

Building Use Handbook

for non-ADRC Sponsored Events



***ADRC of Brown
County is delighted
you have chosen our
center for your event!***

ADRC of Brown County

300 S. Adams St. Green Bay, WI 54301
(920) 448-4300
www.adrcofbrowncounty.org
ADRC is a nonprofit, 501(c)3 organization

Find us online:



Welcome to ADRC

Aging & Disability Resource Center (ADRC) is delighted you have chosen our center for your event. It is our pleasure to offer our facility in support of our community.

The purpose of the Building Use Handbook is to ensure that together we keep the facility safe, functional, comfortable, and welcoming. Your participation will be crucial to maintaining the facility and making it available for years to come.

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*Our Mission:
“Empower and enrich the
lives of older adults,
adults with disabilities
and their caregivers.”*

Questions?

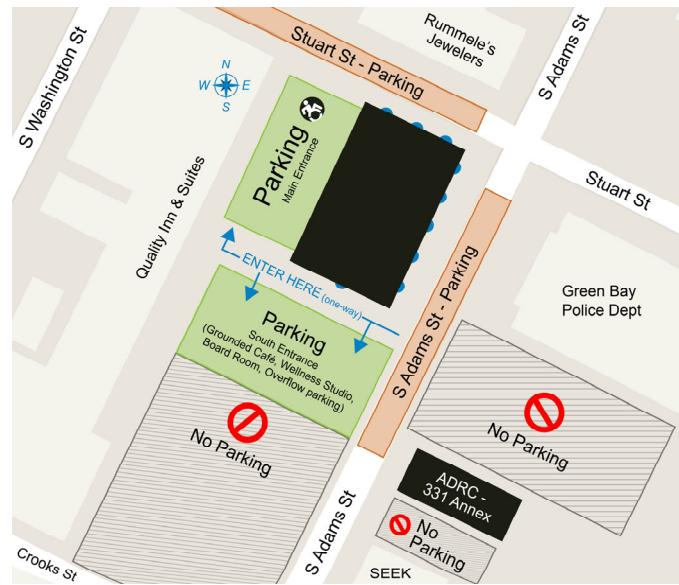
Please contact ADRC

During Business Hours:

(920) 448-4300

After Hours:

(920) 448-4397



Room Use: Scheduling Priorities

ADRC is a neutral and unbiased organization. Spaces are designed primarily for use of ADRC-related activities. When not needed for programs sponsored by ADRC, rooms may be available for use by other groups based on priority and mission.

ADRC values connections and engagement in the community for all people. **ADRC offers space for Brown County residents for use in the scheduling and staffing priority order below (fees may apply):**

- 1) ADRC scheduled activities or sponsored events (Determined by Building Use Team).
- 2) Professional associations, educational programs, support groups, etc. that serve ADRC populations.
- 3) Informally organized groups compromised primary of ADRC populations.
- 4) Community agencies that serve ADRC populations.
- 5) All other non-commercial responsible individuals or groups will be considered as scheduling allows.
- 6) For-profit programs (sales, advertising, or promotion of commercial products or services) are classified as commercial in nature requiring both a certification of insurance as well as a commercial rate. The space must not be open to the public.

Should your group meet the priority and no space is available, a waiting list will be established based on the date the request was made and the day and time space is needed. ADRC reserves the right to amend or refuse service on a case-by-case basis, for any reason deemed necessary.

The following policies and rules have been established to ensure fair usage. Users are subject to all City and County ordinances when on the property, including interior and exterior spaces.

Prohibited Uses

Groups shall not use the meeting location at ADRC as an endorsement by ADRC of Brown County of their activity, views, products, or services. All users are subject to ADRC and Brown County policies and regulations.

Meeting rooms may not be used for:

- Any purpose which is not in the best interest of or is in conflict with ADRC programs and services.
- Meetings and/or performances that are obscene or violent in nature.
- Any group found in violation of conduct as described in the culture and value statements listed on page 7.

Political Events

Allowed:

- Organized Forums in which all parties are invited and represented (**open to the public**).
- Educational and listening session during non-campaign season (**open to the public**).
- Closed business type meetings with approved room use agreement and payment for the space.

Prohibited:

- Partisan gatherings.
- Political Campaigns, unless all parties are invited and represented at the event. No signage allowed on any portion of the building, interior or exterior.
- Fundraising efforts by an political campaign.
- Meet and Greets for one candidate.

Rooms Available for Use

- WIFI available throughout the facility.
- Technology accommodations may be available.

