

FACILITIES USE REQUEST FORM

Organization Name			
Name of Event			
Date(s)/Day(s) of Event			
Contact Person:		E-mail:	Phone:
Address:		Cell:	
County Agency <input type="checkbox"/>	State Agency <input type="checkbox"/>	City Dept. <input type="checkbox"/>	UW System School <input type="checkbox"/>
Private Non-Profit <input type="checkbox"/>	Public School District <input type="checkbox"/>	For Profit <input type="checkbox"/>	Other Higher Education <input type="checkbox"/>
No. of People:		Will there be a fee charged for attendees?: Yes <input type="checkbox"/> No <input type="checkbox"/> Amount charged/person:	

-- DEPOSIT: For major events a deposit is required. --

Room # (or "ANY")	Date	No. of People	Special Setup, Technology, Catering, Custodial, Etc., Needs. Attach additional pages if needed. Rooms come as is. There may be additional charge for setup.	Setup Time	Start Time	End Time

Other special room needs:

Type of Setup Requested:

Classroom <input type="checkbox"/>	Computer Lab <input type="checkbox"/>	Dining <input type="checkbox"/>	Gallery <input type="checkbox"/>	Other <input type="checkbox"/> Please specify:
Conference Room <input type="checkbox"/>	Reception <input type="checkbox"/>	Theatre Seating <input type="checkbox"/>	Video Conference <input type="checkbox"/>	

Additional Services Requested of the University:

Easel <input type="checkbox"/>	Basic Sound & Lighting <input type="checkbox"/>	Projection System <input type="checkbox"/>	Podium <input type="checkbox"/>	Food/Catering Services <input type="checkbox"/> We will contact you with options specific to each campus
Microphone(s) <input type="checkbox"/> # needed: _____	Wi-Fi Access <input type="checkbox"/> # needed: _____	Extension Cords <input type="checkbox"/> # needed: _____	Chairs <input type="checkbox"/> # needed: _____	
6 ft. tables <input type="checkbox"/> # needed: _____	8 ft. tables <input type="checkbox"/> # needed: _____	Will alcohol be served at this event? Approval of Dean, and other restrictions apply. See Facility use Policies and Procedures for more information. <input type="checkbox"/>		Non Standard setup - approval required <input type="checkbox"/>

Other needs, not listed above:

Please indicate which campus you are requesting:

FACILITIES USE REQUEST FORM

REGULATIONS GOVERNING USE OF UNIVERSITY FACILITIES BY NON-UNIVERSITY GROUPS

The University of Wisconsin Colleges exists for University purposes of instruction, research and public services. It follows, therefore, that facilities which have been provided by the County and State for these purposes and programs cannot be open to unrestricted use by non-University groups. If, in the judgment of the Assistant Campus Dean for Administrative Services or his/her designee, the meeting or activities of a non-University group will contribute to and serve the University's mission, the facilities when available, may be used by that group subject to established procedures. In all instances, **University needs must be served first.**

Reservation Procedure

1. A Facilities Use Request form must be obtained, completed, and returned to the Business Office at least ten business days prior to the event.
2. An authorized representative of the sponsoring organization must sign the form, indicating that he/she has read and understands the policies & procedures governing the usage of campus facilities and agrees to comply with these procedures.
3. Any changes to the original request concerning setup, IT services, technology requirements, or staffing must be received at least 5 business days before the event. Charges may apply.
4. All cancellations must be received at least 72 hours in advance of the event to guarantee refund of the Facilities Usage Fee. If the dates reserved on the Facilities Use Request form subsequently come into conflict with the needs of the University, the University reserves the right to change or cancel the arrangements upon 48 hours' notice to the user.

Scheduling Priorities

The University of Wisconsin Milwaukee College of General Studies encourages use of its facilities by non-University groups if certain criteria are met: first consideration will be given to the needs of the University, its Continuing Education Programs, and UW Extension; second, State, county/city agencies; third, to other governmental and public education agencies. Other request will be treated on a first come, first served basis. The University reserves the right to change room assignments, or cancel reservations and refund fees paid, where appropriate, when University priorities so require.

General Conditions of Use

1. If extra expense to the University is involved (e.g., for custodial service, policing, labor, technical support, and utilities), the sponsoring organization must accept responsibility for such costs. The organization shall specify a representative to work with designated campus personnel in making arrangements.
2. The organization desiring the use of University facilities must declare that it does not discriminate as to race, religion, gender, age, or national origin.
3. The meeting(s) will in no way obstruct, hamper, or endanger the normal functioning of the University campus.
4. The meeting(s) must be open to the public.
5. The meeting(s) must be in keeping with the overall educational and public service objectives of the University of Wisconsin.
6. No religious services or instruction may be conducted on a regular or continuous basis anywhere on the campus.
7. Any use of the University or campus logo must be approved in advance by the Dean/CEO. The University also reserves the right to review advertising and promotion of any event and to approve all advertising on campus grounds. Please consistently use the correct campus name: UWM at Waukesha (Washington County) or University of Milwaukee Waukesha.
8. University regulations prohibit the selling, peddling, or solicitation for the sale of goods or services or contribution on University property by persons not associated with the University, unless they are by or under the sponsorship of a university or registered student organization pursuant to a contract with the University for the Allocation or rental space for that purpose.
9. Food or beverages are permitted in campus buildings only in specifically designated areas. Permission must be secured in advance by the Assistant Campus Dean for Administrative Services if other than the usual areas are to be used for meals and refreshments.
10. A ban has been placed by the Theatre Director for the use of the following materials such as glitter, confetti, Styrofoam particulates unless a written permission is acquired from the Theatre Director before the signing of all rental agreement for the use of the theater. These have a very lasting effect on the space and they are particularly damaging to costumes and potentially hazardous to electrical equipment.

