



8580 South Howell Avenue • Oak Creek, Wisconsin 53154 • (414) 768-5840 • Fax: (414) 768-5842

## NON-PROFIT ORGANIZATION FACILITY-USE REQUEST FORM

Today's Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Tax Exempt Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Number of people: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

**Must list EVERY DATE:** \_\_\_\_\_

Arrival: \_\_\_\_\_ Depart: 8:00 pm

Purpose of Meeting \_\_\_\_\_

**The Center provides complimentary space and meeting rooms for local non-profit groups. We do this with the following requirements:**

- 1) Organization must supply copy of 501c3 certificate on request
- 2) Rooms are available Mon.-Thur. 8am-8pm
- 3) Your group takes the room as is, if you need chairs or tables, you are responsible for set-up, without disrupting our other clients
- 4) Room must be left as you found it, e.g. ask for vacuum if the floor gets dirty, table skirts and linens restored, if there is an existing set-up it must be restored, etc..
- 5) The Center requests 1 hour of volunteer time be returned for every 4 hours of complimentary room/space use
- 6) The Center reserves the right to cancel or move your group to a different space at anytime
- 7) You are responsible for calling The Center to confirm room availability prior to your appointment
- 8) There will be absolutely no carry-in of any food or drink of any kind. This is for insurance purposes and will be enforced regardless of how simple the food or drink may be. If you select food and beverage from our menu, there is a standard 19% service fee
- 9) **If more than two reservations have been missed, with no cancellation call, or less than 24 hrs. notice, your future reservations will be cancelled**
- 10) **IF CHILDREN WILL BE PRESENT AT MEETINGS, THEY ARE TO STAY IN THE ROOM WITH YOU**
- 11) If you have any questions, please call the number listed above