



MERRIMAC & MAIN

# ROOM RENTALS

## A community center at the heart of Dodgeville



Merrimac & Main is a nonprofit community center operating out of the historic Plymouth UCC Church at the corner of Merrimac and Main Streets in Dodgeville, just a block from downtown.

Our mission is to be a space where everyone can connect, create, learn, grow, heal, & inspire together.

By renting space in our building for your events and gatherings, you help support our free and low-cost programs, such as the Senior Program, Youth Program, Recovery Meetings, & much more.



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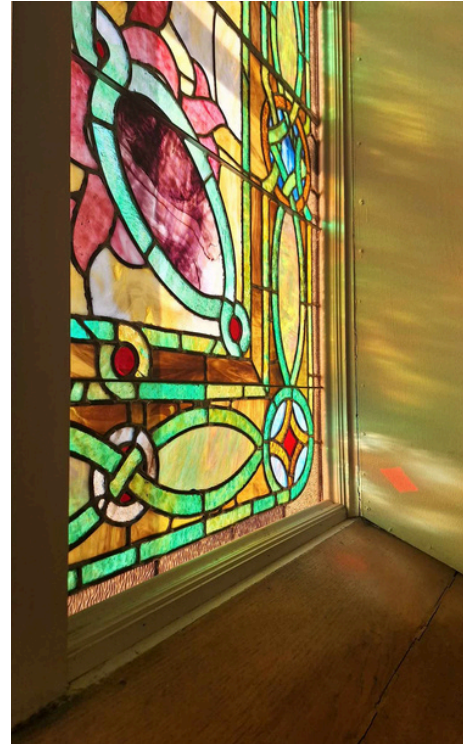
# THE BASICS

## About the Space

Merrimac & Main operates out of an historic church, built in 1907, with some newer additions. Lovers of old architecture will appreciate the detailed doorknobs and intricate woodwork!

When you enter the glass doors on Main Street, you're on the ground level. Down the hall, you'll find some private offices and the grand Fellowship Hall, the Kitchen, the Cozy Room, and two bathrooms with stalls.

If you go up the stairs or the elevator to the Upper Level, you'll find the Sanctuary, nursery, Overflow Room, and two meeting rooms. All of us are enamored by the stained glass on this floor.



## Accessibility

The glass door on Main Street has an ADA Push Button Door, with no steps. On the ground level are two spacious gendered bathrooms – these are not ADA compliant. There is an elevator to take guests to the upper level. Up here, there is a single bathroom with plenty of space.

## Booking Policy & Process

1. **Check out the options in this guide**
2. **Send an email to [merrimacmain@gmail.com](mailto:merrimacmain@gmail.com).** Share as much information as you can, or ask to set up a phone call. It helps to know the date and time you are looking at, the room or rooms you have in mind, and any other information, such as A/V requests.
3. **Stop by for a tour.** Leave your deposit & get a key card.
4. **Have your event.**
5. **Drop off your key card & get back your deposit.**



# THE SANCTUARY

**Capacity** 200+

**Location** Upper Level

## Description

The Sanctuary is a grand and uniquely-shaped octagonal room with a definite “wow” factor. Three walls feature stained glass and a fourth features the grand old organ. High vaulted ceilings come together at a stained-glass peak in the center. There are rows of padded wood pews on both sides of a wide aisle, leading to the raised pulpit. There is a single bathroom just outside the doors.

This room is always “Deluxe”. When you rent the Sanctuary, you can use your choice of hand-hold or stationary microphones and a large wall-mounted TV with HDMI-Cable hookup to a laptop and internet. Your guests can spill out into the Overflow Room and use the Nursery at no additional cost.

**Rates** \$140 (1-2 hours), \$230 (3-5 hours), \$300 (6+ hours)



# FELLOWSHIP HALL

**Capacity** 100+

**Location** Lower Level

## Description

The Fellowship Hall is our most popular room for rentals. Even on the Ground Floor, it boasts plenty of natural light through seven windows. This room is generally equipped with long tables and metal folding chairs & is very adaptive for large meetings/trainings, birthday parties, art classes, & much more.

