



**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

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## **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 Coordinator at 414-384-3100 x4735. Reservations must at least be made before noon on the day before the meeting 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**

- 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 neighborhood and facilities security issues that may arise. The fee for such service will be \$20.00 per hour per person.

### **Food & Alcohol**

- No food or beverages will be allowed from outside.

### **Proper Care and Use of Facilities**

- It is expected that proper care will be taken of the UCC facilities. 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 – confetti, latex and helium balloons, smoke, open flames, fog and bubble machines, 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.

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: \_\_\_\_\_