

The Grove Regional Community Center is a place for community engagement and connection. With a mission to provide space for the community to gather, connect, and thrive, there are lots of different activities and events that overlap and do life together at The Grove on any given day.

This document provides information, guidelines, processes, and expectations for all guests (renters, instructors, participants, visitors) utilizing space at The Grove.

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## PART 1: Introduction

### A. Shared Responsibility

The Grove is a campus for the community to use for limitless events and activities. As a community space, it's important that we all do our part in caring for the space.

- Events held on campus must align with *The Grove's Values*<sup>1</sup>.
- All guests must comply with the *Grove Campus Code of Conduct*<sup>2</sup>.

### B. Designated Area Use

We're delighted to have you here and hope you enjoy your time in our beautiful space. The Gathering Space (Lobby Area) is a shared space and open for all guests' use. Please be mindful of multiple groups using this space and caring for it. If renting or utilizing a specific area, **we kindly ask that all guests remain within their designated area during their visit.** Why is this important?

1. **Respect for Other Guests:** The Grove is a shared facility, often hosting multiple events at once. By staying within your reserved space, you help ensure that all groups can fully enjoy their own events without interruption.
2. **Facility Maintenance:** Our dedicated janitorial staff works hard to keep The Grove clean and welcoming for everyone. By limiting use to reserved areas, we can maintain our high standards and prevent unnecessary strain on our staff.
3. **Protection of Property:** While The Grove is filled with inviting spaces and fun features, exploring unauthorized areas can lead to unintentional damage to equipment or furnishings.

### C. Campus Tours

**Interested in seeing more?** We understand that The Grove is an exciting space with lots to explore! If you'd like to see other parts of the campus, we'd love to offer you a tour during office hours. Simply come by or contact the main office to schedule a time.

Thank you for helping us maintain a welcoming, enjoyable environment for all. Your cooperation ensures that The Grove remains a safe and pleasant place for everyone!

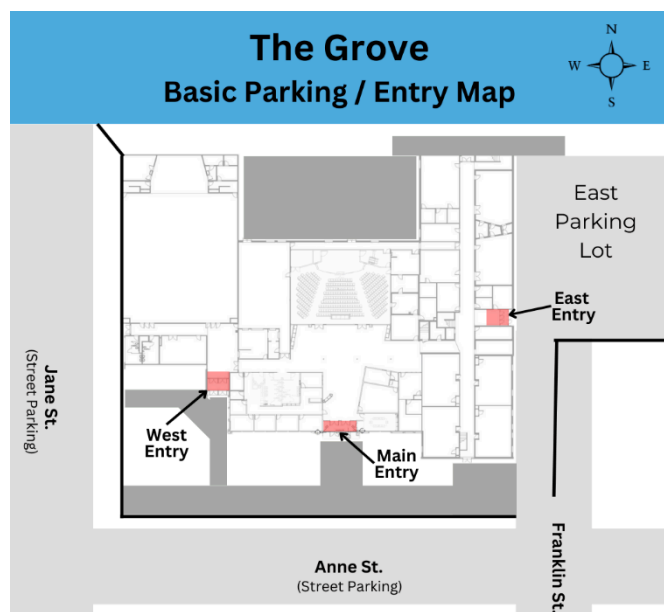
## PART 2: General Facility Use

**A. Regular Business Hours:** Monday-Friday, 9a-4p

### **B. Parking & Entrances**

Street parking is available; lot parking is also available on the east side of the building.

There are three primary public entrances at The Grove: the **Main Entrance** (front, central), the **East Entrance** (near the resources & education branches), and the **West Entrance** (near the gym). There will be one entrance designated for each space reservation. All un-specified visitors are to use the Main Entrance.



### **C. Building Access & Keys**

For events taking place during The Grove's regular business hours, please check in at the welcome desk upon arrival. For events held outside of regular business hours, access keys may be issued.

- **Access Responsibility:** Guests granted facility access via key(s) or key card(s) will be required to sign an *Access Key Checkout Form*<sup>3</sup> at their key pickup. Key owners are responsible for:
  - Any building activity occurring during their access hours
  - Not sharing their key(s) with anyone else during their possession
  - Knowing all parties being let into the facility under their supervision
  - Replacing key(s) if misplaced or lost
- **How to use Key Card:** Key holders may arrive and scan into the building (using scanner boxes) at the door listed on their *Access Key Checkout Form*<sup>3</sup>. Parties may or may not have access to other doors with additional keys, pending the event's needs. Key cards will gain facility access beginning 15 minutes before the reservation start time and will deactivate 15 minutes after the reservation conclusion.
- **Key Pick Up & Returns:** Key(s) or key card(s) may be picked up the week of an event in the main office during regular business hours. Keys should be returned to the main office or left in the drop box outside the Main Entrance within 24 hours following the event. A key deposit is required and will be refunded once returned.
- **Door Lock Policy:** To lock and unlock the doors for other guests, an allen wrench will be made available for each designated entrance. The door's push-bar should secure *IN (stationary)* when open/unlocked. The door's push-bar should push back *OUT (moveable)* when closed/locked.

