PSOA FACILITIES USE AND ACCESS POLICIES

Click on a topic or page number

Contents:

UWM Statement of Policy page 2
Peck School of the Arts Policy and Priorities page 2
PSOA policies applying to external (non university directed) use of PSOA facilities page 3
PSOA policies applying to campus use of PSOA facilities page 3
PSOA policies applying to departments within PSOA page 3
Class scheduling page 3
Performances, Exhibitions and Other scheduling page 4
Fees page 4
Room set up and restore page 5
Event management page 5
Sectional rehearsals page 5
Other activities page 6
Recitals and recording sessions page 6
Student recitals page 6
Assignment and Use of Space in PSOA Kenilworth Square Facilities page 7
Assignment of Individual Studio Spaces page 7
Group Research/Creative Labs page 7
Use of Shared Laboratory Spaces page 7
Scheduling Public Events page 7
Scheduling Project Space page 7
Scheduling Class Space page 7
Peck School of the Arts Space Access page 8
Fundamental agreements for use of PSOA spaces page 11
Policies applying to PSOA personnel use of space Appendix A
PSOA base facility spaces use fees Appendix B
Event Information Sheet Appendix C
Event Scheduling Form Appendix D
Key Request Form Appendix E

Next
Statement of Policy

It is the policy of the University of Wisconsin-Milwaukee ("university" or "UWM") that its facilities are to be used primarily in furtherance of the university's purposes, including its missions of teaching, research and public service, and consistent with the facilities' intended functions.

This policy is not intended to limit the use of UWM facilities by the university for its own purposes. Instead, this policy is intended to describe the requirements and procedures for the use of UWM's facilities for events that are not directed by the university. Such use must take into account the university’s overall resources and concerns for campus security, and be within the following parameters:

A. University facilities may be used only if such use does not detract from the university's purposes for the facility, the missions of the university, and the intended functions of the facility. Uses that promote the university's missions of teaching, research, and public service will receive special consideration.

B. The university shall recover appropriate costs associated with the use of a university facility and may charge additional rental charges if the use is revenue producing.

C. The university shall manage the risks and potential liability associated with the use of each university facility.

D. The university will not allow use of its facilities in a manner that unfairly competes with the private sector in violation of Regent Policy 89-1.

E. The designated university officials responsible for each facility shall ensure that this policy is followed and that each facility develops individualized procedures consistent with this policy.

It follows that use of The UWM Peck School of the Arts facilities shall be consistent with campus policy and is primarily in furtherance of the School’s purposes, including its missions of teaching, research, and public service and consistent with the facilities’s intended functions as classrooms, rehearsal studios, and performance venues to meet the instructional and performance needs of the Peck School of the Arts.

Peck School of the Arts Policy and Priorities
Spaces in The Peck School of the Arts and its component facilities must be scheduled through the Peck School of the Arts Assistant Dean for Facilities in coordination with the Office of the Dean of the Peck School of the Arts. All activities must adhere to the policy and procedures of the Peck School of the Arts, the University of Wisconsin-Milwaukee, the UW-System, and the State of Wisconsin.

Priority shall be given to academic programs, performances, events, lectures, and other activities that serve the programmatic needs of the Peck School of the Arts and its constituent departments. Second priority shall be given to events and activities that are sponsored by the Chancellor’s Office and serve the mission and goals of the University of Wisconsin-Milwaukee. Third priority shall be given to events and activities that serve other campus budgetary units and academic departments outside of the Peck School of the Arts.

A fourth priority may be given to organizations that do not have a budgetary association with the university. (a non University-Directed organization). Such access shall be in conformity with UW-Milwaukee Use of Facilities Policies and Procedures [S-23, revised October 2003]. Entities not conforming to the definition of organizations associated with the university in policy S-23, or in UWS 21.02(5), must be sponsored by an Organization Associated with the University in order to use a university facility. Unrestricted use beyond these purposes cannot be allowed. Spaces assigned to the Peck School of the Arts are not commercial venues and are not for private use.
EXTERNAL (NON UNIVERSITY DIRECTED) USE OF PSOA FACILITIES

1. All external requests for use of PSOA facilities must be immediately directed to the Assistant Dean for Facilities who will review the request according to the policies articulated in Peck School of the Arts Policy and Priorities above.

2. External events will be assessed the established user fees for use of PSOA facilities according to the approved fee structure.

3. External use sponsored by a PSOA department may be granted campus or school rates based upon rationale provided by department chair and approved by Dean of the Peck School of the Arts.

