

## FACILITY USE APPLICATION & POLICIES

<b>Organization Name</b>			
<b>Name of Event</b>			
<b>Date(s)/Day(s) of Event</b>			
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:		<b>Will there be a fee charged for attendees?:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Amount charged/person:</b>	

**-- 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"/>	<b>Food/Catering Services</b> <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 check which campus you are requesting:



Washington County | Waukesha

## FACILITY USE APPLICATION & POLICIES

### REGULATIONS GOVERNING USE OF UNIVERSITY FACILITIES BY NON-UNIVERSITY GROUPS:

The University of Wisconsin-Milwaukee College of General Studies (CGS) exists for the 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 Dean/Assistant Dean/Campus Administration 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. The Dean/Assistant Dean/Campus Administration or his/her designee is authorized to make exceptions to the regulations listed above when it is in the best interest of the University. The University of Wisconsin Milwaukee 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 and its Continuing Education Programs; second, State, county/city agencies; third, to other governmental and public education agencies. Other requests will be treated on a first come, first served basis.

### Reservation Procedure:

1. A Facilities Use Request form must be obtained, completed, and returned to the Reservation Team at least ten business days prior to the event. It is advisable to submit your request as early as possible in order to ensure room availability.
  - a. Washington County: kelleyj@uwm.edu
  - b. Waukesha: wak-ress@uwm.edu
2. An authorized representative of the sponsoring organization must sign and return 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. Once your reservation is confirmed, you will be notified of acceptance. In order to hold your reservation return the approval form with your deposit of 50%.
4. 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. Additional charges may apply.
5. All cancellations must be received at least 72 hours in advance of the event to guarantee refund of the Facilities Usage Fee.
6. If the dates reserved on the Facilities Use Request Application 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.
6. Facility use outside of regular campus hours will incur overtime custodial and staff fees.
7. A detailed invoice showing actual expenses incurred will be provided ten days following the event. Payment must be received within 30 days of receipt of the invoice or a finance charge will be applied.

### General Conditions of Use:

1. Staff must be on site during the period facilities and grounds are requested for community use. 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. CGS is a non-smoking facility. The use of tobacco and tobacco products are NOT permitted on CGS grounds.
3. The organization desiring the use of University facilities must declare that it does not discriminate as to race, religion, gender, age, or national origin.
4. The meeting(s) will in no way obstruct, hamper, or endanger the normal functioning of the University campus.
5. The meeting(s) must be open to the public.
6. The meeting(s) must be in keeping with the overall educational and public service objectives of the UWM.
7. No religious services or instruction may be conducted on a regular or continuous basis anywhere on the campus.
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. Posters and signage displayed in university buildings or on campus grounds must be put up with blue painters tape only.
10. Children under the age of 18 must be closely supervised and the user will be held responsible.
11. Liability insurance is required for all youth groups and gym space facility rentals.

### Use-Specific Provisions:

1. A ban has been placed by the Theater Director for the use of the following materials such as glitter, confetti, Styrofoam particulates unless a written permission is acquired from the Theater 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.
2. Theater lighting and sound control systems, projectors and audio visual equipment must be operated exclusively by authorized campus personnel or their approved designees.
3. The User is responsible for turning out lights and leaving the space(s) used in their original condition.

### Food, Beverage & Alcohol Policies:

1. Food or beverage service must be catered through the university's contracted food service provider. No "carry-in" food or beverage is allowed.
2. All food or beverages are permitted in campus buildings only in specifically designated areas. Permission must be secured in advance by the University designee if other than the usual areas are to be used for meals and refreshments.
3. **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. 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.
4. All alcoholic beverages must be purchased and sold by authorized agents of the UW-Milwaukee as required by the UW System Federal Malt and Alcoholic Beverage Food Stamp. (See Agent Liability Request LAV 8).
5. "Carry-in" alcohol beverages will not be allowed.
6. Alcoholic beverages will be dispensed by employees of the UW-Milwaukee 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)).
7. 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.
8. The sale of alcoholic beverages will cease one-half hour before the end of the event.
9. For those activities sponsored by student organizations at which alcohol will be served, additional requirements apply. See UWCAP #36 for this information.

### Marketing/Advertising:

1. 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.
2. Official designation of this campus is UW-Milwaukee College of General Studies, it should appear this way (or in the abbreviated form, UWM at Waukesha or UWM at Washington County) in all publicity releases and printed materials.
3. 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.
4. Any use of the University or campus logo must be approved in advance by the Dean or Campus Administration. The University also reserves the right to review advertising and promotion of any event and to approve all advertising on campus grounds.

### Criminal Background Check Requirement:

The signing of this agreement indicates that the facility user/organization, whose employees, affiliates, or volunteers will have 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 Milwaukee, 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 Milwaukee 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.

***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 additional custodial staff is hired on my behalf and clean-up time exceeds an hour, additional fees will be charged.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

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**For office use:**

**Estimated Usage fee:** \_\_\_\_\_

**Reserved on ROAR date:** \_\_\_\_\_

**Room Number Reserved:** \_\_\_\_\_

**Campus Staff Event Supervisor:** \_\_\_\_\_

**Campus Approval Signature:** \_\_\_\_\_