



Pres House Room Reservation Guidelines

731 State Street, Madison, Wisconsin

Phone: 608-257-1030

Fax: 608-257-6639

Email: brandon@preshouse.org

2009-2010 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.

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.

Pres House “Welcome Minute”

You may receive a welcome and brief orientation to the Pres House ministry, church building, and Residence at your meeting or the first meeting of the semester. Please allow 3-5 minutes at the beginning of your meeting for this orientation.

Cancellation Policy

Cancellations must be made at least 24 hours prior to the scheduled event. If cancellations are not made appropriately, you will be billed for the building-use fees.

Building Hours

The building hours are 9:00 a.m. – 10 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.

Kitchen

In order to utilize the kitchen and its facilities, **it must be rented as a separate room request.**

Food and Beverages

Food and beverages are not allowed in the Chapel. Refreshments and beverages may be served in the Allison Lounge. If the event involves preparing and serving a meal, you must reserve the main floor kitchen area. If food will be catered in for the event scheduled, please notify Pres House staff. Please dispose of all food remaining from your group. Do not leave remaining food in the refrigerator unless approved by Pres House staff.

Drugs, Alcohol and Smoking

Alcoholic beverages, illegal drugs or tobacco use are prohibited in the church building or on church property.

Damages

Reasonable care of the building and equipment is required at all times: damage and/or breakage must be reported to the Business 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.

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 RESIDENCE) AT ANY TIME.**

Handicapped Accessibility

You may use the Fitch Court entrance to drop off guests who need handicapped access. Once the guests have been dropped off, you must move your vehicle to public parking. There is a ramp leading to the first floor. There is an accessible restroom facility on the main floor.

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

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.

Fireplace Usage

The Pridham Lounge fireplace is to be used only with permission and **for an additional fee of \$20**. User must see Pres House staff for instructions on how to turn the gas on and off.

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. Fees are due one week prior to the event. Fees will be charged in 4-hour blocks of time (this includes set-up and clean-up). 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 2009-2010

Room/Capacity	Location	Per 4-hour Time Block Weekly/Bi-Weekly Day-Time Rates **9:00 a.m. – 4:00 p.m.	Per 4-Hour Time Block Weekly/Bi-Weekly Evening Rates **4:00-10:00 p.m.	One-Time Event Rates (4 hour block)
*Chapel/ 200	Main Level	\$100	\$150	\$175
Pridham Lounge/ 70-100	Main Level	\$40	\$75	\$100
Allison Lounge/ 35-50	Upper Level	\$40	\$75	\$100
		Per Event Fee		
Kitchen Up to 4 hours Over 4 hours	Main Level	\$100 \$200		
VCR/TV		\$15		
Projection Screen		\$10		
Fire Place	Pridham Lounge	\$20		

If an event runs over the 4-hour block of time reserved, an additional \$30/hr. will be charged for chapel usage and \$20/hr. for Pridham and Allison Lounge usage.

Prices are subject to change.

** Please note that use of the chapel is reserved for worship related activities.*

***Unless special permission is granted for earlier or later hours.*



Pres House Room Reservation Form
731 State Street, Madison, WI 53703
Phone: 608-257-1030 Fax: 608-257-6639 Email: brandon@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.)

Room Requested (room capacity)

- Chapel (200)
- Pridham Lounge (70-100)
- Allison Lounge (35)
- Kitchen - Up to 4 hours
- Kitchen - Over 4 hours
- Other, please specify: _____

EVENT INFORMATION

Description of Event _____

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

EQUIPMENT

- User will bring in own equipment
- Pres House VCR/TV Pres House VCR/DVD/TV
- Pres House Projection Screen Pres House Dry Erase Board & Markers
- Piano (**not to be moved**)*
- Organ (**not to be moved**)*

**Moving the piano/organ guarantees an additional \$100 penalty.*

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 _____

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