4. External use will be scheduled and contract written by the Assistant Dean for Facilities and will meet UWM Risk Management requirements.

5. Appropriate staffing for external users will determined by the Assistant Dean for Facilities and costs included in contract.

CAMPUS USE OF PSOA FACILITIES

1. All requests for use of space by other campus units will be reviewed by the Assistant Dean for Facilities according to the priorities articulated in Peck School of the Arts Policy and Priorities above.

2. Campus events will be assessed the established user fees for use of PSOA facilities according to the approved fee structure.

3. Campus use sponsored by a PSOA department may be granted campus or school rates based upon rationale provided by department chair and approved by Dean of the Peck School of the Arts.

DEPARTMENTS USE OF PSOA FACILITIES

Class Scheduling

1. Scheduling of assigned rooms and studios for regularly scheduled dance courses is delegated to the Dance Department

2. Scheduling of assigned rooms and studios for regularly scheduled film courses is delegated to the Film Department

3. Scheduling of assigned rooms and studios for regularly scheduled music courses is delegated to the Music Department. Scheduling of Room Zelazo 280 is done by the Assistant Dean for Facilities once regularly scheduled ensembles courses have been scheduled.

4. Scheduling of assigned rooms and studios for regularly scheduled theatre courses is delegated to the Theatre Department

5. Scheduling of assigned rooms and studios for regularly scheduled visual arts courses is delegated to the Visual Arts Department

6. Scheduling of assigned rooms and studios for regularly scheduled courses in Kenilworth Square is delegated to the individual Department if the room has been assigned to them. Rooms not assigned to a specific department are managed by PSOA Asst Dean for Facilities and class scheduling requests shall be routed through that office.
Performances, Exhibitions and Other Scheduling

1. Bader Concert Hall is scheduled by the Assistant Dean for Facilities
2. ACL 120 is scheduled by the Assistant Dean for Facilities
3. The PSOA Recital Hall is scheduled by Music Department
4. The Mainstage Theatre, Studio Theatre and KSE Studio 508 are scheduled by the Theatre Department.
5. Studio 254 in Mitchell Hall is scheduled by the Dance Department
6. Zelazo Rooms 168, 171, 177, 250, & 280 are scheduled by the Assistant Dean for Facilities
7. Public spaces in KSE are scheduled by the Assistant Director for Facilities located in KSE 303 and includes open labs KSE 312, 412, 512, and sixth floor performance space (currently unfinished) and seminar and critique spaces KSE 320, 420, 463, and 520
8. All Inova Galleries, THR 228, KSE 120, 130, and 150 are scheduled by Director of Galleries
9. Groups or activities without a direct curricular tie to a department are scheduled by the Assistant Dean for Facilities
10. Rooms not assigned to specific Departments are managed by PSOA Asst Dean for Facilities and scheduling requests shall be routed through that office

Fees

1. Some spaces in the Peck School of the Arts have established internal user or maintenance fees used to address costs associated with the specialized nature of the space. Such fees and expenditures are managed by the Assistant Dean for Facilities.

2. For example an internal user fee for maintenance of the Bader Concert Hall is assessed to all Peck School of the Arts organizations for public performances in the space. The $100 fee includes the performance and two (2) rehearsals in the space. Rehearsals beyond two will be charged at $50 each. (See attachment A for list of all PSOA spaces that have been assigned user fees.)

3. Activities such as clinics, workshops and festivals scheduled in Bader Hall Concert will be charged at the $100 per event fee.

4. Activities such as clinics, workshops and festivals scheduled in Rooms 171, and 177 will be charged the established PSOA fee. (See appendix B.)

5. Sectional rehearsals for regularly scheduled UWM music ensemble courses, may be scheduled in Rooms 171, 177, and 250 at no charge, subject to availability.
Room Set Up and Restore

1. Peck School of the Arts users of shared spaces in the Zelazo Center are expected to set up and strike their equipment, chairs, stands, tables etc. immediately before and after their room use unless arranged in advance with the Assistant Dean for Facilities. (In instances where there is no intervening activity in the room the setup may remain until the next rehearsal/conference. It is the responsibility of the user to confirm schedule with the Assistant Dean for Facilities.

2. Meeting rooms in the Zelazo Center used for sectional rehearsals must be set up and returned to standard setup immediately before and after use. Music stands and chairs may NOT be left in the rooms. If stands and chairs are not removed by users operations staff will move them and the appropriate department will be billed.

