

# Trefoil Oaks Program Center Frequently Asked Questions

**Can I tour the site prior to booking my event?**

Yes, you can schedule a tour by contacting Kevin Kopps at 414-687-5890 or [kkopps@gswise.org](mailto:kkopps@gswise.org).

**Can I rent the building for a private party such as a shower or a wedding?**

No, the building can only be rented by nonprofits and corporations. Nonprofits must provide a copy of their 501(c) (3) or 501(c) (6) IRS documentation.

**What does the rental fee include?**

Your rental fee includes the room(s) during your time slot, use of outdoor areas, and parking.

**How much seating is available?**

The Great Hall has tables and chairs for up to 100 people. Each bunk room has tables and seating for 24 people. Tables and chairs are stored on racks in closets. Those using the facility will need to set up and take down the tables and chairs for their event.

**Will there be a staff member on the premises during our event?**

A staff member will unlock the building, provide a quick overview, and return to close the facilities. Someone will be on call in case of emergencies.

**Can we use the commercial kitchen or is it necessary to hire a caterer?**

You are free to use any catering service or bring in your own food.

**Is alcohol allowed?**

No, alcohol is not allowed on Girl Scout properties.

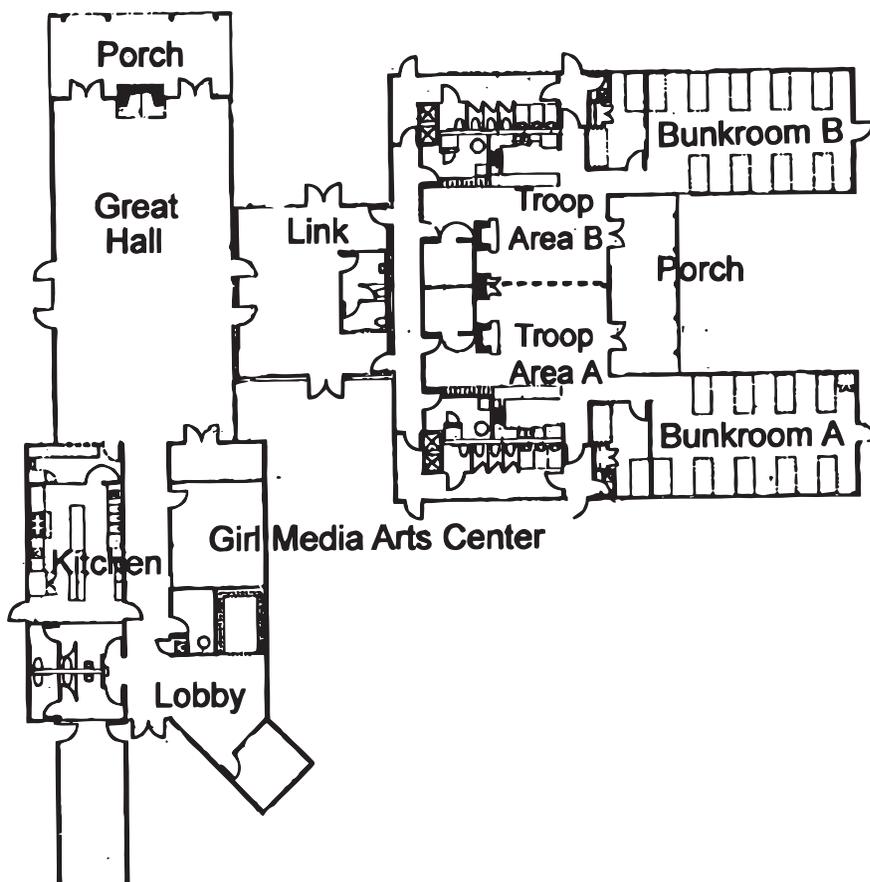
**How much parking is available?**

We have 42 spots in our parking lot.

**What are the time frames that the building is available?**

GSWISE rents the building to other nonprofits and corporations from 8:00 a.m. – 5:00 p.m. Monday through Thursday. Additional hours on weekdays are available for \$100/hour.

**What is the floorplan?**



**Can we stay overnight in the bunkrooms?**

Yes, for an additional fee based on the number of guests.

**What type of cleanup is required?**

Renters must sweep floors, wipe down tables, empty garbage, wash dishes, and return the tables and chairs to their original location.

**Is there sound equipment available such as microphone, projector, or speakers available for a presentation?**

Yes, we have an AV system with a projector and a drop-down screen. If you wish to use the equipment we will give you the remote controls and directions when you check in.

**Do you have linens, plates, glasses, or utensils?**

We do not offer place settings or linens, they must be brought in or rented.

**Do you have garbage cans we can use for the event?**

Yes, we have both regular garbage & recycling receptacles with liners that can be used for the event. Dumpsters are available on site.

**Do you have any outdoor tables and chairs?**

We have 10 wooden picnic tables available.

**Can outdoor fire circles be used during the event?**

Yes, but you must have the fire completely extinguished before your event is over.

**Is firewood available on site?**

Yes, we typically have firewood available on site. We have large carts and we ask that renters pay \$15 per cart. This payment can be made at the end of your stay.

**Do we need to provide insurance?**

Yes, all renters need to provide a certificate of insurance, naming GSWISE as additional insured.

**How do I book the site?**

To check on availability or book the facility, please contact [snienow@gswise.org](mailto:snienow@gswise.org) or call 414-443-3983.