Wellness Studio

Seats 30 auditorium style.
Works well for exercise, wellness activities, or small group meetings.
\$30/hr; Staffing \$25/hr



Classroom B

Seats 30 auditorium style.
Room divider can create two rooms, each seating a maximum of 10.
\$36/hr; Staffing \$25/hr



A hearing loop is available in the Dining Room, Atrium, and Boardroom and works in conjunction with the sound system, which is available for use during business hours.

Dining Room

Seats 50 auditorium style.
Room divider can be removed to combine the Dining and Atrium into one room (100 max).
\$30/hr; Staffing \$25/hr

Atrium / Grounded Café

Seats 20 with tables of varied heights.
Room divider can be removed to combine the Dining and Atrium into one room (100 max).
\$50/hr; Staffing \$25/hr



Boardroom

Seats 30 auditorium style (16 with table in center).
This room can be used for committee meetings, small conferences, or hearings.
\$32/hr; Staffing \$25/hr



Rental Information

Application for Meetings & Events

Prior to using the facilities, an application is required. All applications will be approved/denied by the Building Use Team according to ADRC policies and availability.

Reoccurring groups/events will be reviewed and must complete a Room Use Application annually. Denied applications will be notified.

Applications may be obtained online, in person, or by phone.

Cancellations

A two (2) week notification is required to cancel your event. When a cancellation occurs within this time frame, ADRC shall return all fees less a \$15 processing fee. Failure to give a two (2) week notification will result in the loss of your entire fee.

In the event your rental is cancelled by ADRC, you will be refunded.

Staff Assistance

Staff called in after hours to respond to user requests or building issues may be subject to additional fees.

Room Reservation Fee

Room reservations are subject to availability. A space will be secured once an application is approved and the fees are collected. Fees are payable by cash, check (payable to ADRC), or credit card. There is no down-payment process.

Mail to: ADRC
300 S. Adams St.
Green Bay, WI 54301

For more information, call (920) 448-4300
Monday through Friday, 8:00 a.m. - 4:30 p.m.
After hours: (920) 448-4397
Fax: (920) 448-4306
Email: bc.adrc@browncountywi.gov

If your group needs a statement of In-Kind Room Donation, contact the ADRC Activity & Engagement Manager.

Available Amenities

\$15	Flip Chart & Markers (per set)
\$25	TV Monitor with HDMI/UBC Ports
No Charge	Lectern & Microphone
No Charge	Room Setup*

Catering available from Grounded Café. Learn more on page 6.

**Every effort will be made to ensure that the requested setup on the Room Use Application is completed by ADRC, as staffing and time allows.*

General Rules & Policies

Community Culture & Values

ADRC is your community - welcome to everyone. We invite you to share in the joy of this great space and to work with us to ensure the best possible experience for everyone: customers, volunteers, and staff.

- **Respect:** treat everyone with respect regardless of religion, age, race, ethnicity, national origin, gender, disability, physical condition, or sexual orientation.
- **Zero tolerance for bullying:** aggressive, abusive, or demeaning behavior, i.e. profanity and threatening language, is not acceptable.
- **Peaceful space:** guests are actively engaged in ADRC programs and events, Grounded Café, community café dining, or appointments with the resource team. Be considerate of others and refrain from disruptive behaviors.
- **Access:** assure everyone has access to technology by respecting time limits on public computers, devices, and outlets.
- **Mindful:** be mindful of room use and reservation times as others may be waiting.
- **Cancellations:** when registered for an ADRC program, be sure to call cancel if you are unable to attend to allow those on the waitlist the opportunity to participate. No shows will be managed according to policy.
- **Environment:** a healthy, safe environment relies on personal cleanliness and refraining from using fragrances and other strong scents. Restrooms are not for bathing, shaving, washing hair and/or clothes. Please contact the Welcome Center if you need assistance.
- **ADRC is a safe zone:** firearms or other weapons are not permitted on the premise.

- **Service animals:** only service animals working or performing tasks as defined by ADA are allowed at ADRC. Comfort, therapy, or emotional support animals do not meet the definition of service animals and are not permitted. Service animals must be kept on a leash or harness while visiting.
- **Personal items:** please keep personal items to a minimum. ADRC is not responsible for individual or personal items.
- **Illness:** please stay home if you are sick. We care about you and everyone who comes to our agency. It's important that no one is at risk of obtaining a communicable disease, like cold or flu, or a condition that is likely to cause the spread of infection or infestations.
- **Enjoy the comforts of this community:** without sleeping or engaging in activities not associated with the legitimate use of the facility.
- **Any sexual conduct, harassment, and/or solicitations are strictly prohibited.**
- **ADRC is a drug and alcohol free facility:** no one may participate in any ADRC activities while under the influence of alcohol or illegal drugs.
- **Clean air matters:** use of tobacco products or e-cigarette devices are allowed outside of ADRC facilities in designated smoking areas only, at least 20 feet from the buildings and vehicles.