3. Storage for the Bader Concert Hall stage is extremely limited and must be restricted to items that are frequently used on the stage - i.e. piano(s), acoustical shell, chairs, stands, and conductors’ podium

Performance/Event Management

1. Public performances and events scheduled by Departments in the Peck School of the Arts will be assigned a house manager or building manager as needed and determined by PSOA Operations staff. PSOA Operations will recruit ushers for public performances with the assistance of respective departments. While a house manager will be provided for public performances, staffing for the event, including, stage manager, and setup/strike crews, if needed, is the responsibility of the organization/department presenting the event.

2. Responsibilities of the assigned House Manager or Building Manger will include:
   • Opening and closing building for weekend and evening performances.
   • Supervising ushers
   • Reporting any unusual occurrence such as patron’s complaints, accidents, or security issues to facilities manager
   • Securing performance venue after the performance
   • Enforcing building policies regarding the prohibition of food and beverages in venues during rehearsals and performances
   • Basic operation of lighting and sound systems as required. (Additional operator(s) may be required due to program complexity as determined by PSOA Assistant Dean for Facilities.)

Sectional Rehearsals

1. Sectional rehearsal requests for Helen Bader Concert Hall for regularly scheduled UWM music ensemble courses, if not one of the two rehearsals included with $100 concert fee, will be an added $50 per rehearsal.* (these are 101 activities)

2. Sectional rehearsals for regularly scheduled UWM music ensemble courses in ZEL 171, 177, and 250 will not be assessed at usage fee.* (these are 101 activities)

3. Sectional rehearsal requests for Helen Bader Concert Hall for regularly scheduled UWM music programs such as UWAY and YPE if not one of the two rehearsals included with $100 concert fee will be an added $50 per rehearsal.* (these are 136 activities)

4. Sectional rehearsals for regularly scheduled UWM music programs such as UWAY and YPE in ZEL 171, 177, and 250 will be assessed at $25 per use.* (these are 136 activities)

5. *A labor fee will be charged to restore rooms that are not returned to the condition in which they were found unless prior arrangement has been made with PSOA Asst Dean for Facilities.
Other Activities (UWAY, YPE, Honors Band Festival, Honors Orchestra Festival, Summer Music Institute, Clinics for visiting schools)

1. Performance and rehearsal in Helen Bader Concert Hall will be charged $100 and includes two rehearsals
2. Rehearsal use of ZEL 171, 177, 250, will be charged at PSOA fee for these spaces

Recitals and Recording Sessions

1. Recitals by PSOA faculty and staff will be assessed the standard PSOA rate and will be scheduled once a funding source code is identified. House management will be provided and must be used for public events.
2. Recording sessions by PSOA faculty and staff will be assessed the standard PSOA rate and will be scheduled once other rehearsal and performance activities have been determined.

Student Recitals

2. Student recitals are given in the PSOA Recital Hall and managed by the Music Department using graduate student assistants.
3. Scheduling of student recitals and management coverage is provided by the Music Department Office and coordinated with PSOA Facilities and Operations.
4. Receptions accompanying recitals are entirely the student's responsibility. The lobby must be cleared of any additional furniture, existing table surfaces must be wiped clean, and all trash generated by the reception must be removed from the building. These responsibilities belong to the student and must NOT be left for university staff.
5. On rare occasions students may request another recital venue, such as Zelazo 250, 280, or Helen Bader Concert Hall. Such requests must be justified to and have written approval of student's principal faculty member(s) AND Music Department Chair BEFORE any space will be reserved. Music staff will contact Zelazo staff to coordinate adding event to calendar.
6. The Music Department will be assessed the PSOA user fee for the spaces named in #4 above. Management of the event will be handled by PSOA Facilities and the cost billed to the Music Department.
7. Receptions in Zelazo will be accommodated according to item #3 above.
ASSIGNMENT AND USE OF SPACE IN PSOA KENILWORTH SQUARE FACILITIES
(KSE)

Non University and Campus use of space in KSE
Such use will be according to policies articulated on page 2 of this document.

Assignment of Individual Studio Spaces in KSE
Individual studio spaces at KSE will be assigned by the Dean of PSOA in consultation with Department Chair and the Assistant Dean for Facilities. A written agreement with respect to specific space and specific time period shall be signed by both parties.

Group Research/Creative Labs/Rehearsal Studios
Spaces such as KSE 368, 408, 640 and 660 will remain under management of the Assistant Dean for Facilities. As projects and needs are identified the rooms will be reserved/scheduled for finite time periods by the Assistant Director located in KSE 303.

