

Facility Rental Request Process for Renters
March, 2019

STEP ONE

Request to rent facility via the Army National Guard Facility Manager (FM). The Facility Manager signs and dates the Facility Rental Request form and adds any pertinent information / recommendations in the comments area for the Construction and Facilities Management Office (CFMO).

Although there should be no scheduling conflicts with the National Guard unit assigned to that armory, we want to ensure that the primary purpose of training the troops is met.

Requests must be received by the CFMO at least 45 days prior to the event start to allow adequate review and processing time. The 45 days begins when the CFMO Operations Specialist has a complete packet of information to be able to prepare the Facility Use Agreement.

See below for more details on the required paperwork and process.

STEP TWO

A Facility Use Agreement is prepared by the CFMO Operations Specialist, and if approved the CFMO will sign and date the document. If a facility rental fee is relevant, the CFMO Operations Specialist will prepare a facility rental invoice.

STEP THREE

The CFMO Operations Specialist emails out the Facility Use Agreement and facility rental invoice (if applicable).

See below for more information related to the Facility Use Agreement and rental invoice requirements, rental fees, the cleaning/damage deposit, Facility Manager fees, and timelines for the signed Facility Use Agreement and payment.

STEP FOUR

Proceed with the rental and cleaning of the facility.

See below for more information related to cleaning, cleaning fees, and cancellations

STEP FIVE

Renter receives the \$500 cleaning/damage deposit back if conditions are met.

See below for more information on the return of the cleaning/damage deposit

PROCEDURE

The process starts out with you (the lessee) sending the required documents listed below to the Facility Manager at the requested location. S/he will review the request and check on the availability of the space at the armory on the dates and times you have requested. The Facility Manager will discuss emergency evacuation procedures and provide fire and severe weather shelter plans to you. The Facility Manager will also inform you of restricted areas and provide you with his/her contact information in the event it is needed during the facility rental. The Facility Manager will go over expectations on cleaning including where supplies are located and trash/recycling procedures as well as key control procedures. These items are covered as part of the Facility Manager checklist for stand-alone facilities (SAFs).

The Facility Manager then forwards your request to the CFMO Operations Specialist to include the Facility Manager checklist for stand-alone facilities. The CFMO Operations Specialist will review the request, and if approved prepare a Facility Use Agreement.

If you are unsure of whom the Facility Manager is you can send an e-mail with the subject line "Requesting Facility Manager information" to armoryrentals@wi.gov or call the CFMO Operations Specialist at (608) 242-3360.

REQUIRED DOCUMENTS

- _____ The current fillable Facility Rental Request form. Requestors should type information into the fillable PDF form and send the form to the Facility Manager as a separate PDF. This will allow for a digital signature.
- _____ Detailed explanation (please take the time to read #13 on the form). If the Facility Rental Request form indicates that you will be using the drill floor and classroom be sure the explanation details what you will be doing in each area. If you are requesting to use multiple classrooms you should indicate that also.
- _____ If you are a government entity (city, village, town, county, school district, state agency) you will need to supply your Wisconsin Certificate of Exempt Status (CES #) from the Dept. of Revenue.
- _____ If your organization is a 501(c) you will need to provide your IRS determination letter.
- _____ If your event includes bingo or a raffle then the appropriate license needs to be provided. The license should cover the requested event date. The explanation needs to state what the prize is.
- _____ Certificate of Liability Insurance document as well as an additional insured endorsement.
- _____ 4H groups and Hunter Safety requests require a Risk Management Plan be submitted.

If your organization stores anything on site, a separate Facility Rental Request form and explanation must be submitted.

Each new Facility Rental Request is given its own unique Rental ID. If you are emailed the Rental ID please reference that in the subject line as well as the armory location of any future emails or correspondence related to that request.

Facility Rental Request Form

The Facility Rental Request form is available on the DMA (Department of Military Affairs) website at <http://dma.wi.gov/DMA/community/armoryrentals>
Facility Rental Request form

Your e-mail address will be used to correspond with you regarding your request.

Official name of your Organization. Please be sure that it is the same name as is listed on the Certificate of Insurance Liability document.