**Basic** (\$50 1-2 hours, \$100 half-day, \$150 full-day)

Use this room (& this room only!) with only tables & chairs. It is possible that other guests will be in other rooms nearby.

**Deluxe** (\$120 1-2 hours, \$180 half-day, \$240 full-day)

Feel free to set out food on the kitchen counter, use the oven to heat things up, store some food in the fridge, and clean up with the sink. Nobody else will be in the Lower Level (besides staff in their offices), but another group might be upstairs. You also get to use a portable microphones, speakers, a flat-screen TV with HMDI cable and laptop, a projector and screen, and tablecloths.



# THE KITCHEN

**Capacity** 20

**Location** Lower Level

## Description

The Kitchen was specially designed for pasty-making parties! There are two commercial ovens, a stainless-steel sink, fridge, standard oven, and ample counterspace. Maybe you want to do a bunch of holiday baking?

**Basic** (\$40 1-2 hours, \$80 half-day, \$120 full-day)

Use the fridge, counters, and standard oven in this room. It is possible that other guests will be in other rooms nearby.

**Deluxe** (\$80 1-2 hours, \$120 half-day, \$160 full-day)

In addition to the basics, you also get to use the two large commercial ovens, our canning equipment, and a thermal laser printer that's designed specifically for label-making. Start your own Cottage Food Business right out of the M&M kitchen! It's no big deal if your kids want to tag along and hang out in the Cozy Room or the Fellowship Hall - nobody else will be downstairs with you.



# THE COZY ROOM

**Capacity** 30

**Location** Lower Level

## Description

The Cozy Room is where we host the after-school program on Wednesday evenings. It has carpeted floors, a comfy couch, rug, coffee table, and some fun chairs – and some nice natural light and a fresh coat of paint!

**Basic** (\$40 1-2 hours, \$80 half-day, \$120 full-day)

Use the room just as it is! It is possible that other guests will be in other rooms nearby.

**Deluxe** (\$80 1-2 hours, \$120 half-day, \$160 full-day)

Use the projector and screen for a fun movie night, or borrow the TV, HDMI Cable, and Laptop for a presentation. We even have yoga mats that you can borrow. Feel free to serve food on the kitchen counter, heat things up in the oven, store food in the fridge, and use the sink for clean-up. Nobody else will be downstairs while you're there!





# OVERFLOW ROOM

**Capacity** 30

**Location** Upper Level

## Description

This space is called the Overflow Room because it used to open up to the Sanctuary for really crowded events! It has since been closed off, and now serves as a welcoming space with tall ceilings, wood floors, and tiny stage.

**Basic** (\$30 1-2 hours, \$45 half-day, \$60 full-day)

Use the room just as it is, or with basic tables and chairs! It is possible that other guests will be in other rooms nearby.

**Deluxe** (\$50 1-2 hours, \$65 half-day, \$80 full-day)

Use the projector and screen, a flat-screen TV, HDMI Cable, and Laptop, or a microphone and speakers. We even have yoga mats that you can borrow. Feel free to let kids play in the nursery! Nobody else will be upstairs while you're here.



