

Guidelines For Space Usage

Thank you for your interest in licensing our space, we are happy to share our space with groups and events that fit the guidelines below.

BUILDING INFORMATION

- We have one location with spaces available for licensing
 - Lower/Middle School Campus - 1719 South High Point Road, Madison, WI 53719
 - Early Childhood Campus - 3276 South High Point Road, Madison, WI 53719 (parking only)
- The general hours of availability are Monday through Friday, 6 pm to 10 pm, and Saturdays and Sundays 8 am to 10 pm
- The following spaces are available for licensing: Gymnasium, Conservatory, Assembly, Library, Speciality Classrooms, Outdoor Grounds
- Please see fees associated with the spaces (per hour):
 - Conservatory - \$200
 - All other spaces - \$100
- Other fees (per hour):
 - Staff (programming, hosting, operations, etc) - \$50 (per person)
 - Cleaning/Maintenance - \$50
 - If service isn't requested, it is your responsibility to ensure space is cleaned and maintained. If cleaning or maintenance is necessary after the event, the fee will be billed.
 - Technology/Audio/Visual - \$25
 - Food (options for light snacks or full meals) - price varies
- Packages (per hour; 2 hour minimum)
 - Ceremonies - \$250
 - Cleaning, Technology, Staffing included
 - Parties - \$200
 - Cleaning, Technology, Staffing included (one person)
 - Excludes conservatory

PROCESS

Here's what you can expect if you license a space

- Please complete the Space Usage and License Terms Form. We cannot accept your request less than 2 weeks in advance.
- Once we receive your request form, we will review the request based on guidelines and availability. We may reach out to you to clarify information provided on the request form.

- We will get back to you once we have determined whether we can accommodate your request. We will also iron out any remaining details that may still be needed (e.g., setup, timing, etc.).
- If we are able to accommodate your request, we will email you a License Agreement and place your event tentatively on the schedule. This email will include payment instructions (if needed) and any instructions/expectations for use of the space.
- The process is complete and your reservation secured only after you have signed the License Agreement and we have received payment.

AVAILABLE RESOURCES

The following resources are available upon request and approval.

- Tech equipment such as microphone, screens/displays, PA system (direct or bluetooth connections)
- Rectangular 6-foot long or 8 foot tables
- Chairs
- Kitchen (suitable for food prep and/or catering)
- Parking spaces
 - 75 - Early Childhood Campus
 - 40 - Lower/Middle School Campus

THE FINE PRINT

- Recurring events can be hard to fit into our schedule, it will likely require flexibility on your part.
- We reserve the right to alter all requests. If this situation were to occur, we would communicate with you as soon as possible to allow you time to make alternate plans.
- If the payment and/or License Agreement is not submitted by the due date, we reserve the right to remove your request from the schedule.
- Each request is individually assessed and past use does not guarantee future use.
- Neither Hickory Hill Academy or Dahl Family LLC allows photography or video shoots without prior approval.
- These guidelines are subject to change, and you should not make decisions in reliance on them. These guidelines are not a contract, and the only binding expression of any agreement between you and Dahl Family LLC for the use of our space will be in the form of a License Agreement.