Public Spaces
Public spaces in KSE will remain under the management of the PSOA Assistant Dean for Facilities including Inova exhibit space KSE 130, 150, PSOA screening room KSE 120, and will be scheduled by the Director of Inova. Open labs KSE 312, 412, 512 will be scheduled by the Assistant Director of Facilities and Operations located in KSE 303.

Seminar and Critique Spaces
Seminar and critique spaces in KSE will remain under management of the Assistant Dean for Facilities and will be scheduled by the Assistant Director located in KSE 303 and includes KSE 320, 420, 463, and 520.

Use of KSE Shared Laboratory Spaces
It is anticipated that a large amount of the space assigned to PSOA will be shared by a variety of users within the school and in order to achieve efficient use the following policies will be in effect.

Use of rooms will be scheduled through the PSOA Assistant Director for Facilities according to the priorities established in the Mission Statement for the Building and in consultation with the Assistant Dean and building user/occupants:

Scheduling Class Space - Contact: PSOA Asst Director for Facilities.
Scheduling Project Space - Contact: PSOA Asst Director for Facilities.
Scheduling Public Events - Contact: PSOA Asst Director for Facilities.
PECK SCHOOL OF THE ARTS SPACE ACCESS

POLICY
The primary purpose of facilities under the control of the Peck School of the Arts is to serve as classrooms, studios, laboratories, rehearsal and performance spaces to meet the instructional and performance needs of the Peck School of the Arts. Unrestricted use and occupancy beyond these purposes cannot be allowed. Due to the studio nature of the disciplines of Dance, Film, Music, Theatre and Visual Art students require a significant degree of access to classrooms and studios at times in addition to regularly scheduled class meetings. The nature of many classes means that equipment and a safe environment for studio/laboratory work must be available when spaces are not being used for regularly scheduled class sessions.

In order to limit unauthorized and inappropriate access to its facilities PSOA will implement procedures to identify and authorize use by current students, faculty and staff of the school during times buildings are not scheduled to be “open.”

Building “open” hours will typically be:

<table>
<thead>
<tr>
<th>Building</th>
<th>Week days</th>
<th>Open Times</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Bldg</td>
<td>M-F</td>
<td>7:00am-8:00pm</td>
<td>7:00am-6:00pm</td>
<td>7:00am-6:00pm</td>
</tr>
<tr>
<td>Music Bldg</td>
<td>M-F</td>
<td>7:00am-8:00pm</td>
<td>7:00am-6:00pm</td>
<td>11:00am-4:00pm</td>
</tr>
<tr>
<td>Theatre Bldg</td>
<td>M-F</td>
<td>7:00am-8:00pm</td>
<td>7:00am-6:00pm</td>
<td>11:00am-4:00pm</td>
</tr>
<tr>
<td>Mitchell Hall</td>
<td>M-F</td>
<td>7:00am-10:30pm</td>
<td>7:00am-10:30pm</td>
<td>11:00am-10:00pm</td>
</tr>
<tr>
<td>Zelazo Center</td>
<td>M-F</td>
<td>7:00am-7:00pm</td>
<td>7:00am-5:00pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

On legal holidays (SEP 5, NOV 24, DEC 24-26 & 31, JAN 1-2 & 16) buildings will normally be locked all day and night. When offices are open but classes are not in session these semesters (NOV 25, DEC 27-30) buildings will normally be open from 7:00 am to 5:00 pm only.

Students, faculty, and staff who have been authorized and enrolled in the hand recognition system will have 24/7 access to the above buildings during the time the University is open.

Enrolment in the hand recognition system is voluntary, however, it will be the unique way of obtaining access to buildings outside the regularly scheduled "open" hours.

PROCEDURES
Procedures for obtaining access to PSOA buildings during closed hours:

Persons seeking enrolment must go to the PSOA Box Office during regularly scheduled hours where staff will guide them through the process. (Box Office hours are typically T-F 10:00AM - 5:00PM.) The Box Office is located just inside the Zelazo Center. Use south entry from parking lot. Free parking is allowed at the green 15 min meters located near the entrance.

1. Enrollees must present a photo I.D.
2. Box Office staff will confirm enrollees eligibility by checking PSOA documentation such as lists of majors, faculty/staff directory, class lists or other appropriate PSOA documents.
3. Once the above information is verified the enrollee will be assigned a four digit PIN number, and be asked to insert right hand in the enrollment reader where the image will be recorded. This process must be repeated three times.
4. When the image has been recorded it will be distributed to the appropriate building entrance and the enrollee will be activated.
HAND KEY PROCEDURES FOR SPECIAL CLASS ENROLLMENTS

Non PSOA Students seeking enrollment in hand readers for building access must go to the PSOA Box Office during regularly scheduled hours where staff will guide them through the process. (Box Office hours are typically T-F 10:00AM - 5:00PM. The Box Office is located just inside the Zelazo Center. Use south entry from parking lot. Free parking is allowed at the green 15 min meters located near the entrance.