# MEETING ROOM 1

**Capacity** 16

**Location** Upper Level

## Description

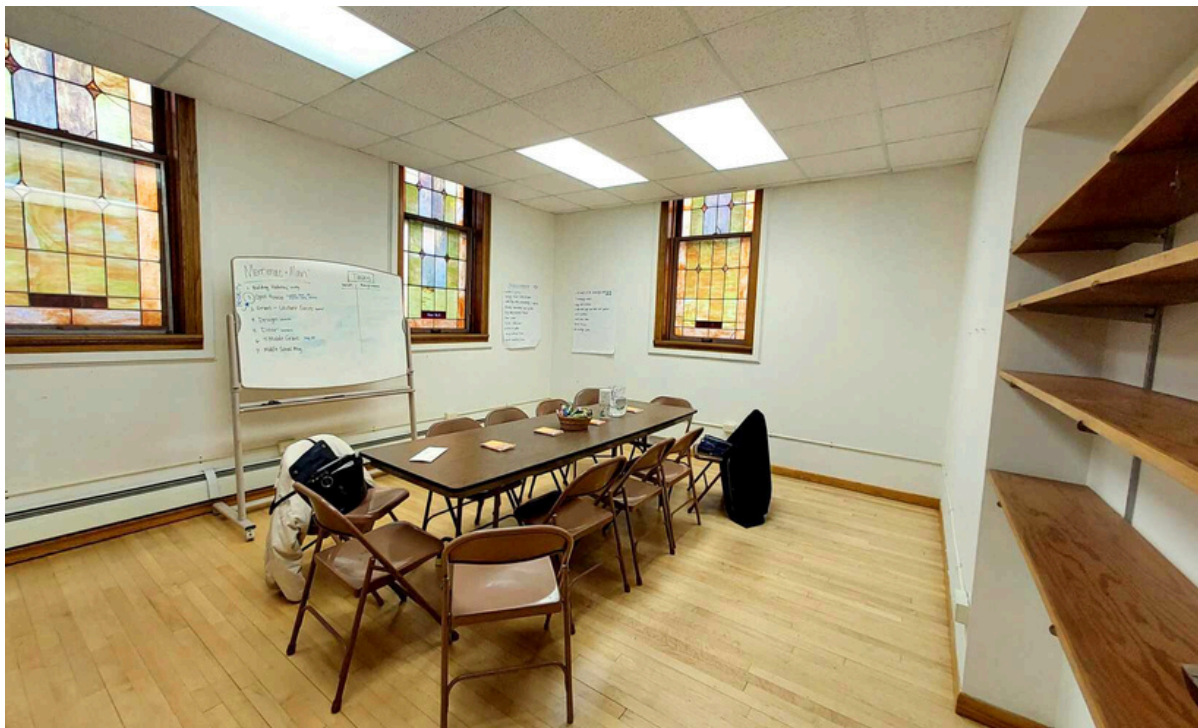
This spacious meeting room has wood floors, three stained-glass windows, a chalkboard, and built-in shelving. It is usually set up with a table and chairs (10 people), but can accommodate more. It was used once as an art studio!

**Basic** (\$30 1-2 hours, \$45 half-day, \$60 full-day, \$400/month)

Use the room just as it is! It is possible that other guests will be in other rooms nearby.

**Deluxe** (\$50 1-2 hours, \$65 half-day, \$80 full-day)

Use the projector and screen, a flat-screen TV, HDMI Cable, and Laptop, or a microphone and speakers. Feel free to let kids play in the nursery or set up some snacks in the Overflow Room! Nobody else will be upstairs while you're here.



