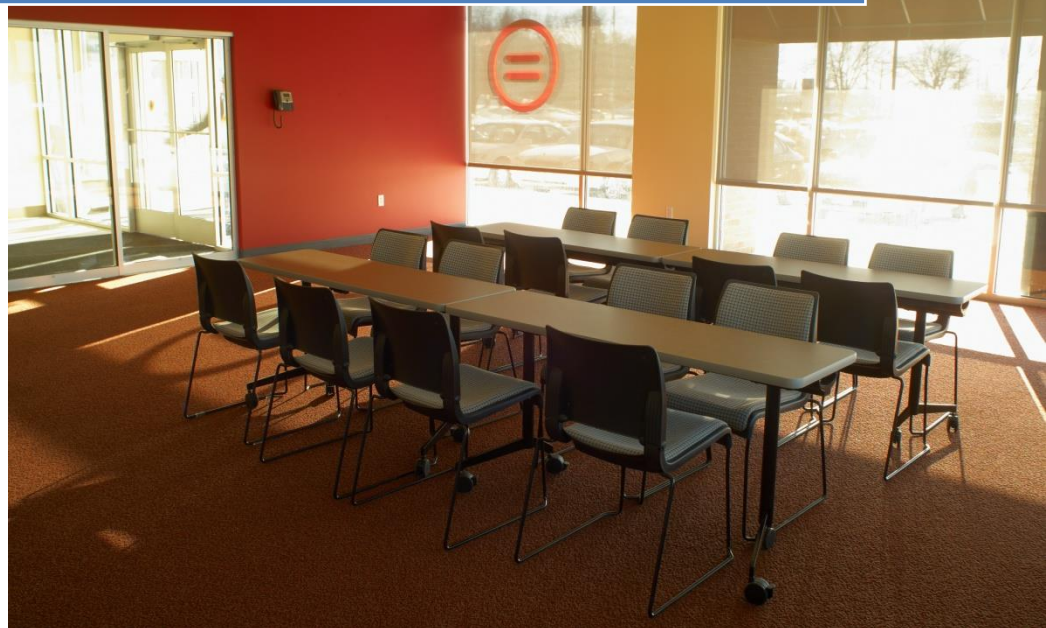




**2018**

# Urban League Community Rental Information





Urban League of  
Greater Madison  
LIVE | LEARN | WORK

Best  
IN THE  
Midwest

### **Property Profile**

2222 S. Park Street, Suite 200  
Madison, WI 53713  
PH: 608.729.1200  
FX: 608.729.1205  
Email: [reservations@ulgm.org](mailto:reservations@ulgm.org)

### **Facility overview**

The Urban League of Greater Madison is pleased to have space available for our community's use. Built in 2009, the facility has a variety of spaces available for use, including computer labs, a video conferencing room, and a large community room for up to 135 people. Wireless Internet is available.

