

Frequently Asked Questions for Room Reservation

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

Customers or other organizations may schedule staff, committee or task force meetings, volunteer, board or staff training events, professional conferences, 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. Outside normal business hour and weekend requests must be submitted four weeks prior to event.

Once the website request and rental agreement has been received, United Way staff will review and confirm if the space is available and the requesting organization meets meeting space criteria. Invoices will be sent for applicable rental fees after the event.

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

What are the building hours?

Regular business hours for the Johnson Controls Volunteer Center are
Monday – Friday 8:00 am – 4:30 pm

Meetings cannot start before 8:30am and must end by 4:00pm. Facilitators can access the space as early as 8:00 and must exit before 4:30pm. Special requests for before or after-hours and weekend events will be considered by the Vice President of Volunteer Engagement and are dependent upon availability of United Way staff to be on-site. An extra fee will be charged for events outside normal business hours.

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

- Available rooms and capacity with standard seating:

Room	Capacity	Location
VC1	66	Volunteer Center
VC2	35	Volunteer Center
VC3	36	Volunteer Center
VC1 and VC2	100	Volunteer Center
VC2 and VC3	70	Volunteer Center
VC1, VC2 and VC3 (all three rooms)	137	Volunteer Center
VC4	6	Volunteer Center
VC5	12	Volunteer Center

- Standard room configuration for VC1, VC2, VC3: Each room is pre-set in square pods with 6 chairs each facing the front. ([See diagram](#)). VC5 is board room table seating.
- 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 classroom style (tables with chairs facing forward only). Other configurations can be discussed. Note: Changing room configuration will affect capacity.
- Handicap accessible accommodations: 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 12 times a year per agency or company.
- Occupancy limits for the meeting rooms will be enforced. Emergency exits must remain clear.

What are the room reservation fees?

Room Fees:

- United Way Agency Program Partner or United Way Grant Recipient Free < 4 hours > \$100
- United Way Corporate Partner \$200 < 4 hours > \$400
- Nonprofit Agency with tax-exempt 501C3 status/Non-United Way Grant Recipient \$100 < 4 hours > \$200
- Other - New to United Way (organization or business) - \$200 < 4 hours > \$400

Extras: (Day-of event optional fees)

- Coffee Service** – Coffee provided in the room for the event. (\$9 per carafe/per 10 people)
- Before/after-hour & weekend events fee:** Center lobby opens at 8:00 am and closes at 4:30 pm Monday – Friday. The earliest acceptable meeting start time is 8:30am and end by 4:00 pm. All meeting organizers and guests **must** exit by 4:30pm. An additional fee of \$40 per hour will be charged for before or after-hour activities; \$80 per hour if guests exceeds 75.
- Room reconfiguration fee:** A fee of \$75 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 \$75 will be charged. No fee for extra resource 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 in food and beverage, 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 facilitator so we can assist the delivery staff.

Caterers

There is no cooking allowed on premises. If alcohol is being served, a license of certification is required prior to the event. United Way is able to provide a listing of local caterers when requested. Please provide the name of the caterer, vendors or the name of meeting facilitator so we know who will be onsite for your meeting.

Music

Music for your event must be noted or included in your event agreement. Outside musicians and/or DJs are permitted only when a group has reserved the entire center.

Decorations

All decorations must be approved prior to the meeting or event. Table top and free-standing decorations are permitted. Push pins, tacks, metallic confetti and tape, are not permitted due to damages it may cause. Any damages 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
- Projector.
- Bring your own device? Available laptop connections are VGA or HDMI.

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, hand held microphones (2) and table top microphones (2) for panel presentations.

Are there any special instructions if we are expecting media coverage for our event?

Groups must request special approval to allow media coverage or press conferences on the property. Requests for media/press coverage must be made a minimum of three (3) business days prior to the date of the event. A copy of press release must be given to the United Way President & CEO or the Vice President of Volunteer Engagement prior to the event for approval. United Way reserves the right to review meeting details and contents when a group requests permission in order to allow media coverage. We also reserve the right to approve or decline media access to meeting facilities based on the topic compatibility with the mission of United Way or a risk to the Johnson Controls Volunteer Center property or guests.

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 other side of the building at 225 W. Vine Street.
- Parking is not allowed in the parking lot on the south side of Pleasant Street. [Parking Instructions](#)