# MEETING ROOM 2

**Capacity** 12

**Location** Upper Level

## **Description**

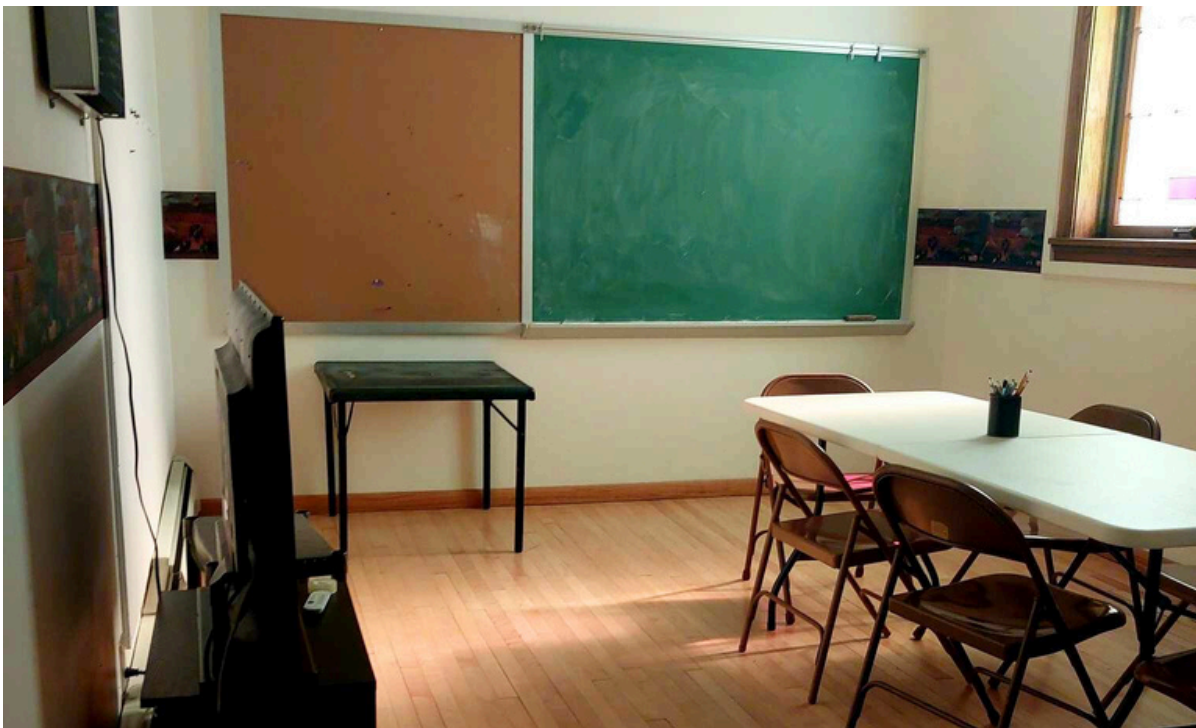
This meeting room has wood floors, a stained-glass window, a chalkboard, and a fun Noah's Ark border! It is usually set up with a table and chairs (6 people), but can accommodate more.

**Basic** (\$30 1-2 hours, \$45 half-day, \$60 full-day, \$200/month)

Use the room just as it is! It is possible that other guests will be in other rooms nearby.

**Deluxe** (\$50 1-2 hours, \$65 half-day, \$80 full-day)

Use the projector and screen, a flat-screen TV, HDMI Cable, and Laptop, or a microphone and speakers. Feel free to let kids play in the nursery or set up some snacks in the Overflow Room! Nobody else will be upstairs while you're here.



# THE NURSERY

**Capacity** ?? Kids are small!

**Location** Upper Level

## Description

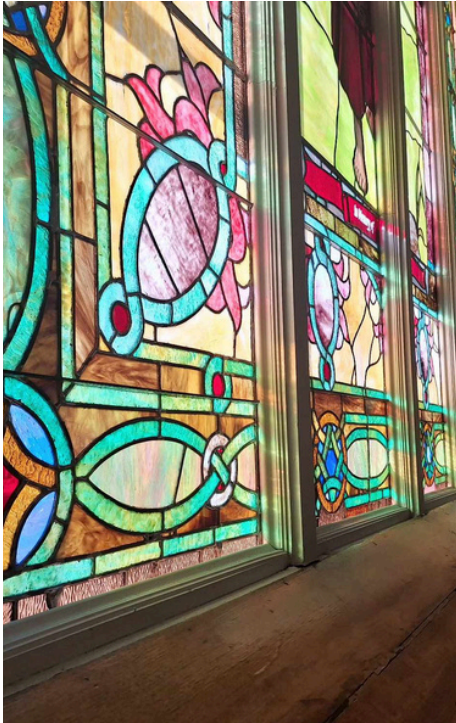
This nursery is set up for kids 0-5, approximately. It is stocked with plenty of toys, games, and more books than we need! Take some with you! There's a small sink, changing table, and rocking chair too.

There's not really a way to make this room deluxe -- it's just a simple, sweet, beautiful space with some of the best lighting in the whole building, from two stained-glass windows. We know most kids just love the chance to play with something different, and we've had playgroups meet up here! Feel free to bring in drinks and snacks.