Space requested

The only WIARNG (Wisconsin Army National Guard) facilities with an auditorium are:

Madison JFHQ
Camp Williams 32d BDE (Bldg 2)

WIARNG facilities with a Distributive Learning Classrooms are:

Appleton	Milwaukee
Camp Williams	Oak Creek
Chippewa Falls	Portage
Fort McCoy	Stevens Point
Madison JFHQ	Tomahawk

Dailey Hall is located at the Wisconsin Military Academy (WMA).

Certificate of Liability Insurance

The underline should be filled in with the city of the National Guard Armory that you are requesting to use (same as #1). For Madison indicate Madison JFHQ, Madison AFRC, Madison Aviation, or Madison Building 901.

Explanation

Use of the facility: Prepare a memo on an organization letterhead (if available), or on a separate sheet of paper providing a detailed explanation of events to take place. The explanation should include arrival time/set-up date[s] with start and end times, event date[s] with start and end times, and tear down date[s] with start and end times. If more than one space is requested to be used then the explanation must specify what each space is needed for. Dates on the request must fall within the dates of the policy period on the insurance certificate. Dates outside of the policy period will be removed from the request.

Note: Requests will be considered incomplete if the explanation is not provided as stated above.

Some ways you can indicate the dates and times for your use is as follows:

Arrival/set up:

December 15, 2017 from 9 a.m. to 5 p.m. [drill floor]

December 16, 2017 from 9 a.m. to 12 p.m. [drill floor/classroom]

Event

December 16, 2017 from 12-2 p.m. [drill floor/classroom]

Tear down/clean up

December 16, 2017 from 2-5 p.m.

For multiple dates of use with the same start/stop times:

Arrival/Set-up: 6:00 to 6:15 p.m.

Event Dates: January 6, 13, 20, 27, February 3, 10, 17 and 24, 2016 from 6:15 to 9:30 p.m.

Tear Down/Clean up: 9:30 to 9:45 p.m.

Certificate of Exempt Status (CES #) from the Wisconsin Department of Revenue (see example on DMA website)

If your organization doesn't have anything that looks like the CES example, contact the Dept. of Revenue at (608) 266-2776 or e-mail dorbusinessstax@revenue.wi.gov to request a replacement. If you want to request it in writing use the following address:

Dept. of Revenue
Attn: Registration
PO Box 8946
Madison WI 53708

IRS Determination letter (see example on DMA website)

If your organization is a non-profit organization, proof of 501(c) status is required. You will need to provide your determination letter from the IRS.

To request a duplicate copy of your determination letter **either** call the IRS at (800) 829-4933 (Business & Specialty Tax)

Press 1 for Employer Identification Number

Press 3 if you have an EIN

Or

Write a letter addressed to:

Internal Revenue Service
Attn: BMF Entity (Business Master File)
Cincinnati OH 45999

Ask them to provide you with the current EIN Verification letter.

Certificate of Liability Insurance and additional insured endorsement (see example on DMA website)

Both are required to be submitted.

Our recommended additional insured endorsement is one of the following:

Form CG2026 (Additional Insured – Designated Person or Organization)

Form CG7480 (Additional insured – Owners, lessees or contractors - Scheduled person or organization -- vicarious liability)

Endorsement Public Entity Liability Insurance

On the Certificate of Liability Insurance we must see at least \$1,000,000 in the General Aggregate limits.

The insurance liability certificate **must indicate one of the sentences below** in the Description of Operations area. We will only be accepting one of the statements below as it has been determined by our State Judge Advocate (SJA) office that these meet our requirements. Keep in mind that it needs to be written word for word as the initial sentence:

The insurance certificate must indicate one of the sentences below in the Description of Operations area:

Indicate one:

- Certificate holder is named as an additional insured with respect to General Liability in accordance with the policy provisions.
- Certificate holder is included as an additional insured with regards to Commercial General Liability coverage where required by the Facility Use Agreement.
- Certificate holder is named as an additional insured by virtue of this certificate of liability insurance.
- Certificate holder is named as an additional insured under this insurance policy.
- Certificate holder is named as an additional insured to the general liability by policy form XXXX (copy attached).
- Certificate holder is hereby named as additional insured under the general liability shown above. Coverage afforded shall be no greater than the applicable limit of municipal liability provided for in the Wisconsin Statutes.

