**Reservation Agreement**

**Room Descriptions and Usage Amenities**

Auditorium

The Auditorium is divided into two sections. The upper auditorium is a classroom style room with rectangle or round tables available. The kitchenette can be used (oven, refrigerator, microwave, sink coffee pots). The lower auditorium is a theater style room with rows of fixed seats. AV equipment can be used in both sections. The maximum capacity for the auditorium is 75 total individuals.

GSE

The GSE is a classroom style room with rectangle tables. AV equipment can be used. The maximum capacity for the GSE is 30 total individuals.

Oratory

The Oratory is a sacred space. All reservations must honor its sanctity, ensuring activities align with its Catholic purpose and maintain an atmosphere of respect and dignity. Any liturgical or sacramental use of the Oratory must be approved by the Office of the Vicar General.

**Hours of Operation**

The Diocese of Madison business hours are 8:00 AM – 4:30 PM, Monday-Friday. Room reservations are typically available every day of the week from 8:00 AM – 9:00 PM. The hours requested will be the exact hours that individuals have access to the space. Any required setup and cleanup time should be included in the reservation time requested.

**Availability**

Diocesan Offices have priority access to rooms. The Diocese of Madison has the right to cancel any room reservation at any time. Rooms will not be available to reserve on holiday or when the Chancery office is closed. Please contact the Hospitality Coordinator for excluded dates.

**Rental Rates**

Rental rates are a daily flat fee, regardless of actual time spent in the room(s).

Auditorium Monday – Friday: $250

Auditorium Saturday or Sunday: $500

GSE Monday – Friday: $100

GSE Saturday or Sunday: $200

Oratory: Monday – Friday: $100

Oratory: Saturday or Sunday: $200

**Payments**

All reservation fees must be received by the Diocese of Madison at least 72 hours before the events. Failure to pay within this time frame will result in the cancellation of the reservation. Checks should be made out to *Diocese of Madison* with Reservation Fee in the memo line. Payments can be mailed to the following address:

Diocese of Madison

Reservation Fee

702 S High Point Rd

Suite 225

Madison, WI 53719

**Cancellations**

The Hospitality Coordinator must be contacted immediately about any reservation cancellations. Refunds may be provided if the cancellation is communicated at least 24 hours before the reservation date but is at the sole discretion of the Diocese of Madison. Reserving parties that do not show up on the reservation date, for any reason (including inclement weather) will not be given a refund.

**Speaker Approvals**

All speakers must be approved by the Diocese of Madison following the Diocesan speaker approval process. A list of speakers, including requested information, must be provided when requesting a reservation. Failure to provide speaker information will result in an immediate denial of the speaker and may result in a denial of the reservation request. Visiting priests must also be approved by the Office of the Vicar General.

**Doors and Building Access**

Doors with external access will remain locked. The front entrance is the only access point allowed for all guests. A Diocesan employee will grant access to the event organizer at the start of the reservation. The event organizer must always manage access to the front entrance during the reservation time. Reservations include access to the reserved room, corridors leading to the room, and restrooms. Access to other parts of the room is strictly prohibited. If this policy is violated, the reservation will be canceled, and guests will have to leave the building immediately.

**Use of Rooms & Cleaning**

All spaces used in the reservations must be placed back in the original state of the room, including resetting tables and chairs. Trash and recycling must be placed in the garbage and recycling bins provided. Non-disposable kitchenette dishes and utensils may be used but must be cleaned and stored in their original spot; cannot be left in the dishwasher. Any disposable dishes, utensils, dry goods, or other food items that may be in the kitchenette or rooms may not be used.

For catered events, the reservation party is responsible for arrangements with the catering company. External food and beverages are allowed in all rooms except the oratory. Leftover food must be taken at the end of the reservation. Failure to remove any leftover food or supplies will result in an additional cleaning charge. If the oven is used, the reservation party is responsible for ensuring the oven is always monitored. The oven must be turned off and returned to the original state when done.

For any AV and/or technological assistance or questions in any of the rooms, the Hospitality Coordinator should be contacted prior to your reservation. Guests may not tamper with or attempt to adjust any sound system or AV system settings without permission from a Diocesan staff member.

If minors are present, the reservation party is responsible for ensuring there is adult supervision. Minors can never be in a room alone. Minors but be always accompanied by at least two adults in a room.

In the event of property damage or additional cleaning, the reservation party is responsible for and will be billed for associated cleaning or repair costs.

**Use of Oratory**

The Oratory is a sacred space. All reservations must honor its sanctity, ensuring activities align with its Catholic purpose and maintain an atmosphere of respect and dignity. Individuals are not allowed in the sacristy unless given specific permission. Individuals are not allowed in the choir loft unless given specific permission. Individuals may not alter anything on the sound system. If microphones are used in the Oratory, they are to be turned off upon departure. Any liturgical or sacramental use of this space must be approved by the Office of the Vicar General. Visiting priests must be approved by the Office of the Vicar General.

The reservation party is responsible for:

* Obtaining a priest if needed
* Paying any stipend, stole fee, or travel costs to the priest
* Preparing the Sanctuary for Mass
* Ensuring Sanctuary and Sacristy are returned to their original condition
* Ensuring the incense area is cleaned after use
* Communicating with [vicargeneral@madisondiocese.org](mailto:vicargeneral@madisondiocese.org), at least two weeks in advance on the number of hosts needed
* Communicating with [vicargeneral@madisiondiocese.org](mailto:vicargeneral@madisiondiocese.org) any mishaps, broken items, damaged vestments or linens, or if hosts or wine are almost depleted

**Diocesan Contact Information**

Please refer to the Diocese of Madison Hospitality Coordinator with any questions, concerns, or reservation inquiries.

Carly Jansen

[carly.jansen@madisondiocese.org](mailto:carly.jansen@madisondiocese.org)

608-821-3000

**Insurance and Liabilities**

The sponsor/Renter agrees to indemnify and hold the Diocese of Madison, its employees, Holy Name Heights, its employees and residents harmless from any and all damage to persons or property arising from the negligent or willful acts of the sponsor’s guests, agents, employees and contractors.

External parties must submit a Special Event Application to ensure coverage. These forms must be submitted at least 15 days prior to the event. The cost of coverage for external parties that do not have their own event coverage insurance is $95.

Any insurance forms are separate from the policies contracted in this document. By signing this contract, you agree to obtain or prove insurance for the event.

Special Event Insurance.  Licensee shall, during the performance hereof, keep in full force and  effect an Event Liability insurance Policy of comprehensive general liability and property damage  insurance with respect to the Event(s) for which the facility is being used, and in which**the limits of liability shall be not less than $1,000,000.00 combined single limit for bodily injury and property damage. The policy shall name the Roman Catholic Diocese of Madison, Inc. and Bishop Donald Hying as insureds.** A certificate of insurance shall be deposited with Owner prior to the date of the Event.  If the Licensee does not have an applicable policy for which liability coverage can be utilized, Special Event Coverage will be purchased through Catholic Mutual Group per their guidelines.

**Acknowledgement**

*By signing this document, you are required to complete and adhere to all requirements for room reservations with the Diocese of Madison.*

**Signature of External Party Representative**

**Printed Name**

**Date**

**Signature of Diocesan Employee Representative**

**Printed Name**

**Date**