



### Agency Facility Use Policy

Vera Court Neighborhood Center, Inc. (including both Vera Court and Bridge Lake Point Waunona Neighborhood Centers) provides space for community organizations and residents to rent. The space is free to rent Monday-Friday during the day and evening (8am-8pm). A fee of \$75 is required to rent the space on weekends during the day or evening (8am-8pm) to cover cleaning costs.

A deposit of \$200 is required for residents renting the space for parties. No alcohol, candles, or smoking is permitted. Decorations may not be adhered to the walls or ceilings using tape, tacks, nails, etc. Groups may utilize the kitchen, computers, and projector if these are not being used by programming at the same time.

Rentals will be made and fees will be adjusted at the discretion of the Agency. Longer-term facility use contracts may be subject to different fees and requirements. Reservations are required by calling the center.