

Request for Facility Use



2096 Red Arrow Trail, Fitchburg, WI 53711 • (608) 275-6740

Date of Requested Use: _____ Time: _____

Name of Agency/Group Requesting Space: _____

Type of Function: _____

Name of person in charge of event (non-Reach Dane staff person): _____

Phone #: _____

Name of alternative contact person (non-Reach Dane staff person): _____

Phone #: _____

Name of Reach Dane staff member assigned to the event: _____

Phone #: _____

Space requested: _____

Set-up desired: _____

**Please attach a set-up design with details if necessary*

Equipment to be used: _____

of people attending: _____ # of children under 12: _____ # of infants under 3: _____

Plan for Child Care at event: _____

***You must provide adequate supervision of all attending children**

Reach Dane Event Approval (must be signed before it is approved):

Claudia Romero, Administrative Manager

Date

Patty Lofquist, Administrative Services Director

Date

Contact Person Name (Print)

Contact Person Signature

Date

I have read and understand the rules as written in the Facility Use Agreement and Facility Use Rules and Expectations Checklist: _____

Facility Use Agreement



2096 Red Arrow Trail, Fitchburg, WI 53711 • (608) 275-6740

I understand that the approval for usage of the Reach Dane facility, located at 2096 Red Arrow Trail, is contingent upon the acceptance of the attached Facility Use Rules and Expectations Checklist. Failure to follow these rules will result in denial of future requests.

I agree that as the person in charge of this event, I will be at the event for the duration of the event and will be responsible for ensuring:

- The safety of those attending
- The cleanliness of the event environment
- The provisions of adequate child care
- The successful use of the emergency procedures (please see the Facility Use Rules and Expectations Checklist) if necessary
- The general oversight of the building, activities, and all attendees thusly preventing the possibility of loss/harm to attendees, exposure to items/confidential records, and the possibility of damage to, or theft of, Reach Dane property
- The security of the building during and at the conclusion of the event

I agree to report any damages, accidents, or incidents occurring at the event to Claudia Romero, Administrative Manager, or as directed in the emergency procedures by 9:00 a.m. the following work day.

ALL EMERGENCIES MUST BE REPORTED IMMEDIATELY TO CARLOS HERNANDEZ (DESK: 608-270-3403) OR PATTY LOFQUIST (DESK: 270-3402, CELL: 608-228-0472).

Name (Print)

Signature

Date

Event Primary Contact

Event Primary Contact

Name (Print)

Signature

Date

Alternate Contact

Alternate Contact

Facility Use Rules and Expectations Checklist



2096 Red Arrow Trail, Fitchburg, WI 53711 • (608) 275-6740

1. Each event must provide for the adequate supervision of all attending children. Care will only be provided in the agreed-upon area and will be closely monitored by even sponsors to ensure:
 - a. The health and safety of all children.
 - b. The environment is used with care and returned to the condition it was found.
 - c. That the ratio of adults to children is adequate for close supervision of children.
 - d. Children receive appropriate activities and are separate by ages when necessary.
2. Attendees will be restricted from using any space other than that specified in the Facility Use Agreement.
3. The use of agency telephones is not allowed except by the assigned staff person, or through their supervision.
4. If use is after regular business hours, users shall control entrances to allow only those persons attending the activity to enter the building.
5. The user is responsible for removing signs, materials, and food and leaving the facility in a clean orderly condition.
6. If other groups are using the facility, be respectful of them (i.e., monitoring your noise level).
7. The use of tobacco or alcohol products within the facility or on the grounds is strictly prohibited.
8. The user is responsible for maintaining orderly conduct among all persons attending the event.
9. **Users must provide adequate supervision of participants and children.**
10. Furniture/equipment will not be moved without prior permission.
11. The reserved room is subject to inspection at any time by an authorized representative to assure compliance with rules.
12. Vehicle parking is allowed in designated areas only.
13. No fire exit shall be blocked during any activity. Tables shall not be placed in front of or so to block doorways in any manner.
14. **EMERGENCY PROCEDURES:** All emergencies during normal business hours (Monday thru Friday, 8:00 a.m. to 5:00 p.m.), must be reported immediately. For evening or weekend events, all emergency procedures will be followed and a report of any problems will be submitted to Claudia Romero by 9:00 a.m. the following day. **Actual emergencies must be reported immediately to the following agency personnel: Patty Lofquist (Cell: 608-228-0472) or Carlos Hernandez (Desk: 608-270-3403).**

I have read and understand these rules as written: _____
(Please Initial)