



## Madison Creative Arts Program, Inc.

214 N. Henry St., Suite 203, Madison, WI 53703

608-251-1879 • [www.madcap.org](http://www.madcap.org)

*Inspiring and Nurturing Talents in the Performing Arts*

## Member Guidelines for Use of MadCAP Studio

### THE MAIN STUDIO

**Use of space is free for members and member organizations.** However, a MadCAP representative must be on-site for all events, rehearsals and meetings that are held in the main studio. There is a fee of \$20 per hour for the MadCAP representative during special events that is open to the public or include serving food. There is a fee is \$15 for the MadCAP representative for rehearsals and/or meetings.

Please note: There are additional fees for use of the kitchen, rental of tables, chairs, dishes. A cleaning fee of \$20 per hour will be invoiced for any clean up tasks that are not completed following a special event.

### THE ACTING STUDIO

**Use of space is free for members and member organizations.** However, a MadCAP representative must be on-site at all times. During MadCAP open hours, no fees are charged for meetings or rehearsals. Fees are \$15 an hour for the MadCAP representative during all other hours. (Fees also apply for any classes and/or private instruction where the instructor is receiving payment.) MadCAP open hours are currently:

- Monday, Wednesday & Friday 1:00 -6:00 PM
- Tues & Thurs 1:00 – 8:00 PM

### THE CLASSROOM / KITCHENETTE

**Use of space is free for members and member organizations.** The Classroom/Kitchenette is open for all to use during MadCAP Open Hours. See above for open hours. No private classes or rehearsals can be held in the classroom during open hours. (The classroom is to be used by family members waiting to pick up, etc.) Please note: If your organization leaves a mess in the classroom /kitchenette, a cleaning fee of \$20 per hour will be invoiced for the time it takes to clean up the mess.

### PROCEDURES FOR CLEAN UP FOLLOWING SPECIAL EVENTS

- Any set pieces, chairs etc should have pads to protect the floor
- chairs put away in designated storage boxes
- Garbage emptied and new bags put in cans
- Garbage and recycling put in appropriate containers in hall
- Floors swept then mopped with spray-on cleanser
- Food leftovers removed
- Refrigerator emptied of leftovers
- Dishes and paper goods stored away or taken off site
- Kitchen sink and counters clear and clean
- Hallways and toilets picked up
- Acting Studio vacuumed
- Lights out, doors locked

*Please note: Membership is open to all people without regard to race, creed, ethnic background, physical or mental disability or income level. However, MadCAP is an intergenerational organization with a large population of young people. For this reason, MadCAP may do background checks on members before allowing use of the space.*