If you have any questions or concerns about any of these guidelines, please talk to the Welcome Center staff and they will arrange for someone to speak with you.

Continued on next page →

General Rules & Policies (cont.)

Curfew

All evening events must end by 11:00 p.m. This includes clean up time.

Noise

Users are subject to County Code of Ordinance 8.225 for noise.

ADRC / Grounded Café's licensed kitchen is not for public use.

Carry-Ins (Food & Beverage)

Carry-ins may not be brought into ADRC during Ground Café hours. Groups using meeting rooms are responsible for clean up of all refuse and utensils, leaving all areas clean and in the same condition it was found. The kitchen, or any equipment in the kitchen, is not available for use. ADRC does not provide supplies (cups, napkins, coffee, cream, sugar, etc.) unless catered by Grounded Café. ADRC does not provide storage of any kind (food included).

Alcoholic Beverages

Alcoholic beverages are only allowed in ADRC if a permit is on file prior to the event. Alcoholic beverages may NOT be sold on site at any time. With a permit, alcohol may be served at no charge by the renter or served by a caterer as an open bar. Payment for alcohol service done by a caterer must be done off site. The renter shall ensure that minors are not served alcohol and assumes all responsibility for any incidents/damages arising out of underage consumption of alcohol.

Storage

ADRC does not provide storage.

Lost & Stolen Items

ADRC is not responsible for lost or stolen items. Items left behind will be held for two weeks. An attempt will be made to contact the group leader. Items not collected will be disposed of.

Decorating

Decorating must be approved by ADRC maintenance. Command tape is the only allowable adhesive to attach decorations. The use of glitter, confetti, smoke/fog machines are not allowed.

Candles / Open Flames

Open flames are not permitted.

Cleaning

Users are responsible for clean up after the event. Fees may apply if additional cleaning is required to return the room to the pre-event condition. Refer to closing checklist.

See "Staff Assistance" on page 5.

Review & Amendment Procedure

ADRC reserves the right to amend these procedures at any time. Updated guidelines will be posted on our website and reviewed and signed annually by users. In addition to reviewing groups annually, a Room Use Application must be completed annually.

Safety Rules & Regulations

Key Access (Outside of Business Hours)

When the building is used outside of regular business hours, a group representative is required to sign out a scan key card. Pick-up at the Welcome Center no more than 48-hours before the event.

Before you leave, the scan key must be placed in the gray metal drop box located between the front doors.

Door Security

All outside doors must remain locked outside of regular business hours and may not be propped open. Group are responsible for stationing someone at the door to let group members in.

If the door is unlocked, please call (920) 448-4397 ASAP (leave message if no answer).

Emergency Telephone

If a telephone is needed in an emergency, one is available at the reception desk. Dial "8" to access a local line. Long distance calls are not permitted.

Minors

All person under 18 years of age must be supervised by an adult at all times. They must remain in the immediate location of the class or meeting in which they are involved.

Loss of Building Privileges

We are committed to providing opportunities for the persons we serve to get together to feel supported, get & stay healthy, learn new things, share interests, and enjoy fellowship. As such, it is vital that groups or individuals using the space at ADRC comply with rules and policies governing same. Failure to comply could subject the group or individual to the loss of building use privileges. Building privileges are at the discretion of the ADRC Building Use Team.

Violations of this policy will be addressed by ADRC staff on an individual basis.

Commitment to Non-Discrimination

In accordance with Civil Rights Compliance Standards, you will not be denied services or discriminated against because of religion, age, race, sex, disability, or sexual orientation.

If you are denied services for any reason and would like to file a grievance form, you may receive a copy of this form by calling (920) 448-4300, Wisconsin Relay 711.

Reasonable accommodations will be made for disabilities in accordance with the Americans with Disabilities Act. If you require such an accommodation, please contact ADRC 72-hours prior to the need for the accommodations.

Complaints & Appeals

ADRC's Complaint & Appeal brochure is available upon request.

Indemnification

Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the Party, and its respective affiliates, officers, agent, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this agreement. This indemnification will survive the termination of this agreement.

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