

# **BUILDING USE POLICY**

## **Implementation Date: November 21, 2005**

### **STANTON W. MEAD EDUCATION AND VISITOR CENTER**

The **Stanton W. Mead Education and Visitor Center** is a state-owned building which may be used by a variety of groups & organizations for many different purposes. This policy sets the general conditions by which the building may be used.

#### **General Policy:**

First priority for use of the building will be given to the Wisconsin Department of Natural Resources (WDNR) and the Friends of Mead-McMillan Association, Inc. (FMMA).

After the needs of the WDNR and FMMA are met, consideration will be given to other groups or organizations having goals and purposes related to natural resources that are compatible with the missions of the WDNR and FMMA. The building may be used for meetings, training, education programs and other similar activities deemed appropriate by the WDNR and the FMMA Building Policy & Use (BPU) Committee.

The building can not be used for political or religious purposes, for the purpose of generating income for a private party or business (i.e. commercial purposes), or for private celebrations such as weddings, anniversaries, class reunions, etc. Use of the building may be denied at the discretion of the WDNR and FMMA's, BPU Committee.

Priority will be given to groups wishing to use the building during normal business hours (i.e. weekdays, 8 a.m. to 4:30 p.m.) and during the less busy times of the year (i.e. winter & summer). Groups wishing to use the building after normal business hours, on weekends or at busy times of the year, may be denied occupancy based solely on the availability of staff to open, close, and monitor the use of the building.

The use of tobacco is not allowed in the building. The use of alcohol will be approved on a case by case basis. Serving of food and beverages is allowed but must be approved prior to use of the building.

#### **Obligations of Users:**

Users must take reasonable precautions to ensure the building is kept clean and undamaged. Users are responsible for any damages done during the use of the building and will be billed for these damages or unusual cleaning costs.

#### **Recommended Donation:**

- Use of Education Room: \$50/day or part of day
- Use of Kitchen: \$50/day or part of day
- Use of Library: \$25/day or part of day

All donations are to be paid to: **Friends of Mead-McMillan Assoc., Inc.**, who is solely responsible for cleaning costs for visiting groups to the Education & Visitor Center.

**STANTON W. MEAD EDUCATION AND VISITOR CENTER  
BUILDING USE AGREEMENT FOR  
ORGANIZATIONS AND CLUBS**

This agreement is in accordance with the Building Use Policy (attached) for  
the Stanton W. Mead Education and Visitor Center

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Desired Date(s) of use:** \_\_\_\_\_

<b>Desired Facility Use:</b>	<b><u>Area</u></b>	<b><u>Unit Donation</u></b>	<b>Request</b>
	Library	\$25.00	\$ _____
	Classroom	\$50.00	\$ _____
	Kitchen	\$50.00	\$ _____
	<b>TOTAL DUE</b>	<b>(Enclosed)</b>	<b>\$ _____</b>

(Make check payable to Friends of Mead-McMillan Association, Inc.)

I have read and agree to the attached Building Use Policy.

**SIGNED:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE HELD:** \_\_\_\_\_

**APPROVAL BY:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payment Received: Amount:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DENIAL BY:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_