### **Location**

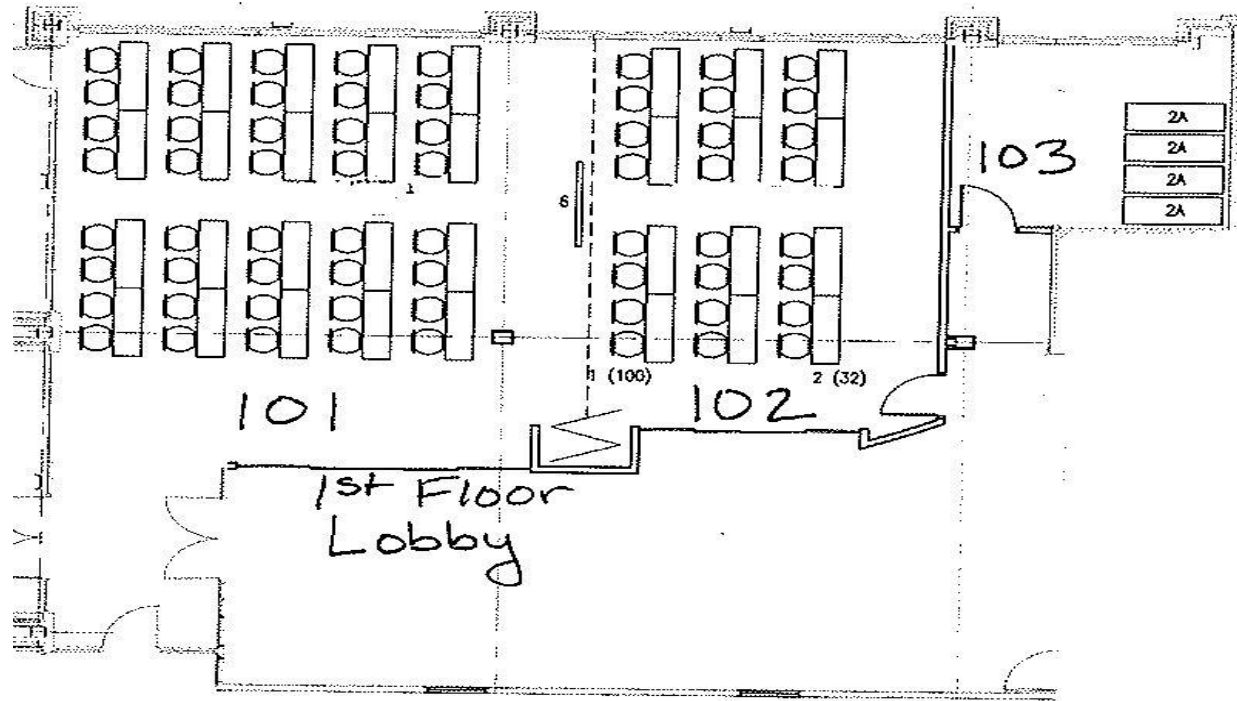
In the heart of South Madison  
Walking distance to The Villager, Penn Park, and several restaurants.

### **Parking/transportation**

Easy access from the Beltline (Hwy 151, 14, 12, and 18). We are also located on [Metro Bus routes](#) 5, 44, and 48. In addition, we are just a short walk from the South Transfer Point with service from routes 4, 5, 13, 16, 18, 40, 44, and 48.



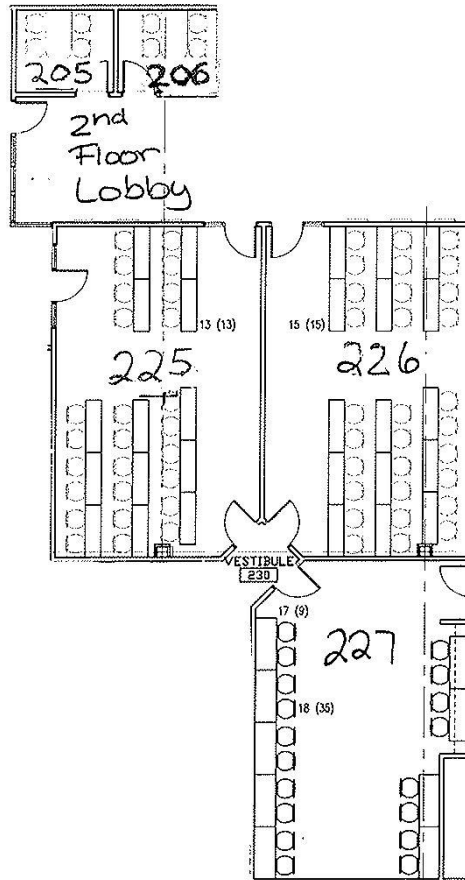
# 1st Floor Rentable Spaces



Room	Theatre	Classroom	Conference	Amenities	Availability	ULGM Partner Rate	Community/ Nonprofit Rate	For Profit Rate
<b>Evjue A (101)</b>	80+	40+	Multiple options	Future ceiling-mounted LCD projector, mobile whiteboard, PA System	M-F 8:30am-8:00pm Sat 10am to 2pm	\$15/hour	\$20/hour	\$25/hr.
<b>Evjue B (102)</b>	30+	24+	Multiple options	Ceiling-mounted LCD projector, whiteboard	M-F 8:30am-8:00pm Sat 10am to 2pm	\$10/hour	\$15/hour	\$20/hr.
<b>Evjue A &amp; B (101/102) Combo</b>	100	64	Multiple options	Future ceiling-mounted LCD projector, whiteboard, PA System	M-F 8:30am-8:00pm Sat 10am to 2pm	\$20/hour	\$25/hour	\$35/hr.
<b>Presidents Conference Room (103)</b>	12	8	6	Scanner/copier; mobile whiteboard if not in use by 101	M-F 8:30am-8:00pm	\$10/hour	\$10/hour	\$10/hr.

