University Apartments Community Center Rental Terms & Conditions

The Community Center is available for use by University Apartments residents and resident organizations. The University Apartments office staff asks that all those using the Community Center adhere to the following rules to ensure the security of the building and everyone’s safety. Failure to follow these rules could result in charges or loss of building privileges (Please see other side for specific information on charges). If you encounter a problem with the space you have rented, please contact the front office staff during office hours or call the Resident Manager on Duty at 608-444-9308.

BUILDING USE

All activities, including set-up and clean-up must take place within the times indicated on your contract. Please restrict activities to the area designated in your contract, even if other areas of the building are not currently being used. All renters have access to the restrooms, regardless of which area they are renting.

All rooms are rented by the hour in **half-hour** increments. Charges for rentals are added to the contractor’s housing account. For Eagle’s Wing non-resident users, charges are added to the Eagle’s Wing account. Contracts made by the other users will be charged through the miscellaneous Receivables Systems of University Housing.

The authorized resident(s) associated with this contract need to be present at the beginning and the end of the event to review any possible additional charges that could incur. Anyone checking in must provide a photo identification such as a WISC-ID, passport, license, or state ID or a similar item. It is the responsibility of the registrant (the person making the contract) to ensure that only individuals participating in the designated activity are in the building after office hours.

Tables, chairs, and cleaning supplies may not be taken out of the Community Center. Outdoor sports equipment may be used only on the University Apartments grounds and must be returned at the conclusion of your rental time.

KEYS

Registrants will not be issued any keys to the spaces that they have contracted. It is the responsibility of the registrant to check in at the University Apartments Office during office hours, or to call the Resident Manager on Duty at 608-444-9308 to check into the space. The registrant is responsible for providing a door person to allow guests access to the building. Exterior doors will not be unlocked after the office is closed.

CANCELLATIONS

Cancellations and/or changes must be made at least **14 days** in advance to receive a full refund. There are no refunds for space reserved but not used or cancelled after the cutoff date.

CLEANING AND MAINTENANCE

You will be given a cleaning checklist as part of your copy of the contract. You are responsible for all of the items listed on the cleaning checklist. Please return the checklist to the person who is checking you out. Any damage or extra maintenance costs incurred as a result of activities during your rental will be the responsibility of the individual signing the contract. Basic cleaning equipment, such as glass cleaner, dish detergent, floor soap, carpet cleaner, paper towels and mops are provided. Please remember to take your trash and recyclable items to appropriate receptacles.
SMOKING AND ALCOHOL

Smoking is not allowed anywhere in the building. This includes the bathrooms and the entryway. Smoking is allowed outside the building 25 feet from any entrance. Please extinguish smoking materials in the special outdoor containers provided.

In accordance with University policy and state laws, residents of University Apartments and their guests may consume alcoholic beverages in housing areas and facilities. In the Community Center, alcohol is restricted to wine or beer, and may be consumed as long as all state laws are followed. No fee may be charged for serving alcoholic beverages.

FIRE AND FLAMMABLE MATERIALS

Grilling is permitted outside, at least ten feet from the building. Grills are not allowed under the outdoor roofs. Please supervise your grill at all times. Be sure coals are fully extinguished and cool before discarding in the trash dumpster in the Community Center/605 parking lot.

Use of all flammable materials is prohibited in the building. This includes candles, lanterns, torches, lighter fluids, etc. Small birthday candles on a cake are the only exceptions.

KITCHEN USE ISSUES

Environmental Health and Safety

SPECIAL SURCHARGE FOR LARGE EVENTS

If a party is determined to be larger than indicated on the rental contract, the registrant may be charged the $50 special surcharge for large events.

It is the responsibility of the registrant (person making the contract) to ensure that only individuals participating in the designated event are in the building after office hours. The Resident Manager on Duty should be contacted if help is needed with uninvited persons in the building.

If the number of people attending the event falls under the large group surcharge the registrant is to contact the community center 7 days prior to the event to avoid the large group surcharge. There is no refund for the large event surcharge if the group is less than 50 people after the 7 day period.

I understand that if these terms and conditions are not followed, I (and/or my organization) may lose the privilege of using the Community Center in the future. I understand that the University Apartments Office, as coordinator of the space, may cancel my contract with reasonable notice. In this case, I am entitled to a full refund.
SCHEDULE OF CHARGES

The charges listed below are separate charges and can be applied in any combination. Each charge carries with it a separate Administrative fee. All groups will be given information about the charges and expectations for using the building upon signing the contract for Building Use. Charges will be assessed the first business day after the event. Building Users will be notified about building charges via email, telephone, or US Mail. Appeals need to be made in writing to the Assistant Director Resident Programs & Outreach.

Check In: All registrants who contract to use Community Center Space will be informed that they need to personally be present for check in and their identity will be confirmed by photo ID. If the registrant whose name is on the contract is not present for check in, they will forfeit their facility fees and their group will not be allowed to access the space.

Check Out: All registrants who contract to use Community Center Space will be informed that they need to personally be present for check out. If the registrant who is named on the contract is not available for check out, they will lose their right to dispute all charges and their building use privileges will be reviewed and possibly terminated by the Assistant Director of Resident Programs & Outreach. Any registrant not present for check out may be charged $25.00.

Cleaning Charges: Any group that has not COMPLETED clean up at the time indicated on their contract may be charged according to the following fee structure:

Any registrant not present for check out or that leaves an area in need of cleaning prior to the arrival of the next user will be charged an administrative fee of $25.00 and hourly cleaning charge or $20.43 per hour (may change to meet current wages). Hourly rate begins at the time that the event has been contracted to end. The Hourly rate is determined by the present wage for custodians at University Apartments. Building Use after Contracted Period charges will also apply.

Building Use After Contracted Period: Any registrant who is not ready to leave at the end of the contracted period due to the event running longer than anticipated or due to cleaning needs will be charged according to the following fee structure:

Any group not ready to leave the premises at the time indicated on their contract will be charged an administrative fee of $25.00 and their hourly rate fee (minimum of 1 hour). Hourly rate begins at the time that the event has been contracted to end.

Use of Non-Contracted Space: Any registrant who has participants accessing space that has not been contracted will be charged according to the following fee structure:

Any group that uses a non-contracted space will be charged an administrative fee of $25.00. Any group using space that has not been contracted for will be charged the current hourly rate for that space. Groups will be charged for the total number of hours that they have indicated on their contract.

Damages: Any registrant who has participants that damage any University Apartments property will be reviewed for loss of building use privileges and may be charged according to the following fee structure:

Any group that damages University Apartments Property will be charged an administrative fee of $50.00. Due to the need to review building use privileges, assess damages and replace items damaged, the administrative fee may be double the administrative fee assessed for all other Building Use Charges. Any group damaging University Apartments Property may be charged the amount of replacement value plus labor to repair or replace the damaged items.