



RENTAL SPACE "CHEAT SHEET"

We worked hard to create a space for community to work & play. We love the ideas that are brought for events! We have developed this "cheat sheet" as a guide for you to help follow the rules of Old School for a safe, fun, and memorable experience! Highlighted below are answers to commonly asked questions.

Thank you for being responsible & taking care of our space so we can keep it available for work and play!

Parking

Parking is located at the back of the school by the gym. Please carpool if expecting a larger group. Drive slowly, and please be respectful of our neighbors to avoid unnecessary damage or accidents. Do not park on Skipper Buds side of the drive for any reason. Parking is also available on the side of the building for overflow. Obey signs, watch out for boars, people, animals, etc. Overnight parking is prohibited unless pre-approved by Old School staff ahead of time. Please call when you arrive so we can give you access to the building.

Cleaning

It is the responsibility of the signer to see that the Old School facility is left in good, clean, original condition. A cleaning fee (\$50) will be charged if the rented space is not left in good, clean, original condition. Clean-up includes all decorations removed and collected, wiping tables, sweeping messes, and all trash collected in trash bags in designated bins in the party room as well as bathrooms. Any party games/equipment rented should be left in the area it was found.

Damages

Damages should be reported immediately to Hendrix LLC rep via phone call or text for quickest response. Please let us know if there is a problem before, during, or after your event rental. A service charge may be assessed if Village/City personnel are called in to correct any problem created by the facility user.

Insurance

Certificate of Liability must be provided for fundraising or profit generation events prior to the event. Certificate amounts should be in the amount of \$1 million naming Hendrix LLC as an additional insured.

Building Access

Old School is a locked building and not open to the public. Doors must remain closed and always locked. Please call when you arrive for your event. We need to know when you are on site and ready to roll! We ask that you please do not disturb other businesses and groups at Old School by asking them to let you in the building. Always call for access. Also, when you are in the building for your event, do NOT prop main doors open! Please have someone available to open doors for others or arrange ahead for doors to be unlocked for your event. Always call at the beginning of event and at the end to confirm building access and closure.

Booking Time

Time considerations should include all your set up, decorating, take down, and cleaning times when deciding on hours of rental to be respectful of others also using the space. Be prompt so you are in and out at your agreed upon time. Please let Old School staff know if there are problems with not being able to get in or out on time.

Food

Carry-in is allowed. It may be prepared at home, brought in, or catered. We do not have a kitchen. We have a fridge with a freezer available in the party room available for your use during your event. Please clear out fridge/freezer when you leave. No indoor cooking allowed in the school. Please consider a local restaurant for possible food ideas for your event. (Picnic Basket located next door has been a favorite for birthday party catering)

Room Access

Room access for facility users is limited to reserved rooms only and bathrooms. Storage areas/closets/non-rental areas are for Old School staff only unless pre-approved at the time of rental. For example: If renting the gym, the cafeteria should not be utilized for any reason other than to access the bathrooms. All coats and bags can be hung and left in the hallway or kept with person.

Room Set Up

Room set up is flexible so please discuss options and notify us ahead of time what is requested. Please include any additional rental items such as project/screen/popcorn maker, etc. A list of rental equipment is available on our website.

Supervision Required At All Times

Supervision is required at all times by a responsible party who is 21 years old or over. Do not leave minors unattended at any time. For example: if kids are in the cafeteria, then an adult should also be in the cafeteria. Only agreed upon participants and their viewing audience may utilize rental space. Please call to discuss any requests that come up with Old School staff.

Decorations

Decorations must be pre-approved by Old School staff. No nails, tacks, pins, etc. for hanging items. Please use tape only. No open flame devices allowed (candles, lamps, lanterns, etc) Helium balloons must be weighted or secured to prevent floating to fans. No indoor inflatables or smoke machines. Whatever you put up, please take down and take home with you.

Noise

Noise should remain indoors. Music and any amplified noise events must remain inside the building.

Alcohol

Alcohol must follow Village of Nashotah guidelines. No alcohol sales allowed.

Smoking

Smoking of any kind and drugs are not allowed inside any area of the school. Everybody knows that smokin' ain't allowed in school...Sing it with me now!

Paperwork and Payments

Required prior to event rental date/time. Locked payment and forms box can be found in hallway up the steps by the trophy case door. The locked box has the Old School logo on it. Outdoor dropbox is located outside by the doors to Suite #140 on the side of the building.

Cancellations

Hendrix LLC reserves the right to cancel facility rentals for any reason or no reason at any time. Hendrix LLC will make every effort to provide as much advance notice as possible. If cancellation is due to fault of facility user and written notice is given to Hendrix LLC prior to 14 days of the event on a Friday, Saturday, or Sunday, a 100% refund will be returned. If cancellation is due to fault of facility user and written notice is given to Hendrix LLC prior to 7 days of the event on Monday, Tuesday, Wednesday, or Thursday, a 100% refund will be returned. Please see example for details.

Cancellation Policy Example:

Weekday Event: Event falls on Monday October 14th. Written notification of cancellation must be reported and confirmed on Sunday October 6th.

Weekend Event: Event falls on Friday October 28th. Written notification of cancellation must be reported and confirmed on Thursday October 13th.

End of Rental Duties

1. Cleaning required
 - A. Remove any items brought in, including decorations, tape, and food.
 - B. Pick up trash and recyclables and place in bags in designated receptacles in rooms of use as well as bathrooms
 - C. Tables/surfaces wiped off, all spills wiped and dried as needed
 - D. Sweep areas of use
2. Please leave all rental equipment as agreed to in area it was found
3. Ensure doors are secure and locked (check by pulling on handle)
4. Do a final walk through to ensure space is clean and safe and ready for next event users (including bathrooms). if you notice that refills are needed or more deep cleaning is needed, please notify Old School staff immediately.
5. Turn off all lights when leaving except for safety lights, which will remain on. Please call and confirm as you leave the premises to report event closure.
6. Remember! There are security cameras on premises so smile, but also, be aware that we are not responsible for lost or stolen items.
7. We would love for you to follow up your event with any pictures or short videos to share for our website and marketing! Those can be sent to space@oldschool1913.com or text to 262-403-4994
8. We welcome any feedback, questions, or concerns at any time

Old School

W329N4476 Lakeland Drive Nashotah, WI 53058

Presented by Hendrix LLC

Rep: Amy Bratz 414.380.7401

Rep: Kyah Bratz 414.403.4994

space@oldschool1913.com

www.oldschool1913.com