**Rates** \$15 1-2 hours, \$20 half-day, \$30 full-day



# EXPECTATIONS



## Deposits

In order to secure your reservation, you must drop off a deposit, which will be somewhere between \$20 and \$200, depending on the details of your event.

If you clean up after yourself and everything is in good working order, the deposit will be returned.

If we need to pay a cleaning crew, we will deduct \$25/hour from the deposit.

When we say “clean up”, we don’t mean a deep, intense clean -- just throw away your trash, sweep up any spills, and wipe up any sticky spots. We don’t expect perfection, but the space should be usable for the next person.

## Communication

Merrimac & Main is a humble operation. Our Building Coordinator only works about 5-10 hours a week. We’re sorry in advance that we can’t be more quick with our responses – please be prepared for a short delay!

Please start with an email to [merrimacmain@gmail.com](mailto:merrimacmain@gmail.com). Once we’re in touch, we can schedule a time for a phone call and/or a building tour!

## Be Courteous

If you are sharing the building with other guests, please be thoughtful about noise and wandering humans!

## Supervised Youth

For Merrimac & Main Programming, we require that no adult should be behind a closed door with a minor alone. We always keep doors open, or have at least two adults available. When you’re renting, we don’t require this -- but highly encourage you to keep your kids & other kids safe!

# SPECIALS



## Volunteer Benefits

We rely SO much on incredibly generous community members to help run programs, publicize, set-up and clean-up, and much more. As a thank you, we offer FREE room rentals once a year, for any event of your choice. You can use this for yourself or even for a different group you're a part of!

### 20+ hours of volunteering in a calendar year:

One free half-day deluxe room rental

### 50+ hours of volunteering in a calendar year:

One free full-day deluxe rental, either level

## Multiple Bookings

You may want to book space at Merrimac & Main multiple times for a series of events, or just multiples parties in the same year. As a thank-you for working with us, we can offer you one of the following, of your choice:

- Buy 2, get 1 half-off (equal or lesser)
- Buy 4, get 1 free (equal or lesser)

## Free, Public Events, Within Our Mission

Are you a person with a great idea for a program or event at Merrimac & Main? If you want to host something that aligns with our mission, and you can offer it free and open-to-the-public as an official Merrimac & Main event, there is no cost to you. We'll help advertise & promote! Contact us about your ideas!

If you are an organization offering free, open-to-the-public events that align with our mission, we ask that you please consider a contribution to Merrimac & Main equal to about half of the normal room rental, if you are able. We are a nonprofit organization relying on donations, grants, and program fees to pay our bills. We pay rent to Plymouth UCC, which includes our utilities, internet, and cleaning fees, in addition to administrative and publicity costs, so we appreciate your support in defraying these costs.



## Classes & Concerts

Are you a musician, a yoga instructor, an art teacher, or have another skill you'd like to share with others? We have three options for how you use our space for your programming:

1. **M&M Ticketed Event.** We create an event on our website, manage the registration, promote it through our normal networks as a M&M event. We take \$100 (class) or \$200 (concert) off the total income, and you get the rest. This means that if you sell 30 tickets at \$20/each, we keep \$100 and you get the remaining \$200.
2. **M&M Donation-Based Event.** We create an event on our website & promote it through normal networks. You collect donations at the door, and give half of donations to M&M, up to the \$100 / \$200 threshold.
3. **Private Event.** This is all you! You rent the space at our normal rates, and you can publicize the event through your own channels!



**MERRIMAC & MAIN**

**Merrimac & Main aims to be a space where everyone can connect, create, learn, grow, heal, & inspire together.**

**Your room rentals help support our mission & allow us to offer free and low-cost community programs. THANK YOU!**

## **Website**

[www.merrimacandmain.org](http://www.merrimacandmain.org)

## **Email**

[merrimacmain@gmail.com](mailto:merrimacmain@gmail.com)