



Facility Use Information

Building Use

The CMC is an outreach center for the Roman Catholic Church. Parishes and diocesan agencies are given the highest priority when scheduling events. Other non-profit, government, and school groups are also most welcome at the Center. Events for such groups, however, must be consistent with the teachings of the Roman Catholic Church. We are unfortunately unable to provide space for private parties and events.

Hours

The CMC is open Monday through Friday from 9 a.m. – 5 p.m. with additional evening hours until 9 p.m. on Tuesdays and Thursdays. Groups are welcome to reserve space during these business hours. Space may be available on Saturdays and other weekday evenings, but is limited and additional costs may apply.

Reserving a Meeting Room

In order to reserve space for an event or meeting, send an email to steve@cmcmadison.org with the following information:

- | | | |
|-------------------|--------------------------------|---------------------------------------|
| 1. Contact Person | 6. Event Title | 11. Room Preference |
| 2. Organization | 7. Event Description | 12. Description of Organization |
| 3. Address | 8. Date of Event | 13. Any Questions or Special Requests |
| 4. Phone Number | 9. Time of Event | |
| 5. Email | 10. Number of People to Attend | |

After your request is received we will notify you within 48 hours if the request is approved. For more information on the rooms and space at the CMC, please see the [Room Information document](#).

Your cooperation is necessary for us to be successful in providing meeting space opportunities. The following is a list of guidelines you will be asked to follow when using the meeting rooms:

Building Security: When providing access to the community it is essential that we provide a safe environment for our staff, volunteers, building tenants and visitors. If you have an evening meeting it is likely the entrance doors to the building will be locked prior to the end of your meeting (approx. 7:30pm). Please be sure all your attendees know this in case they need to leave and return to the building, or if you have late arrivals.

Guidelines continued:

Room Setup: You are welcome to arrange tables and chairs the way you would like them, but we ask that you return them to the original configuration before leaving. Some rooms are setup as classrooms and others for conference meetings.

Meeting Supplies and Equipment: The CMC does have some meeting supplies (flip charts, markers), and AV equipment available for use for a small rental fee. Please indicate what items you may need when making the room reservation. (Please see the rate charts below.)

Room Cleanup: We ask that the rooms be left in the same condition in which the group found them. This includes wiping off the tables and chairs and placing trash and recyclables in garbage containers. Please return tables and chairs to where they were when you arrived.

Decorations: The use of nails, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is prohibited. Items that are hard to clean such as glitter and confetti should not be used.

Responsibility: The contact person included on the reservation must be on the premises at all times. They are responsible for the behavior of any and all event attendees.

Alcohol & Smoking: Alcohol is only permitted with approval of the CMC Administrator. Smoking is not permitted on the CMC property at any time.

Noise: Sound must be kept at a reasonable level and must not disturb others working in the building.

Lost items: The CMC cannot be responsible for items left by participants. Staff will assist in relocating items, if possible.

Failure to comply with conditions of use will result in termination of any approved future use of the Catholic Multicultural Center.

Facility Room Rates				
CMC Room Description	Seated Capacity (approx.)	Room Features	Rates During Normal Business Hours	
			Base Fee (up to 3 hours)	Additional Hourly Fee
Classroom 2	12 meeting style	White Board, Sink	\$20	\$5
Classrooms 3, 4, 5, 6	10-14 meeting/classroom style	White Board	\$20	\$5
Conference Room	18 meeting style		\$15	\$5
Community Room	50 classroom style, 100 theater style	Sink	\$50	\$10
Dining Room	80 banquet style	Hot food serving bar	\$100	\$20

Extra Features			
	Room Setup	AV Equipment	Presentation Equipment
Classrooms/Conference Room	Extra chairs/tables, different layout	TV cart, combination VCR/DVD player	N/A
	\$5	\$10	
Community Room	Prior setup	Projector	PA system
	\$10	\$10	\$20
WiFi	*Password available upon reservation		
Culinary Creations Catering	<p>A service provided through the Center's food service training program. For information and menus please contact Lynn Heiman at Lynn@cmcmadison.org or 608-310-1727.</p> <p>*Groups that plan on ordering Culinary Creations Catering that equals or exceeds the rental fee of the room will have the room rental fee waived.</p>		