Use-Specific Provisions

Alcohol: Pursuant to UWS 18.03(13), the use or possession of alcoholic beverages is prohibited on all university premises, except as permitted by Dean/Campus Executive Officer, subject to statutory age restrictions.

FACILITIES USE REQUEST FORM

Furthermore, upon the Dean's approval to serve alcoholic beverages at an event, the organization will be subject to further limitations, as outlined in UWCAP #36.

1. All alcoholic beverages must be purchased and sold by authorized agents of the UW Colleges as required by the UW System Federal Malt and Alcoholic Beverage Food Stamp. (See Agent Liability Request LAV 8).
2. "Carry-in" alcohol beverages will not be allowed.
3. Alcoholic beverages will be dispensed by employees of the UW Colleges or its approved agents who are of legal age and have received proper training. Those persons serving alcohol should be informed that state law prohibits the sale of alcohol to a person who is intoxicated. (Wis. Stat. Sec. 125.07 (2)).
4. Alternative, nonalcoholic beverages and food must be available and in evidence at every event at which alcohol is served. Water is not an acceptable alternative.
5. The sale of alcoholic beverages will cease one-half hour before the end of the event.
6. For those activities sponsored by student organizations at which alcohol will be served, additional requirements apply. See UWCAP #36 for this information.

Tobacco: Smoking is NOT permitted in University buildings. Smoking is only permitted in the Campus' designated smoking area.

Supervision: The facilities and grounds will not be made available for community use unless a member of the campus staff (i.e. administration, ranked faculty, instructional academic staff, UWEX personnel, custodians) is on duty during the period requested.

- A. Only authorized University personnel or persons specifically designated by the Assistant Campus Dean for Administrative Services may operate theater sound and lighting control systems or specialized equipment there or elsewhere.
- B. If extra assistance (before, during, or after the event) is involved, the sponsoring organization will be responsible for charges for this assistance.
- C. Children under the age of 18 must be closely supervised and the user will be held responsible.

Criminal Background Check Requirement: The signing of this agreement indicates that the facility user/organization, whose employees, affiliates, or volunteers will have overnight, routine, and/or multi-day access to minors in the course of this contract confirms that these employees, affiliates, or volunteers have satisfied a criminal background check conducted by a criminal background check vendor selected by the contractor that includes a check of the vendor's proprietary national criminal background check database. (Ref. Regent Policy #20-19).

Liability

The facility user hereby agrees to hold harmless the State of Wisconsin, the Board of Regents of the University of Wisconsin, University of Wisconsin-Colleges, Washington, or Waukesha Counties, their officers, employees, and agents from any and all liability, loss, damages, costs, or expenses, which are sustained, incurred, or required arising out of the actions of the facility user in the course of their use of the facilities including catastrophic injury or death. The institution has the right to request proof of commercial liability insurance, naming the Board of Regents of the UW System, as additional insured for those events or activities as deemed necessary. The user may in no way construe use of facilities as University endorsement of an organization, its program, or the view point it represents. In addition, the University of Wisconsin Colleges does not allege or assume any responsibility or affiliation with the activities or doctrines of the undersigned organization. The undersigned acts as an independent and separate entity in its use of the University's facilities. The organization assessing admission charges must assume full responsibility for collecting, reporting, and transmitting all applicable taxes to appropriate State or Federal agencies.

User Responsibility

The User is responsible for turning out lights and leaving the space(s) used in their original condition. User assumes responsibility for all publicity, signage, and promotions, which must be worded so that use of the facility is not construed as University sponsorship or endorsement. Official designation of this campus in **University of Wisconsin Milwaukee College of General Studies**, it should appear this way (or in the abbreviated form, UWM-Waukesha) in all publicity releases and printed materials. It is required that one copy of the conference programs, publicity releases, and other printed material be supplied to the Assistant Campus Dean for Administration Service's Office/designee at least ten business days prior to the beginning of scheduled event. This will help the campus to respond more effectively to questions.

Fees

1. Rental Charges. Organizations not associated with the UW System will be required to pay a facilities user fee. In some cases, the Campus Dean reserves the right to waive or add certain fees associated with facilities usage.
2. Incidental Costs. State law requires that organizations not associated with the University reimburse the University for Incidental Costs. The costs include extra work done by maintenance and technical staff, utility usage, supplies used, and other similar "indirect costs."



Washington County | Waukesha

Continuing Education & Professional Development

FACILITIES USE REQUEST FORM

The Assistant Campus Dean for Administrative Services or his/her designee supervises the scheduling of facilities. The UWS reserves the right to change room assignments or to cancel reservations when its operational priorities so require. The Assistant Campus Dean for Administrative Services or his/her designee is authorized to make exceptions to the regulations listed above when it is in the best interest of the University.

My signature on this document indicates that I, on behalf of the organization I represent, have accurately described our event and its needs, that I have read and understand the regulations regarding the use of campus facilities, that I accept responsibility for all University equipment used, that I will guarantee payment of all state costs and rental charges, and that I accept the liability clauses above. I also declare that our organization does not discriminate on the basis of race, color, religion, creed, sex, age, disability, sexual orientation, national origin, marital status, or any other basis protected by applicable state or federal law. I also understand that in the event that UW custodial staff is hired on my behalf and clean-up time exceeds an hour, additional fees will be charged.

Signature: _____ Date: _____

Organization Name: _____

For Office Use:

Estimated Usage Fee _____

Campus Approval _____

Date: _____

Cc: _____