1. A copy of the student’s semester class schedule must be shown to Box Office Staff to verify enrollment in the class thereby documenting need for building access.
2. In addition student must present a photo I.D.
3. Box Office staff will assign a four digit PIN number to enrollee.
4. Once the above information is verified the enrollee will asked to insert right hand in the enrollment reader where image will be recorded.
5. When image has been recorded it will be distributed to the appropriate building entrance and enrollee will be activated.

Keys issued in the Peck School of Arts are subject to UWS 18.06(12) and UWS 18.07 as stated. Wisconsin Administrative Code  UWS 18.06(12) Keys

(a) No person may duplicate a university key or request the unauthorized duplication of a university key,
(b) No person may transfer any university key from an individual entrusted with its possession to an unauthorized person, or be in unauthorized possession of a university key.
(c) Keys in the possession of unauthorized persons may be confiscated

UWS 18.07 Penalties. Unless otherwise specified, the penalty for violating any of the rules in section UWS 18.06 shall be a fine of not more than $500, or imprisonment of not more than 90 days, or both, as provided in section 38.11(1)(a), Wis. Stats., 1973

Peck School of the Arts Policies:
1. All key requests must have approval of Department Chair or Program Manager.
2. Keys will be issued to individuals upon payment of a deposit of $7.50 per each key. Deposits will be remitted when keys are returned
3. Practice room keys issued to music students will require Music Department authorization and a non-refundable payment of $7.50 from the student.
4. Keys may be issued to PSOA departments when requested by Department Chair and upon payment of a $7.50 non-refundable fee for each key. The key(s) will be noted as a department issue, with key location and responsible person identified.
5. Lost keys will be treated as new requests and a new deposit will be required.
6. Core/cylinder change work orders may be requested by Department Chairs in consultation with the Assistant Dean for Facilities who will issue work order once department’s source of funds has been identified.
7. In the event security issues arise Box Office records will be used to determine identities of individuals having access to any and all roo
Peck School of the Arts Procedures:

1. Key requests must be submitted to Department Chair or Program Manager who will fill out Adobe interactive form and submit it to the Assistant Dean for Facilities who will review request and, if it is in order, will provide Box Office with requested keys for issuance upon payment of required deposit or fee. Key requests that are not complete or arrive via paper form or email without a department approval will be returned.

2. Approved requests will be processed at the Box Office and requestor will be notified by email (UWM accounts only!) when keys are ready for pickup. Requestor should print and bring email notification to the Box Office as identification when picking up keys. Student or staff identification will also be required. If email address is not available key notification will be returned to department for delivery to individual.

3. The Box Office will issue key(s) upon payment of deposit or assessment and will record transaction and file original request and related documents.

4. Back orders are possible. Partial orders may be processed if majority of keys are in stock.

5. A key deposit of $7.50 per key is required, deposit will be refunded when key is returned.
FUNDAMENTAL AGREEMENTS

1. All questions, requests, and arrangements regarding the use of the PSOA facilities shall be through the: Peck School of the Arts Asst. Dean of Facilities and Operations 414-229-4770

2. The Peck School of the Arts reserves all vending rights. There shall be no sale of goods or services in PSOA facilities or connected with any event/function without the express written permission of the Peck School of the Arts Asst. Dean of Facilities and Operations.

3. All sales in PSOA facilities, i.e. tickets, concessions, merchandise must be handled by PSOA Box Office staff for security and accounting reasons.

4. Fees for Box Office services will be assessed to event/activity sponsor.

5. Under no circumstance will any non-university vendor or contractor be allowed to dispense or sell any alcoholic beverage.

6. No consumption of food or beverages shall be allowed except as part of special services agreement. PSOA reserves the right to restrict and approve all food and beverage providers solely at its own discretion.

7. Whenever there is consumption of food or beverages in conjunction with an event, there will be a special clean up charge imposed because such services are not included in the Base Facility Spaces Use Fee.