\*\*If Evjue A and B are booked separately, you may not be able to reach maximum capacity on each as we are limited to 27 tables and 100 chairs overall.

## 2<sup>nd</sup> Floor Rentable Spaces



Room	Theatre	Classroom	Conference	Amenities	Availability	ULGM Partner Rate	Community/ Nonprofit Rate	For Profit Rate
<b>205 and 206</b>	--	--	4	Phone, future computer	M-T-R 5pm to 8pm S 10am to 2pm	Only rentable in conjunction with other space. No charge.		
<b>CUNA Mutual Training Room (225)</b>	--	26	--	Whiteboard, computer desktops, LCD Flat Screen	M-T-R 5pm to 8pm	\$25/hr.	\$35/hr.	\$55/hr.
<b>Madison Community Foundation Training Room (226)</b>	--	30	--	Whiteboard, computer desktops, LCD Flat Screen with video conferencing system	M-F 8:30am-8:00pm	\$25/hr.	\$35/hr.	\$55/hr.
<b>Multipurpose Room (227)</b>	35	18	Multiple options	Whiteboard, computer (laptops), LCD Flat Screen	M-F 8:30am-8:00pm	\$10/hr.	\$15/hr.	\$20/hr.

## **URBAN LEAGUE OF GREATER MADISON PROPERTY USAGE POLICIES**

As a leader and a catalyst for the local community, the Urban League will from time to time allow other community groups, nonprofit, and funder's use of its facilities/property for programs, press conferences, seminars, and meetings that bring people together to address the needs of the community in line with the mission of the League. The League's facility is not a conference center and the League does not have facilities staff, and therefore should not be considered a full-service rental space.

The League will not allow its property, name, or brand to be used in conjunction with any activity that is contrary to the mission of the League, or that will potentially damage the League's reputation. The League reserves the right to refuse any person and/or group the use of its property or facilities.

To protect the League and minimize potential liability associated with other groups using the League property, the League will obtain a signed rental agreement for the use of the property that includes indemnification for the League from the organization that is using the property, as well as the rules for use of the facility. (See Rental Agreement)

The League will not rent its property to individuals nor allow social events (birthdays, anniversaries, wedding receptions, etc.), product marketing, or merchandise sales, or sales promotions. It will not allow its property to be used by persons or groups for political purposes. Outside organizations renting League property may not sublet its use of the facilities to others, charge admissions, or charge other fees to attendees without prior approval. The use or possession of alcohol, cigarettes, illegal drugs, or weapons of any type is strictly prohibited in the Urban League facility.

In the event that the use of the property of the League is in association with the League's programs and services, such as a joint meeting or program sponsored by the League, such indemnification will not be required as it is a part of the League's services.

Executive management has the right and discretion to allow waivers and discounts to the rental fees outlined in the rental agreement, adjust the rental fee structure as needed, and add additional requirements to the agreement as necessary to protect the League.

Renter is responsible for damages to room and equipment.

## COMPUTER LAB POLICIES

- No downloading of software or files
- No online chatting except for academic purposes.
- **No food or beverages allowed in the computer labs**
- No game playing allowed except for academic purposes.
- Accessing explicit or pornographic sites is prohibited.
- The Urban League is not responsible for the integrity of your data contained on your storage devices or other locations.
- Do not attempt to repair any computer equipment. Please ask for assistance from Urban League staff.