The certificate holder must be formatted line by line as follows (for example at Abbotsford):

State of Wisconsin	State of Wisconsin, Dept of Military Affairs
Dept. of Military Affairs	Abbotsford National Guard Armory
Abbotsford National Guard Armory	1000 E Elm St
1000 E Elm St	Abbotsford WI 54405-0508
Abbotsford WI 54405-0508	

Our legal office has requested that all of the insurance liability certificates appear in the above format.

NOTIFICATION

The lessee will be e-mailed the Facility Use Agreement and facility rental invoice (if applicable).

The Organization POC should contact the Facility Manager directly to coordinate signatures so that the signature page is sent to the CFMO Operations Specialist by the Facility Manager with all three signatures and dates on it. The CFMO Operations Specialist must have the fully executed Facility Use Agreement on file a full seven (7) calendar days prior to the start of the first use.

The CFMO Office is required to have a signed and dated Facility Use Agreement on file in case we are audited.

Facility rental fees: Charges will be incurred for the entire time the space[s] is/are being utilized.

If Facility Manager or his/her representative is required to work after normal duty hours for non-military functions, he/she is entitled to be paid by the lessee.

Payments need to be received by the CFMO office a full seven (7) calendar days prior to the start of the first use. Lessee will mail the payment for the facility rental fee and \$500 cleaning/damage deposit using the address at the bottom of the invoice.

CLEANING

Janitorial service: In all cases, the lessee must clean the facility using cleaning supplies that are on-hand at the facility after each use. The requesting organization needs to take any garbage and recycling to the on-site dumpsters.

If the renter fails to clean the building after an event, the renter will be responsible for 100% of the cost. Fees will be based on the contracted janitorial service charge. If the building has to be cleaned by armory staff, the renter will be charged the hourly wage of the staff member assigned to clean.

After the event, the Facility Manager emails the CFMO Operations Specialist to provide information on whether the facility was cleaned after the use and if any damage occurred to the facility during the use.

Cancellations

The CFMO Operations Specialist must be made aware any cancellations as soon as possible. The Facility Use Agreement may be cancelled for the following reasons:

Failure on the part of the lessee to comply with requirements of any portion of this agreement.

If facility is needed for training or other purposes by the State of Wisconsin and/or the Wisconsin Army National Guard.

At the request of the lessee.

At the discretion of the CFMO based on Domestic Operations, Force Protection Condition (FPCON) increase, or other unforeseen operational requirements.

At the discretion of WIARNG at any time for any reason.

DEPOSIT RETURN

The facility rental fee and cleaning/damage deposit check is given to our State Budget and Finance (SBF) office for deposit when received.

The CFMO Operations Specialist will request a check from SBF. Once received from SBF it will be mailed out to the organization.

NOTE: Ample time must pass between the time the check is deposited and a refund is requested to make sure that the check has cleared.

General Notes

Alcohol is prohibited on state property regardless of a license per Chapter 125.09(1), Wis. Stats.

DOA Admin. Code 2.14(2)(j), prohibits bringing animals into any state-owned buildings.

Our regulation does not allow firearms to be brought into and used within our armories.

Our armory facilities do not meet state building codes for overnight usage by non-military personnel.

Motorized vehicles are not allowed in the facility. Any items brought into the armory shall not contain fuel or any hazardous material.

If an organization would like a quote for the rental fees they must submit the completed Facility Rental Request form and detailed explanation to the CFMO Operations Specialist. The CFMO will establish rental fees for the request.

Anything rental related will come from the CFMO Operations Specialist or from the following e-mail address: armoryrentals@wi.gov. Send all facility rental related e-mails to armoryrentals@wi.gov only.

The CFMO Operations Specialist will correspond with the individual listed as the POC for the organization on the Facility Rental Request form.

If you have any questions regarding the process or fees, please feel free to contact the CFMO Operations Specialist at armoryrentals@wi.gov or (608) 242-3360.