



CENTRO DE LA COMUNIDAD UNIDA
UNITED COMMUNITY CENTER

1028 S. 9th Street Milwaukee, WI 53204
(414) 384-3100 Fax: (414) 649-4411
Website: www.unitedcc.org



Reservation Policies and Procedures

Reservations

- Reservations for any room or space inside the United Community Center, UCC may be made by contacting the Marketing, Events, and Sponsorship Assistant at 414-384-3100 ext. 4736. Reservations must be made no later than one week before the meeting for groups not requiring catering and no later than two weeks in advance for groups requiring catering to allow for proper accommodations. Groups reserving space in the UCC will receive written confirmation of their reservation request.
Events that require extraordinary set up or technical support may incur special charges, which will be discussed with the person making the reservation prior to the event.
UCC reserves the right to deny reservations.

Set-ups

- Each event must be completely set up, run, and cleaned up during its reserved time. This also means that decorations, rented furnishings, and technical equipment from outside vendors must be removed from the building during the reservation time.

Security and Personnel

- All events at UCC, held outside regular facility hours, require that at least one UCC Security Staff person be in attendance per every 100 guests to oversee any facilities security issues that may arise. The fee for such service will be \$30.00 per hour per security personnel.
All events requiring additional service staff (i.e. wait staff/bartender) will incur a fee of \$15.00 per hour per service person.

Food & Alcohol

- No food or beverages will be allowed from outside.
Gratuity will be added to parties of 20 or more.
Final attendance counts must be reported to the Marketing, Events, and Sponsorship Assistant by the date listed on the Event Request Form (approx. 1.5 weeks before the event). Failure to provide a final count by the due date will result in the purchase and preparation of food according to the initial count for which the organizer will be charged.

Proper Care and Use of Facilities

- It is expected that proper care will be taken of the UCC facilities. Facilities left damaged or in need of superfluous cleaning may be subject to an additional cleaning fee. The following policies and procedures apply to all individuals and group sponsored events held in the facility:
1. Taping or tacking items to the walls is not permitted.
2. Smoking is prohibited inside the facility.
3. Candles are not permitted in the facility.
4. Prohibitions – includes, but is not limited to confetti, latex and helium balloons (mylar balloons okay), smoke, open flames, fog and bubble machines, and internal combustion engines.
5. No sitting on tables or counters.
6. It is the responsibility of the group using space inside the facility to place all trash in the conveniently located receptacles and leave the room in good condition.
7. Any individual causing damage to the facility shall be held financially responsible for the extent of the damage. In group sponsored events, the sponsoring organization will be held accountable for damages.
8. UCC does not assume responsibility for damages to and / or loss of any personal materials or equipment on the premises.

Cancellation Policy

- Events requesting catering services cancelled prior to the final count due date (see Food and Alcohol) will not be assessed a cancellation fee.
Events requesting catering services cancelled after the final count due date (see Food and Alcohol) will be subject to a 25% Cancellation Fee* of the Total Estimated Amount Due as stated in the Event Policy Form.

*Events cancelled within 24 hours of the start of the event and/or a no show will be charged the Total Estimated Amount Due for the event as stated in the Event Policy Form.

I have read and agree to the reservation policies and procedures outlined above and to the event logistics outlined in Event Request Form.

Signed by: _____ Date: ____/____/____

Name of Event: _____

Date of Event: _____

Please complete and return to Erika Ysaías – Marketing, Events, and Sponsorship Assistant - via email at eysaias@unitedcc.org 8/23/2016