## ADDITIONAL RULES/REGULATIONS:

- The ULGM is a **No Weapons Zone**. Firearms (and other dangerous weapons) are **not allowed** on our premises.
- A limited amount of food and/or drink may be brought into the Community Room or other areas of the facility. Facility users bringing in food and drink must wipe down tables and chairs after the meeting
- Catered meals for large groups will require additional cost for cleaning.
- No smoking inside the Urban League facility or on The Villager grounds, including parking lots.
- The use of nails, screws, tape, tacks or other fasteners is strictly prohibited on any surface.
- Facility user is responsible for clean-up and removal of all items after end of event. Cleaning performed by ULGM or our designee will be billed at \$25/hour.
- No candles allowed.
- ULGM may request a facility user moves to another room to accommodate ULGM programming.
- User will return room to original set-up after the end of the event, unless otherwise notified by ULGM staff.
- Meetings will be posted on ULGM's digital signs whenever possible in accordance with the information submitted at the time of the reservation.

## URBAN LEAGUE OF GREATER MADISON RENTAL PROCEDURES

### RESERVATIONS

Reservations should be made with our Administrative Assistant at [reservations@ulgm.org](mailto:reservations@ulgm.org) or 608.729.1200. If you are currently a community agency partnering with the Urban League, you are welcome to discuss usage with your contact. Reservations are not accepted more than 3 months prior to the event date. A signed contract must be completed to hold any room. If your fees are not paid within 48 hours of your event, the reservation will be canceled. If a reservation is made and contract is signed within 48 hours of the event date, fees are due when completing the contract. Room reservations may be called in but are not confirmed until the application form has been completed, signed and processed.

The Urban League reserves the right to cancel a scheduled meeting with 2 weeks' notice if the room is needed for ULGM programming. ULGM will make every effort to avoid a cancellation but does reserve that right.

ULGM should be notified in advance of cancellations. Cancellations made less than two weeks prior to the event will result in forfeit of fees paid. If the meeting is canceled with less than 48 hours' notice the renter may be disqualified from future use of the rooms.

For weekly or monthly meetings/classes for ULGM Partners and Community/Nonprofit groups, the Urban League will provide a 20% discount to the applicable room rate. For other ongoing events, please contact us.

## **USER CLASSIFICATIONS**

**ULGM Partners** are nonprofit groups that provide joint programming with the League, provide significant services to ULGM members, or fund the League's services via grants/subcontracts/contracts, etc. The Urban League reserves the sole right to determine if a group qualifies for this classification.

**Community/Nonprofit Groups** are charitable or community groups that exist for the betterment of the Greater Madison community, including 501c3s, service clubs, support groups, etc.

**For Profit groups** are businesses or groups that do not fit into other categories.

## **DEPOSITS**

A \$100 security deposit is required for all events with more than 50 guests and for use of any computer lab and catered events. Additional custodial time or damage to spaces/equipment will be deducted from the deposit. The event contact person is responsible for any and all damages from their event. ULGM will provide documentation of damages and pursue restitution to the fullest extent allowed by law.

## **RENTAL MINIMUMS AND WEEKEND RENTALS**

Rental of the Urban League Community Room or other areas of the facility have a two hour minimum. Set-up of the room is not included in pricing as we do not have facilities staff; please arrive early. Weekday rentals must begin no later than 5:30pm. The facility may be available on weekends for additional hours not included on the rental chart; however, please be aware a \$50 surcharge minimum will apply for additional staffing costs. All rental fees include the use of the designated room(s), tables and chairs. All rental fees must be paid prior to commencement of the event.



## **URBAN LEAGUE OF GREATER MADISON ADDITIONAL RENTAL COSTS AND SERVICE RATES**

- Overhead projectors-\$25/each
- Video conferencing equipment-\$50/use
- PA Systems (no weekend use) \$25/use
- Cleaning after catered meals \$25/room
- Cleaning required after an event if not cleaned by renter-\$25/hour
- Room set-up (arrangement of tables and chairs) \$25
- Urban League staff support if needed (Urban League personnel assisting an event such as registration, etc.)-\$25/hour



## RENTAL AGREEMENT FOR URBAN LEAGUE FACILITY PAGE 1 OF 3

Date of Event: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Name of Renter (please print) accepting full responsibility for event and property:

Contact Name: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Alt. Phone \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Exact nature of use of rental: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

