



NORTHEASTERN

Wisconsin Area Health Education Center

NEWAHEC Community Space Rental Agreement

All facility usage requests must be submitted no less than two weeks in advance. Applicable fees are due at the time of reservation cash or check accepted, including a refundable deposit of \$50. Refer to facility usage guidelines for complete stipulations.

EVENT DATE: _____ START TIME: _____ END TIME _____

EVENT TYPE _____

EST. ATTENDANCE: _____ (MAX CAPACITY 50 PEOPLE)

Organization: _____

Contact Person: _____

Address: _____

State: _____ Zip: _____ Phone Number: _____

Equipment Needs (Please indicate quantity, if applicable.)

____ Tables _____ Dry Erase Board _____ Easels
____ Chairs _____ TV/HDMI _____ Extension Cords
____ Podium

Please Indicate any special requests or set up information.

This facility usage agreement is made and entered into by and between the Northeastern Wisconsin Area Health Education Center, hereinafter called "NEWAHEC" and the named individual, hereinafter called "Renter." The parties agree as follows: The Renter understands his/her responsibility is to set up, clean up, and restore premises within the time listed above. Renter agrees to hold NEWAHEC harmless for any damages, claims, or personal injury claims occurring during the term of this contract. It is further agreed that all property of any kind brought on the premises shall, be at the sole risk of the Renter and that NEWAHEC shall not be liable for any injury, loss, or damage to said property or injury to any person on the premises. The renter agrees to be responsible for any damage incurred to NEWAHEC. Damages incurred to the property will be billed to the Renter.

Notice: The restroom facilities within the Community Space are not equipped with handicap accessibility, as there are five steps leading to their entrance.

The Community Space is a non-smoking/non-vaping facility and alcohol-free.

Signature: _____

Date: _____

Room Rental Fee \$75 Security

Deposit \$50

Total Due at Reservation \$ _____ Date Paid _____ Cash or Check

Security Deposit: A fully refundable security deposit will be collected at the time of rental. After the facility has been satisfactorily inspected for cleanliness and damages, the deposit will be refunded to the person whose name and contact information appear on this form.

Room Rental and Fees are waived for all Non-Profit organizations.

 I am a nonprofit organization and will submit my 501C3 documentation.

Authorized Staff Signature: _____ Date: _____

Date Deposit is Returned _____

RENTAL POLICY STATEMENT

Northeastern Wisconsin Area Health Education Center (NEWAHEC) is a not-for-profit institution. NEWAHEC will make space available for rental by outside parties on a limited basis, provided it does not interfere with the operations of NEWAHEC or with NEWAHEC programming. Indoor spaces are available for rent on a first-come, first-served basis, subject to the established policies and criteria of usage. The grounds are not available for rent. Food service is limited to light buffets or passed hors d'oeuvres and nonalcoholic beverages.

Facility Usage Guidelines

Payment

Payment of a \$75.00 rental fee and \$50 deposit is required at booking. We accept cash or checks.

Cancellations:

NEWAHEC must be notified of any cancellations at least 48 hours in advance or fees will not be refunded. Exceptions to this would be due to inclement weather.

Deposit Refund

Deposit refunds will be issued by check on the first Friday following the rental, to the person/organization whose name is on the rental form, provided the facility/equipment is in the same condition or better than it was before the rental and there were no reported issues.

Meeting rooms are available:

Monday-Sunday room 8:00 AM to 7:00 PM Set up and clean up time needs to fall within this time frame. Failure to do so will result in the forfeiture of your deposit.

Notice: The restroom facilities within the Community Space are not equipped with handicap accessibility, as there are five steps leading to their entrance.

Conduct

We ask that you and your guests be considerate of our facility and the equipment within. With this in mind, we ask that you abide by the following:

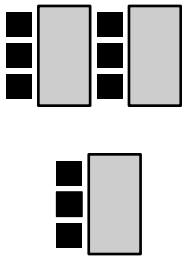
- Music/noise at a level that can be heard outside of your rental space.
- CHILDREN MUST BE SUPERVISED BY AN ADULT AT ALL TIMES. It is recommended there is at least one adult per eight (8) children.
- Disruptive behavior by children and/or adults (Failure to do so may result in forfeiture of your deposit).

Use of NEWAHEC equipment

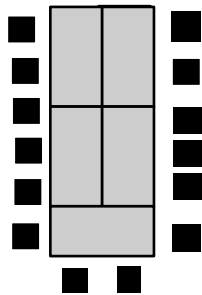
NEWAHEC equipment rented for your event should be properly cared for and handled by experienced users.

Food & Beverages

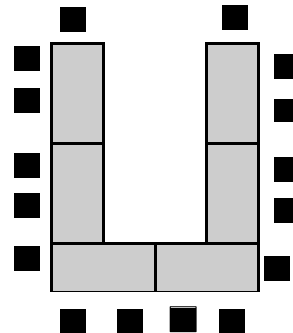
We request that food and beverages be kept in the room(s) that you have reserved. No warming devices that use an open flame.



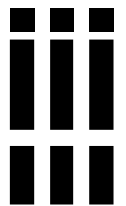
Classroom



Closed Cube



Open Cube



Auditorium

Room Setup

Please indicate if you have a particular room set up desired on the room set up portion of the form.

Damages:

Although we expect all users of the NEWAHEC facility to assist in maintaining the integrity of the building, we request that any property damage be reported immediately to the staff by calling 920-323-5705.

Clean Up

Clean-up time needs to fall within the rental operating hours. **Failure to do so will result in the forfeiture of your deposit.**

- Place all the garbage in closed bags in the trash receptacles.
- All recyclables should be placed in the receptacles marked for recycling.
- Sweep the floor.
- Wipe off the tabletops and countertops.
- Wipe up any over-bakes in the microwave.
- Empty the Refrigerator of items **YOU BROUGHT** for your event and wipe up any spills in the refrigerator.
- Take down any decorations that you put up. **BE SURE TO REMOVE ALL TAPE.**
- Take all your personal belongings with you.

**The Community Space is a non-smoking/non-vaping facility and alcohol-free.
Wi-Fi is available throughout the facility.**