8. PSOA reserves the right to require an additional deposit for those events which in its judgment pose a risk of damage or loss to the Facility due to the type of event/function being undertaken.
APPENDIX A

POLICIES APPLYING TO PSOA PERSONNEL USE OF SPACE

Wisconsin Statutes, various sections of the Wisconsin Administrative Code and UWM policies prohibit the use of University facilities for personal or commercial purposes by unclassified and classified employees alike. The policies also pertain to emeritus faculty and academic staff who have access to university facilities and equipment for continued scholarly activity.

Administrators: Wisconsin Statute 19.45 (Standards of conduct; state public officials) specifically addresses what is expected of high level executive officials of the UW System and UWM. For example, subsection (2) states that "No state public official may use his of her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated."

Unclassified Staff: The University of Wisconsin Board of Regents has regulations applicable to the unclassified staff in general. UWS 8.03 (Standards of Conduct) says: "(1) PERSONAL GAIN FROM UNIVERSITY POSITION. (a) No member of the unclassified staff may, in a manner contrary to the interests of the university of Wisconsin system (sic), use or attempt to use his or her public position or state property, including property leased by the state, to gain or attempt to gain anything of substantial value for the private benefit of the staff member, his or her immediate family or any organization with which the staff member is associated."

Faculty: UWM has policies and procedures pertaining specifically to use of campus facilities by faculty and emeritus faculty members. One is UWM 5.33 (Use of University Facilities for Personal Purposes), which states: "University facilities, equipment and supplies shall not be used by the faculty for other purposes than carrying out their institutional responsibilities. If for any reason a faculty member deems it essential to use such facilities for personal activities, appropriate arrangements shall be made with the University authorities." In addition, UWM 5.34 (Use of University Facilities for Commercial Purposes) is worded as follows: "University facilities shall not be used by faculty members for outside activities of a commercial character without previous arrangements with the appropriate University authorities."

Classified Staff: Classified staff conduct in this regard is governed by the Code of Ethics set forth by Page 1 Use of University Facilities the Department of Employment Relations Division of Merit Recruitment and Selection. Subsection (2) (a) of ER-MRS 24.04 states: "No employee may use or attempt to use his or her public position or state property, including property leased by the state, or use the prestige or influence of a state position to influence or gain financial or other benefits, advantages or privileges for the private benefit of the employee, the employee's immediate family or an organization with which the employee is associated." Classified employee also are responsible for adhering to the UW System Classified Employee Work Rules.
## APPENDIX B

### PSOA BASE FACILITY SPACES USE FEES

<table>
<thead>
<tr>
<th>Facility Description</th>
<th>External</th>
<th>Internal</th>
<th>PSOA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Helen Bader Concert Hall - Room 220</strong></td>
<td>$1,050</td>
<td>$500</td>
<td>$100</td>
</tr>
<tr>
<td>(Including lobby and balcony)</td>
<td>$630/add.</td>
<td>add</td>
<td>$100/add.</td>
</tr>
<tr>
<td><strong>Helen Bader Concert Hall Lobby - Room 200A</strong></td>
<td>$420.00</td>
<td>$200.00</td>
<td>$100.00</td>
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<tr>
<td><em>(Excluding use of Helen Bader Concert Hall-Room 220)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pieper Family Foundation Green Room - Room 171</strong></td>
<td>$420.00</td>
<td>$200.00</td>
<td>$50.00</td>
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<tr>
<td><strong>Room 177</strong></td>
<td>$210.00</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Irving &amp; Miriam Lowe Patrons Lounge - Room 250</strong></td>
<td>$525.00</td>
<td>$300.00</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Band Orchestra Rehearsal - Room 280</strong></td>
<td>$630.00</td>
<td>$300.00</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Nohl Art Galleries - Rooms 320, 320D, 320E</strong></td>
<td>$210.00</td>
<td>$100.00</td>
<td>$50.00</td>
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<tr>
<td><strong>Esther Leah Ritz Practice Room - Room 330</strong></td>
<td>$105.00</td>
<td>$50.00</td>
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<tr>
<td><strong>Dance Studio - Room 378</strong></td>
<td>$400.00</td>
<td>$200.00</td>
<td>$50.00</td>
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<tr>
<td><strong>John &amp; Irusha Downey Rehearsal Room - Room 394</strong></td>
<td>$100.00</td>
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<td>$50.00</td>
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<td><strong>Peck School of the Arts Recital Hall - MUS 175</strong></td>
<td>$400</td>
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<td><strong>Music Rehearsal Studio - MUS 180</strong></td>
<td>$100.00</td>
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<td>$0.00</td>
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<tr>
<td><strong>Music Rehearsal Studio - Music 280</strong></td>
<td>$100.00</td>
<td>$50.00</td>
<td>$0.000</td>
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<tr>
<td><strong>Mainstage Theatre - Room Thr 164</strong></td>
<td>$500.00</td>
<td>$250.00</td>
<td>$80.00</td>
</tr>
<tr>
<td><em>(including lobby)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modifications to existing seating plan will be on a cost basis. Restoration to seating arrangement before event, if required, will also be on a cost basis for labor and cartage.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mainstage Theatre Lobby</strong></td>
<td>$200.00</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td><em>(Excluding use of Mainstage Theatre)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Studio Theatre THR 6</strong></td>
<td>$160.00</td>
<td>$80.00</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Studio - Room THR 7</strong></td>
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<td>KSE 592/597 recording studio</td>
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<tr>
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<td>four hour minimum</td>
<td>$50.00/hr</td>
<td>$25.00/hr</td>
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All facility license fees are on a daily basis

