

Frequently Asked Questions for Room Reservation

1. What events can be held at United Way's Johnson Controls Volunteer Center?
2. How do I inquire about or reserve space?
3. What are the building hours?
4. What is the room's capacity and are there different options for room setup?
5. What are the room reservation fees?
6. Can we bring food and beverages, decorations, or music?
7. What audio/ visual equipment is available?
8. How do I get to the Center and where do I park once I'm there?

What events can be held at United Way's Johnson Controls Volunteer Center?

United Way Program Partners and Initiatives will be able to use the space for committee or task force meetings, volunteering, board, or staff training events, collaborative activities with other nonprofit partners, and similar activities that support our local communities.

Events that cannot be held at the Center without written consent from the President & CEO of United Way of Greater Milwaukee & Waukesha County include:

- Fundraisers
- Public forums
- Promotion of specific political candidates
- Press conferences.
- Media events

How do I inquire about or reserve space?

A reservation request form must be completed via the United Way website at least two weeks prior to your event.

Once the website request has been received, United Way staff will review and confirm if the space is available, and that the requesting organization meets meeting space criteria. A signed copy of the **Volunteer Center agreement must be submitted within one week** in which it is sent to the meeting/event requester. Invoices will be sent for applicable rental fees after the event.

To arrange for a walk through and view our facilities, please email Cathy Euclide at ceuclide@unitedwaygmwc.org.

What are the building hours?

Regular business hours for the Johnson Controls Volunteer Center are:

Monday – Friday 9:00 am – 4:00 pm

Meetings cannot start before 9:00 am and must end by 3:30 pm. Facilitators can access the space as early as 8:30 am and must exit by 3:45 pm.

What are the scheduling policies?

Your meeting start time needs to be the time you tell people to show up. Your event time should include registration, networking, closings, presentations, etc.

We will also reserve time for you to set up 30 minutes before your meeting. If additional time is needed, please let us know. All guests and facilitators are expected to exit the premises within 30 minutes of the meeting end time.

What is the room's capacity and are there different options for room setup?

- Available rooms and capacity with standard seating:

Room	Capacity
VC1	48
VC2	24
VC3	28

- Standard room configuration for VC1, VC2, VC3: Each room is pre-set in classroom style (tables with chairs facing forward only). (See diagram below).
- Special room configuration styles (VC1 – 3): Other options available for a fee include theater style (no tables with chairs facing the front), board style, (rectangle with chairs around) and pod style (square pods each facing the front with 6 chairs on three sides). Other configurations can be discussed. **Note: Changing room configuration will affect capacity.**
- Handicap accessible accommodation: All facilities are accessible for people with physical disabilities. To ensure that room setups and other logistical arrangements will accommodate all attendees, when scheduling a reservation, groups should advise the Center if any of their attendees have special needs.
- Usage constraints of a maximum of 3 times a year per partner agency.
- Limited room availability July-December
- Occupancy limits for the meeting rooms will be enforced. Emergency exits must remain clear.

What are the room reservation fees?

Room Fees:

There will be no room reservation fees for Program Partners and Initiative Partner Agencies.

Extras: (Day-of event optional fees):

- Coffee Service** – Coffee provided in the room for the event. (\$10 per carafe/per 10 people)
- Water Bottle**- Coffee provided in the room for the event. (.25/ 8oz water bottle)
- Room reconfiguration fee:** A fee of \$50 will be charged for any table and / or chair reconfiguration request. If rooms are reconfigured by users and not reset to building requirements a fee of \$50 will be charged. No fee for extra resources or refreshment tables.

Payment of Charges

Organizations will be invoiced for all related charges after the event. Payments made payable to: United Way of Greater Milwaukee & Waukesha County. Receipts are available upon request.

Can we bring food and beverages, decorations, or music?

Alcohol

Alcohol must be served by a licensed caterer. The Center will charge the requesting organization for any spillage or stains caused by alcohol.

Snacks or refreshments

There are no vending machines or food services provided by United Way. Guests are allowed to bring outside food and nonalcoholic beverage items into the center. If you plan to order food delivery or catering for your event, please provide the name of the restaurant, delivery service or if not known, the name of the on-site facilitator so we can assist the delivery staff.

Caterers

There is no cooking allowed on the premises. If alcohol is being served, a license of certification is required prior to the event. Please provide the name of the caterer, vendors, or the name of the on-site meeting facilitator on the request form so we know who will be onsite for your meeting.

Music

Music for your event must be noted or included in your event agreement.

Decorations

All decorations must be approved prior to the meeting or event. Tabletop and free-standing decorations are permitted. Push pins, tacks, metallic confetti, and tape are not permitted due to damages it may cause. Any damage to walls or carpet will result in additional fees.

What audio/ visual equipment is available?

Each room is equipped with:

- PC with internet access and USB connection for an encrypted USB storage device
- Projector.
- If you bring your own device, available laptop connections are VGA or HDMI. (Please bring your own cables)

Other items that can be signed out include:

- Podium
- Microphones available for use with VC1 and attached rooms. Options include a microphone stand for the podium, handheld microphones (2) and tabletop microphones (2) for panel presentations.

How do I get to the Center and where do I park once I'm there?

United Way's Johnson Controls Volunteer Center is located at 200 W. Pleasant St., Milwaukee.

- Ample, secure parking is available at no charge. Groups are encouraged to use the **Volunteer Center parking lot at the corner of Martin Luther King Jr. Drive and Pleasant Street** or on the main lot on the north side of the building at 225 W. Vine Street.
- **Parking is not allowed in the parking lot across the street on the south side of Pleasant Street.** [Parking Instructions](#)