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When managing access for guests or participants, all leaders must adhere to the following:

- Doors are to remain locked unless a leader/designee is actively monitoring the door.
- Leader/designees may place a “contact \_\_ for entry” door notice sign on the locked door with their phone number for late arrivals in the absence of an entrance monitor.
- At conclusion of use, leaders are responsible for ensuring all participants have left the building and all opened entrances are secure.
- Leaders/designees must return the clean contact entry sign to its original location at the event’s conclusion, if used.

## Food, Beverages, and Substances

- **General:** Food and beverages are permitted in all rentable spaces, except for the gymnasium. It is the responsibility of the renter to ensure clean up and removal of all items.
- **Kitchen:** The kitchen is a “warming kitchen” and cannot be used for major meal preparation to be purchased by the general public.
- **Alcohol:** Alcohol is not permitted on campus without additional insurance coverage. For parties interested in having alcohol on the premises, a Special Event Liability Policy may be acquired, naming The Grove Regional Community Center Inc., as additionally insured. Selling alcohol is not permitted on campus without proper permits.
- **Substance Use:** Substance use of any kind is not permitted at any time on The Grove campus—inside the facility or on the property (smoking, nicotine products, etc.).

## Physical Activities:

- All guests participating in a physical activity at The Grove (eg. open gym, fitness class) will be asked to sign a *Activity Waiver, Release, and Assumption of Risk Agreement*<sup>4</sup>. This may be provided by a program instructor, or in the west lobby activity window.
- The gymnasium is not equipped with air conditioning at this time. Barn fans are available for use to assist with air flow during activities.

## Emergencies

- Emergency procedures and exit routes are posted on the wall in each space on campus.
- AEDs and first aid boxes can be found in each building zone. AED boxes also include Narcan.
- For non-emergency reporting, call 608-255-2345, also posted at primary entrances.
- For medical or other emergencies, please call 911.

## **PART 3: Facility Rentals**

### **Spaces Available for Rent**

There are many different spaces available at The Grove. To find the space that best suits your needs, visit our space rentals page or contact the main office for further recommendations.

- **Gymnasium Note:** The gymnasium is not equipped with air conditioning at this time. Barn fans are available for use to assist with air flow during activities. Refunds and adjustments will not be made unless activities are cancelled or deemed unusable based on space conditions. Please plan accordingly when reserving this space.

### **Reserving Space**

To reserve a space, first place a Rental Request using our *(digital) Rental Request Form*<sup>5</sup>. A *(paper) Rental Request Form*<sup>6</sup> may be found and submitted in the main office. Once a Rental Request Form has been submitted, a Grove Coordinator will contact you to clarify details, confirm your rental, sign applicable agreements, and coordinate pick up of any necessary keys.

#### **When requesting space, please note:**

- Set up and clean up time must be included when placing a Rental Request.
- Pending Agreements must be signed within 1 week of the confirmation receipt. Spaces will be reserved on a first come, first serve basis, and will not be held past this confirmation deadline.
- All primary renters must sign the *Waiver, Release, and Indemnification Agreement*<sup>7</sup> as a part of the rental confirmation documents.
- Guest wifi is available across campus and can be accessed with any space reservation.
- The person making the reservation must be on site for the duration of the event and will be held responsible for the conduct of their guests.

### **Pricing**

The Grove utilizes resident and non-resident pricing for all space reservations. Adjustments to standard rates may be requested for consideration and must be approved in writing as part of the rental confirmation process. All adjustments are made at the discretion of Grove staff, based on the nature of the event, community impact, and missional alignment.

Zip codes that fall into 'resident pricing' include:

- Mazomanie (53560)
- Black Earth (53515)
- Blue Mounds (53517)
- Arena (53503)
- Cross Plains (53528)

## Fees

Rental fees vary depending on space being used, number of guests, duration of rental, and other factors. Please contact the main office for additional fee information and estimates.

Additional rental fees may include:

- **Building Access:** Rentals outside regular business hours will require a key card and access deposit. This deposit is refunded with the return of affiliated access key(s).
- **Custodial Fees:** All areas must be cleaned at conclusion of rental to the specifications of the *Grove Cleanup Checklist*<sup>8</sup>. Custodial fees will apply if not restored to pre-use standards.
- **Large Group Deposit:** Large events may require a security deposit (\$ amount pending spaces and guest numbers) to confirm the reservation. This deposit will be refunded unless there is additional custodial time needed to clean the space or to repair any damage to property.
- **Event Supervisor:** An additional fee per hour may be added to large groups over 100 to cover the cost of a Grove employee supervising the event.
- **Add Ons:** Some add ons may require an additional setup and/or use fee.