Outside use of any space equals 3 x the university overhead for external and 2 x university overhead for internal
### House Management Information Form

**Peck School of the Arts**  
**Facilities and Operations**  
**Version 070308**

**SHOW:**  

**DATE/ S:**  

**DAY/ S:**  

**# of PERFORMANCES:**  

**VENUE:**  

**DEPT/ORGANIZATION:**  

**SHOW CONTACT:**  (Maximum of 2)

---

**General Information:**

**Report Distribution:**

**Ticket/Box Office Information:**

- [ ] No Latecomer Seating
- [ ] Sightline Issues
- [ ] Special Effects
- [ ] Other (specify):

**Special Effects or Audience Information:**

- [ ] Gunshot/s
- [ ] Pyro
- [ ] Smoke
- [ ] Nudity
- [ ] Sexual Content
- [ ] Lighting Effects/Strobe
- [ ] Actor Effects From House
- [ ] Actor Interaction Before Curtain
- [ ] Actor Interaction During Intermission
- [ ] Other (specify):

**Communication:**

- 5 Minutes to Open House
- House Open
- 5 Minutes to Curtain
- House Closed
- Holding House for: _____________

**Alternate Communication Requested:**

**Other:**

---

**Announced Curtain Time:**

**ESTIMATED RUNNING TIMES:**

- First Half:
- Second Half:
- Intermission 1:
- Intermission 2:
- Intermission 3:
- Total Run Time: _____________

**Seating and Latecomer Seating Instructions:**

---

Standard House Open is at 30 Minutes to Announced Curtain Time.  
If there are to be no latecomer seating allowed, please inform the Box Office as soon as possible.  
If there are sight line issues, please inform the Box Office as soon as possible.  
If seating is required to be left open for production aspects, please inform the Box Office as soon as possible.  
This information is to be provided approximately two weeks in advance of the activity, performance or event to psoahm@uwm.edu.  
If you have questions, please contact the Sr. House Manager at 414-229-2445 or 414-229-2998.

**THANK YOU!**
UWM PECK SCHOOL OF THE ARTS
Event Scheduling Form for all Public Events
Performances, Master Classes, Activities, Gallery Openings, etc.

This fillable form must be completed to schedule any PeckSchool of the Arts event that is open to the public. The information will be used by the Development/Marketing Office, the Box Office and Facilities/Operations to meet your publicity, scheduling, ticket and setup needs. If this is an Outreach activity use the Outreach Activity form.

Today's Date: ____________ □ Original Form □ Revised Form

Entity Sponsoring Event: ____________________________ Type of Event: ____________________________

Entity Name: ____________________________

Address if Applicable:

Entity Contact: ____________________________

Telephone: ____________________________ Email (campus preferred): ____________________________

Project Description: ____________________________

Event Synopsis: Please complete all that apply to your event

□ Guests □ Repertoire □ PreConcert Talk □ Reception □ Talkback

□ Show Runtime: □ Intermission/s □ Age Appropriate □ Sexual Content □ Nudity

□ Off Campus Locale □ Piano Tuning □ Recital Hall Piano □ Video/Photo Shoot □ Merchandise Sales

□ Vending/PSOA Sale

Previous

Next
Please list each day and time of event separately

<table>
<thead>
<tr>
<th>Event Date:</th>
<th>Event Day(s):</th>
<th>Event Time:</th>
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<tbody>
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**Requested Location**

Rehearsal or interception dates, times or spaces other than those you have requested:

**Marketing Services:**

To help us plan the services needed for your event, please check the boxes below and we will arrange a meeting as soon as possible to discuss your needs. If your event involves a guest artist, submit publicity materials, press packet and electronic photos at least 8 weeks in advance of the event. If your event has any additional website addresses that will be helpful in promotion, please provide them at this time.

