



# THRESHOLD

## EVENT FACILITY USE AGREEMENT

*Please initial or check each line item and sign below. Thank you.*

\_\_\_ I have read and agree to abide by Threshold's Event Facility Use Guidelines.

### DISCLAIMER

\_\_\_ Threshold is not responsible for loss, theft or damage to personal property. Any items left after an event will be placed in lost and found for one week, and then be donated or disposed of off-site.

### INCLEMENT WEATHER

\_\_\_ In the event of inclement weather, Threshold reserves the right to close the building and re-schedule events on a case-by-case basis.

### USER AGREEMENT

Please return a signed copy of this page of this agreement page with your room use confirmation and payment. Keep a copy for your reference. You will be notified if Guidelines change. Threshold reserves the right to end any event/facility use if these guidelines are not followed.

Facility User Name (please print) \_\_\_\_\_

Facility User Signature \_\_\_\_\_ Date \_\_\_\_\_

This signed agreement will be valid and kept on file for 1 year from the date of signature.  
Thank you. We are delighted to have your event at Threshold!

**A Place for Community, Creativity, & Well-Being**  
2717 ATWOOD AVE, MADISON WI 53704 • [EVENTS@ATTHRESHOLD.COM](mailto:EVENTS@ATTHRESHOLD.COM)