## Add Ons & Special Requests

- **Add Ons:** Equipment and additional technologies are available upon request when renting space. Please discuss needs and fees with The Grove coordinator when making your reservation. *Setup and use fees may apply, pending equipment and requested space.*
  - **Equipment:** Dry Erase Boards, Dividers, Easels, Tables, Chairs, Play Equipment, Signage  
*\*Gym Equipment Access Agreement<sup>9</sup> signature required for Gym Closet Equipment use.*
  - **Technology:** Speakers, Microphones, Cables, Video Conferencing Equipment
- **Decorations:** Decorating the space helps personalize any event. To help ensure it is done without damaging the building, please adhere to the following:
  - **Wall Decor:** Adhere wall decorations with painter's tape, when necessary. The use of nails, screws, tacks, or other sharp fasteners is prohibited on any wall, door, ceiling or other hard surface. Movable wall partitions, corkboard strips, and bulletin boards are available for additional fastening options.
  - **Ceiling Decor:** Parties may not hang anything from light fixtures or sprinkler heads. Consider using magnetic hooks or binder clips for hanging lightweight decorations or light strands to ceilings and steel beams.

- **Candles:** Candles must be enclosed in glass containers which extend at least 3 inches above the top of the candle flame.
- **Additional Enhancements:** The use of smoke/fog machines, glitter, or tinsel is prohibited. Confetti and sequins must be vacuumable. Additional fees will apply if not returned to pre-use conditions.
- **Additional Entertainment:** Prior approval is required for items such as DJs, inflatables, climbing walls, animals, etc. Parties must adhere to village quiet hours.
- **Tents:** If putting up a canopy or tent, the Digger's Hotline may need to be contacted to locate and mark underground lines, prior to your event.
- **Vendors:**
  - \**Selling Food or Goods, Collecting Donations, or Charging Admission*
    - Form S-240 (Wisconsin Temporary Event Report) listing all vendors attending the event must be submitted a minimum of 5 days before the event.
    - You will also need to provide a Certificate of Liability Insurance with a minimum general aggregate limit of \$1,000,000 naming The Grove Regional Community Center as "Additional Insured" on the policy.
    - Wisconsin Department of Revenue reporting must be completed no later than 10 days from event closing.
    - The submission process may take up to 30 days and will need to be approved by the proper committees.
- **Off-Site Equipment Rentals (Tables, Chairs, and Other Requests):** A limited number of tables and chairs may be made available for off-site use at the discretion of The Grove. Off-site equipment rentals are subject to availability, staffing capacity, and organizational needs.
  - All off-site equipment use requires:
    - Prior approval from a Grove Coordinator
    - Completion of an Equipment Rental Agreement
    - Payment of applicable rental fees and/or deposits
  - Equipment rented for off-site use must be returned clean and in the same condition as received (normal wear excepted).
  - Renters are responsible for loss, damage, or replacement costs for any equipment that is not returned or is damaged beyond normal wear. Replacement costs will be determined by The Grove based on comparable quality and value.
  - The Grove reserves the right to deny or revoke off-site equipment rentals if policies are not followed or if equipment is needed for on-site programming.

## Special Event Packages

Separate packages are available for large gatherings and coordinated events. Visit our website for more information on the following special event packages (pricing and details updated annually):

- Grove Wedding Package

## Cancellation Process

We understand that sometimes plans change and reservations may need to be canceled. To cancel a reservation, contact your Grove Coordinator.

- Cancellation of reservations requiring a large group deposit must be made 14 days (two weeks) prior to the event to receive a full refund of paid fees.
- Cancellation of other reservations must be made at least 24 hours in advance for a full refund.
- The Grove reserves the right to deny or cancel rentals due to unsafe attendance levels, inaccurate information, or emergencies.

## PART 4: Conclusion

### Manual Adherence

The Grove reserves the right to end any event or facility use if these rules and guidelines are not followed. All conflicts or concerns are to be processed in accordance with The Grove's *Dispute Resolution Policy*<sup>10</sup>.

### Contact Information:

If you have questions or concerns, contact our office: [office@thegrovercc.org](mailto:office@thegrovercc.org) or 608-767-2247.

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### Supporting Documents:

<sup>1</sup> [The Grove's Values](#)

<sup>2</sup> [Grove Campus Code of Conduct](#)

<sup>3</sup> [Access Key Checkout Form](#)

<sup>4</sup> [Activity Waiver, Release, and Assumption of Risk Agreement](#)

<sup>5</sup> [Digital Rental Request Form](#)

<sup>6</sup> [Paper Rental Request Form](#)

<sup>7</sup> [General Waiver, Release, and Indemnification Agreement](#)

<sup>8</sup> [Grove Cleanup Checklist](#)

<sup>9</sup> [Gym Equipment Access Agreement](#)

<sup>10</sup> [Dispute Resolution Policy](#)