- Press Release
- Printed Materials
- Flyer
- Ads (print, radio)
- Postcard
- Poster
- Subscription Brochure
- Other (Below):

**Box Office Services:**

- Tickets Are Being Sold
- Tickets Are NOT Being Sold
- Seating Reserved
- Seating UNReserved

Ticket Pricing:

If you will be using a telephone number other than the Box Office, provide the number, contact name, and other information here:

**Deposit Revenue to:**

**Charge Expenses to:**

**Name of Person Verifying This Information Submission:**

CONTINUE TO PAGES 3 AND 4 FOR DETAILED EVENT INFORMATION AND TECHNICAL REQUIREMENTS
**Addendum to Event Scheduling Form**

**Type of Event:**

**Anticipated Attendance:**

**Entity Sponsoring Event:**

**Entity Name:**

**Address if Applicable:**

**Entity Contact:**

**Telephone:**  
**Email (campus preferred):**

**Entity’s On Site Coordinator and Cell Number:**

**Rooms Event has Reserved:**

**Reception (Please Describe):**

**Entrees to be Used:**

**Please list each date and time of the events setup, rehearsal and performance needs separately:**

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<th>Rehearsal Day</th>
<th>Rehearsal Time</th>
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</tbody>
</table>

**Previous**  
**Next**
Event Staff Requirements:

Setup Staffing:
- [ ] On Site Coordinator
- [ ] Setup Crew
- [ ] Concessions Setup
- [ ] Reception Setup

Rehearsal/Performance/Event Staffing:
- [ ] House Management Staff
- [ ] Building Manager
- [ ] Stage Manager
- [ ] Stage Crew
- [ ] Ushers
- [ ] Concessions Staff

*Please Note: Your assistance is relied upon in usher recruitment. Please forward names under separate communication to psoahm@uwm.edu. Thank you.

Completed By Facilities and Operations
- HM __________________________
- AHM _________________________
- BM __________________________

Event Technical Requirements (Diagram or Attach as Necessary):

Set Up: ________
Requirements: ________

Lighting: ________
Requirements: ________

Sound: ________
Requirements: ________

AV: ________
Requirements: ________

Signage: ________

Third Party Providers: ________
Catering, Recording Engineer, Interpreters, etc.: ________
Special Services: ________
Describe: ________
This Key Authorization Request must be accompanied by an electronic passcode from the Chair of each Department authorizing this electronic issuance of a key in their area and/or building. Without this documentation, this Request will be returned.

UW-Milwaukee
Peck School of the Arts
KEY AUTHORIZATION FORM

Current Date
Category

First Name
Last Name
Department

Street Address 1:
Street Address 2:
City, State Zip:

Home/Cell Telephone: ___________________________ Office Phone if Applicable: ______________________

Email @uwm.edu

☑ NO □ YES

I hereby request authorization to obtain a key to:

<table>
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<th>Room</th>
<th>Replacement Key:</th>
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<td>☑ NO □ YES</td>
</tr>
</tbody>
</table>

I understand that if the key is lost or stolen, I will pay $7.50 for a replacement. If the key is broken, I understand that it will be replaced on presentation of the pieces of the broken key. I further understand this key is not to be loaned or duplicated. I will return the key to my Dean, Division Heat or Unit Business Representative when I leave this division or upon demand of my Supervisor. I have read UWS 18.06 (12) and 18.07 and understand these rules have the force of law.

Department Authorization: ___________________________ Passcode: __________ Date __________

PSOA, Asst. Dean of Facilities and Operations: LeRoy Stoner, Passcode = __________ Date __________

Wisconsin Administrative Code UWS 18.06 (12) Keys.

a) No person may duplicate a University key or request the unauthorized duplication of a University key.

b) No person may transfer any University key from an individual entrusted with its possession to an unauthorized person, or be in unauthorized possession of a University key.

c) Keys in the possession of unauthorized persons may be confiscated.

UWS 18.07 Penalties: Unless otherwise specified, the penalty for violating any of the rules in section UWS 18.06 shall be a fine of not more than $500, or imprisonment of not more 90 days, or both, as provided in section 38.11 (1)(a), Wis. Stats., 1973.
PSOA FACILITIES USE AND ACCESS POLICIES
Revised

May 24, 2008
March 19, 2005
August 22, 2006
August 18, 2008