 8:30am-9pm</i>	Non-Profit Hourly Rate <i>M-F 8:30am-9pm</i>	Wexford & TLFA Resident Hourly Rate <i>M-F 8:30am-9pm</i>
Lussier Community Room (1/3 gym)	1596	125	90	\$50	\$25	\$12.50
William T. Evjue Youth Room	910	40	30	\$25	\$12.50	\$6.25
Madison Community Foundation Learning Lab	384	20	14	\$20	\$10	
CUNA Mutual Neighborhood Meeting Room	363	N/A	15	\$10	\$5	\$0
Ruth Garner Children's Program Room	772	40	20	\$20	\$10	\$5
Spartan Youth Service Classroom Entire classroom (A+B)/one half (A or B)	941	50	35	\$30/\$15	\$15/\$7.50	\$7.50/3.75
Lussier Community Kitchen	358	10	N/A	\$25	\$25	\$12.50
Wexford Commons Participants in other programs may pass through. Exclusive use of Commons requires rental of entire center	1962	175	40	\$40	\$20	\$10
Weekend/After Hours Surcharge* <i>Hours outside of M-Th 8:30am-9pm F 8:30-7pm Sat 10-4</i>				\$25	\$25	\$0

* After hours surcharges help defray the cost of staffing.

* All events must end by 11:00pm

**Available Chairs: 125

***There are 35 parking spaces dedicated to LCEC visitors.

Adjacent lots are available but not exclusively for LCEC use.

Lussier Community Education Center

EVENT SIGN IN FORM

DATE: ___ / ___ / ___ Event Name: _____ TIME: ___ to ___

	NAME	Zip Code	Is this your first time at the LCEC since January 1 of this year?
1			Yes or No
2			Yes or No
3			Yes or No
4			Yes or No
5			Yes or No
6			Yes or No
7			Yes or No
8			Yes or No
9			Yes or No
10			Yes or No
11			Yes or No
12			Yes or No
13			Yes or No
14			Yes or No
15			Yes or No
16			Yes or No
17			Yes or No
18			Yes or No
19			Yes or No
20			Yes or No