

## Policy for 3<sup>rd</sup> Party Use of the Family Enrichment Center Facilities

To facilitate community collaboration, the FEC offers rooms for meetings of nonprofit organizations. Meeting space is offered free of charge 12 times per year or once per month in one-hour increments to nonprofits within Ozaukee County during weekday business hours, subject to availability. FEC business hours are 8:00 am – 5:00 pm and there is no access to the building prior to 8:00 am or after 5:00 pm. Meeting or events outside of these hours must be approved and security fees will be incurred.

By reserving space you are acknowledging that the Family Enrichment Center can place your name, logo, and a link under the community partner section of our website.

1. The outside agency must be consistent with our mission.
2. In house Partner Agencies take preference over 3<sup>rd</sup> party use scheduling.
3. Reservations are accepted on a first-come, first-served basis up to 90 days in advance through the FEC office.
4. Unusual requests may need to receive authorization from the FEC and majority approval by the FEC partner agencies. In some cases, FEC board approval might be required. Unusual requests include: outside of regular business hours, a period of more than one consecutive day, and use of all rooms at once.
5. A fee of \$25 per hour for meeting-room reservations before or after normal FEC operating hours. These reservations are approved on a case-by-case basis at least 30 days in advance. If continuous meeting space is required past 12 times per year or once per month, and outside of regularly scheduled business hours, then becoming an FEC affiliated agency is recommended or might be requested.
6. A credit card must be on file. If additional cleaning is needed after rental, a \$50 cleaning fee will be incurred. Any repairs for damage, will be charged to the card on file.
7. The FEC reserves the right to cancel or reschedule any meeting in order to make space available for FEC partner agencies and functions. In instances where such cancellations occur, the FEC will make every attempt to find an alternate meeting time.
8. A meeting held at the FEC does not constitute an endorsement of the idea or information expressed at the meeting. No group using the meeting space should attempt to infer an endorsement by the FEC in their advertising or use the FEC's contact information as the group's contact information. Reservations may be canceled in advance of any meeting where this regulation is violated.
9. Those using meeting space are expected to conform to all guidelines governing the use of the FEC. Persons or groups violating any part of these regulations may be denied further use of the meeting facilities.
10. Rooms must be used in accordance with our guidelines. Room Guidelines:
  - a. Wipe off tables
  - b. Clean floor (carpet sweeper next to kitchen refrigerator or vacuum is in the hall closet)
  - c. Check chairs for crumbs & spills
  - d. Put chairs and tables back to the original set-up
  - e. EMPTY FULL OR SMELLY GARBAGE & PUT IN DUMPSTER (Dumpsters on North end of the building)
  - f. CHECK THERMOSTAT (if adjusted, press "run program" button)
  - g. TURN OFF the lights and equipment. (Equipment put back into proper place)
  - h. If before/after hours, be certain the entire building is secure.
  - i. Please report any building/ equipment damages or problems to the FEC.