## RENTAL AGREEMENT FOR URBAN LEAGUE FACILITY PAGE 2 OF 3

ROOM(S) REQUESTED:	RATE:
<input type="checkbox"/> Evjue A (101)	ULGM Partner \$15/hr. x ____ = \$ ____ Community/Nonprofit \$20/hr. x ____ = \$ ____ For-profit \$25/hr. x ____ = \$ ____
<input type="checkbox"/> Evjue B (102)	ULGM Partner \$10/hr. x ____ = \$ ____ Community/Nonprofit \$15/hr. x ____ = \$ ____ For-profit \$20/hr. x ____ = \$ ____
<input type="checkbox"/> Evjue A & B (101 and 102)	ULGM Partner \$20/hr. x ____ = \$ ____ Community/Nonprofit \$25/hr. x ____ = \$ ____ For-profit \$35/hr. x ____ = \$ ____
<input type="checkbox"/> President's Conference Room (103)	ULGM Partner \$10/hr. x ____ = \$ ____ Community/Nonprofit \$10/hr. x ____ = \$ ____ For-profit \$10/hr. x ____ = \$ ____
<input type="checkbox"/> 205	Included with other rental
<input type="checkbox"/> 206	Included with other rental
<input type="checkbox"/> CUNA Mutual Training Room (225)	ULGM Partner \$25/hr. x ____ = \$ ____ Community/Nonprofit \$35/hr. x ____ = \$ ____ For-profit \$55/hr. x ____ = \$ ____
<input type="checkbox"/> Madison Community Foundation Training Room (226)	ULGM Partner \$25/hr. x ____ = \$ ____ Community/Nonprofit \$35/hr. x ____ = \$ ____ For-profit \$55/hr. x ____ = \$ ____
<input type="checkbox"/> Multipurpose Room (227)	ULGM Partner \$10/hr. x ____ = \$ ____ Community/Nonprofit \$15/hr. x ____ = \$ ____ For-profit \$20/hr. x ____ = \$ ____

**ADDITIONAL EQUIPMENT/SERVICES:**

Overhead Projector \$25/ea. x \_\_\_\_ = \$ \_\_\_\_  
 Video Conferencing \$50 = \$ \_\_\_\_  
 P.A. system \$25 = \$ \_\_\_\_  
 Cleanup for catered event \$25 = \$ \_\_\_\_  
 ULGM Staff Assistance \$25/hr. x \_\_\_\_ hours = \$ \_\_\_\_

**SECURITY DEPOSIT:**

Events over 50 attendees, use of computer labs, or Catered \$100=\$ \_\_\_\_

**TOTAL RENTAL FEES** \$ \_\_\_\_\_

**RENTAL AGREEMENT FOR URBAN LEAGUE FACILITY PAGE 3 OF 3**

**RULES:**

The undersigned has read the Urban League Community Rental guide and agrees to all rules/regulations contained in the document.

**INDEMNIFICATION:**

The undersigned shall indemnify and hold the Urban League harmless for all loss, damage, liability or expense resulting from any injury to or death of any person, or any loss of or damage to any property caused by or resulting from any act of omission of said organization or group or any officer, agent, employee, guest, invitees or visitor of said organization or group in or about the Urban League. Renter is responsible for any theft, vandalism, or damage of any kind, which occurs during the event.

**CANCELLATION:**

The Urban League reserves the right to cancel this agreement and return rental fees paid by renter if the room(s) that has been rented under this agreement becomes unavailable or unusable due to an unforeseen occurrence that is beyond the control of the Urban League. The renter may cancel this agreement with written notification within 15 days of the event for a full refund. Rental fees will not be refunded if agreement is cancelled by renter with less than 15 days' notice.

I have read and fully understand the above agreement and understand that Rental Fees and Rules information is a part of this rental contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Sales Tax Exemption # (please attach sales tax exemption form) \_\_\_\_\_

Urban League office use only:

Payment received by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \_\_\_\_\_  Check  Credit Card  Cash

Please return this form, payment, and tax exemption form (if applicable) to:  
Urban League of Greater Madison, Attn: Facility Rental, 2222 S. Park Street  
Suite 200, Madison, WI 53713.