

I. MATC Rental Regulations

MATC shall provide the normal services and utilities required for the operation and maintenance of district facilities. The Lessee will be charged direct costs incurred for any services including, but not limited to: equipment, security, staffing, food service and special equipment for persons with disabilities. A fifteen percent (15%) administrative fee shall be added to both normal facility rental charges and charges for services in addition to any applicable sales tax. The Lessee is responsible for breakage of equipment, furniture, etc., not attributable to normal wear and tear.

- A. The Lessee shall hold MATC harmless from public liability or property damage resulting from activities of the lessee and shall be responsible for all legal costs resulting from any action taken against MATC.
- B. MATC is not responsible for damage, theft or loss to personal property while on MATC premises.
- C. MATC facilities will not be available for lease during any national holiday when MATC facilities are normally closed, nor the weekend of a holiday, when weather conditions are poor, when areas are closed for repair or cleaning before or after large events, or if necessary personnel are not available.
- D. When leasing any facility that requires personnel, actual costs will be charged to the Lessee. These costs shall include costs of fringe benefits in addition to the salary rate.
- E. The Lessee will be charges the direct costs incurred for special needs, services and equipment, including special equipment for persons with disabilities. Requests must be made at least five (5) days in advance.
- F. The Lessee shall use the designated facilities only during the specific hours and on the specified days of the week. Any use at any other time must be specifically approved in advance by MATC. Additional charges will be billed to the Lessee for the time of facility use and/or staff services beyond the contracted period.
- G. Public parking is the responsibility of the Lessee. MATC does not provide parking unless special arrangements are made, regardless of campus location.
- H. Lessee must complete all necessary paperwork, submit the required Certificate of Insurance and make down payment for the facility rental before including MATC on any promotional materials including print and/or web.
- I. For all MATC facility rentals (with the exception of any auditoria or room with a capacity of 200 persons or more), a certificate of insurance evidencing general liability coverage in the amount of \$1,000,000 per occurrence naming MATC as additional insured for the

dates the facilities are being used must be submitted to the Office of College Events prior to confirming the facility rental date, time and location. For MATC auditoria or rooms with a capacity of 200 persons or more, Lessee will be required to provide a certificate of insurance evidencing general liability coverage in the amount of \$1,000,000 per occurrence/\$3,000,000 aggregate naming MATC as additional insured for the dates the facilities are being used. The certificate of insurance must be submitted to the Office of College Events prior to confirming the facility rental date, time and location.

- J. Contracts of performers appearing in MATC facilities and/or any riders and/or special attachments to contracts must be submitted to MATC for review no later than twenty-one (21) days prior to the event. In the event that no riders or contracts are available, MATC requires a signed and dated disclaimer stating that MATC will not provide or be responsible for any special requirements of any groups or acts during Lessee's event.
- K. MATC reserves the right to cancel any performance, event or contract based on lack of compliance of any of the above criteria, documentation or payment timeline.
- L. MATC requires the Lessee to certify that it does not discriminate on the basis of age, race, color, sex, creed, handicap, political persuasion, ancestry or sexual orientation.
- M. The Lessee shall indemnify and hold harmless MATC and any of its employees, agents or servants from anyone to whom MATC may be liable by contract or otherwise from any and all personal injury and property damage claims, damages, losses and expenses, including attorney's fees, which do or may arise out of or as a result of the performance of the work or services, or from any defects in the premises, whether apparent or hidden, caused in whole or in part by any intentional or negligent act or omission of the Lessee, its agents, employees or subcontractors, or caused in whole or in part by any negligent act of MATC, its employees, agents, servants or subcontractors.
- N. The Lessee and/or his/her representatives must observe all health, fire and safety rules of Milwaukee Area Technical College, the State of Wisconsin and the federal government while on the property of Milwaukee Area Technical College.
- O. The MATC Office of College Events will provide the Lessee with a quote for facilities use, equipment and service fees along with the Facilities Use Agreement. A deposit of fifty percent (50%) of these fees must be submitted to the MATC Finance Department in order to officially reserve the facilities for the Lessee's events. Following the event, the MATC Office of College Events will provide Lessee with a final invoice which is due within thirty (30) days of receipt. Any expenses incurred by the Lessee which are not paid in full within thirty (30) days after use of the facility shall be referred to a collection agency, unless mutually-agreeable prior arrangements have been made.

- P. MATC maintains a campus calendar of internal and external events and may include the Lessee's event within this calendar for informational purposes.
- Q. Cancellations or changes to reservations shall be communicated to the Office of College Events within forty-eight (48) hours. The non-refundable deposit received upon signing of the Facilities Use Agreement will not be refunded to the Lessee.
- R. Lessee must follow the following guidelines when planning for their food service requests for meetings or special events at all MATC campuses.
- i. A room must be reserved prior to requesting MATC food services. Upon room confirmation, the MATC campus contact will provide coordination with the Lessee to accommodate their event catering needs.
 - ii. Catering at all MATC campuses must be provided by the MATC Food Services Department. Outside caterers are prohibited unless prior approval is obtained from the MATC Food Services Manager at (414) 297-6833.
 - iii. Alcoholic beverages may not be consumed on the premises of MATC, except for those functions sponsored by academic, support and/or service departments as approved by the chief financial officer/vice president of finance. All alcoholic beverages must be served by MATC's licensed bartending staff and a public safety specialist must be present for the entire event.
 - iv. Deadlines: All menus for banquets and receptions should be planned three (3) weeks prior to the event. A final guaranteed number must be submitted a minimum of five (5) working days prior to the event. The Lessee is responsible for payment for that guaranteed number of the actual number served, whichever amount is greater. A down payment of fifty percent (50%) of anticipated food costs is required. Final payment shall be received within fourteen (14) days upon completion of the event.