



## **FARLEY CENTER SPACE USE POLICY**

The Farley Center was established and funded to promote the values of peace, justice and sustainability and is a not for profit organization. We have three core programs of a farm incubator, natural burial grounds, and a peace and justice center. Therefore activities pertaining to these core programs, and non-profit groups engaged in activities furthering these values are given reservation preference. Meetings, parties and other social or cultural activities are permitted on an availability basis.

### **Outdoor Areas:**

The Farley Center is located on 44 acres of land that includes organic vegetable plots for our farm incubator farmers and community gardeners, meadow and wooded acreage set aside for a natural burial grounds, a small retention pond, and orchard. The public is welcome to walk the paths from sunrise to sunset. With a philosophy that nature is our greatest teacher and provides beauty in its natural diversity, the grounds are kept simply cultivated. There are four outdoor areas that can be used for small to large gatherings.

1. **Center yard** which adjoins the Center's building. This has several picnic tables and a children's play area. The area is shaded by large Oak trees and the ground is slightly sloping. There is easy access to electric outlets and bathroom facilities in the Center's building. This area can accommodate up to about 120 people.
2. **Sculpture Garden** a stone's throw from the Center's building. This area is sheltered by Lilac bushes and features sculptures made by Dr. Gene Farley. This area is sun exposed and is landscaped simply with seasonal annual and perennial flowers. The ground rises gradually to a high point overlooking the farm. This area can accommodate up to about 120 people.
3. **Burr Oak Welcome Area** near the entrance to the Natural Path Sanctuary and packing shed. This is an area shaded by a grand old Burr Oak Tree and has logs for sitting and a bench placed in a circle beneath the tree. It faces a perennial drain garden behind the shed and is surrounded by the edge of the wooded area. There is a picnic table located under a nearby tree. This provides a quiet space for a small group of up to about 20 people.
4. **Zurbuchen Opening** is a small clearing in the woods that features a fire circle. Named after the previous owners of the land, this is a spot for a small group of family or friends to enjoy the outdoors. Fire making requires permission.

### **Indoor Areas:**

The Farley Center's building is a hexagonal two story building that is surrounded with windows and wood. Drs. Gene and Linda Farley built the building with their four sons using an open design that creates a sense of expansiveness, becoming a welcoming space for groups to gather. Filled with art and light it inspires productive planning in a peaceful and serene setting. Seating can comfortably accommodate 15-20 people in a circle. There are two dining tables that accommodate 18 people and a kitchen table that can accommodate 6 more. Outside on the deck there are 2 patio tables and benches that can seat another 15 people. Please note that there are currently two cats in residence.

Downstairs: there is a small meeting room that is likewise filled with sunlight that can accommodate up to 8 people.

Restrooms: one located on each floor

Accessibility: Wheelchair accessible meeting space, for up to 10 people, on ground floor only.

Kitchen: Located upstairs, the fully equipped kitchen is available for groups to use, as well as a full set of table settings for up to 30 people. Use of coffee pots, tea kettle, refrigerator, ice and storage is available at no charge. Please provide your own food and beverage, including coffee, tea, etc. Dirty dishes must be bussed to the kitchen and placed in the dishwasher.

## GENERAL RULES AND REGULATIONS

Individuals or groups utilizing the Farley Center building or grounds must comply with the following space use rules and policies. Failure to comply with these rules will result in the loss of utilization privileges.

All groups or individuals are responsible for the behavior of their guests and invitees. Groups or individuals specifically shall take responsibility for alcohol consumption of guests and any behaviors which may be harmful to any of the facilities, including the plant life, building, grounds, landscaping or other property of the Farley Center.

- No smoking inside. No firearms on premises. No fireworks. No fires.
- If furniture is rearranged, it will be put back in its original place prior to leaving.
- There is a 120 person capacity outdoors and 40 indoors.

-Groups will be responsible for cleaning of the kitchen and all areas utilized, removal of table cloths, personal equipment and assuring that the premises are in the same good condition as when the group took responsibility for the premises. This includes but is not limited to the following:

- All tables and chairs must be wiped off and clean. Wipe up any spills on floors and counters.
- Put all disposables in heavy duty garbage bag or garbage container.
- Recyclables must be placed in recyclable containers only.
- All cardboard boxes must be broken down, bundled and placed in the blue recycle bins in the garage
- Use of Center audio-visual equipment will be returned in working order
- Any additional table and chair set up outside must be taken down prior to leaving. Table cloths are not available through the Farley Center. Additional tables and chairs or tents must be provided by group or rented from a supplier.
- The use of nails, screws, tacks or the like, other than painters tape, to fasten decorations or other materials to walls, doors or from the ceiling is strictly prohibited.
- Candles are allowed only if the flames are enclosed in a glass candle holder/lamp, or the like.
- All evening events must conclude in time for everyone to be out of the space by 11:00 p.m.
- We request that you limit parking to about 20-30 vehicles, carpooling is encouraged.
- We ask that the sound level not be intrusive on our neighbors.
- Private caterers share in the responsibility for the use of the premises and must have their own liability insurance. Anyone serving alcoholic beverages for groups open to the public needs to be a licensed bartender or have a Wisconsin Responsible Beverage Server certificate.

## SCHEDULING POLICY

Use of the Center facility is available Monday through Friday; Saturdays and Sundays when available. Reservations are required. All space use reservations are made by calling the Farley Center Office at 608-845-8724, Monday-Friday from 9:00 - 4:00, or e-mailing [info@farleycenter.org](mailto:info@farleycenter.org).

## FEE RATE SCHEDULE

All fees are billed immediately after the reservation is made. Fees are payable by cash, check, or by credit card via Pay Pal. A non-refundable deposit and signed space use agreement form is required at the time of reservation. Full payment is due within six (6) weeks prior to the event date. Fees are subject to change. All fees quoted to prospective users will be honored for the duration of the calendar year. By making or authorizing payment to the Farley Center, Lessee agrees to be bound by all terms and guidelines of this Agreement.

Event Type	Fee	Non-refundable deposit
Half Day (up to four hours)	\$100	\$50
Full Day (more than four hours)	\$200	\$100
Special large group events (weddings, ceremonies, etc) See separate guidelines	\$1000 base rate	\$500