

University Housing Facility Reservation Policy

Effective September 2021

University Housing is home to over 4,300 students with unique conference rooms and event spaces for the benefit of our residents. Any questions about this policy can be directed to stay@uwm.edu or by contacting 414-229-6589. To submit a request, please fill out the form found at <http://uwm.edu/housing/guest-services/reservation-form/>.

Room Availability and Charges:

University Housing offers meeting and multi-purpose room reservations for University Housing residents and staff, registered student organizations, campus departments, and conference groups. Off-campus clients may not reserve University Housing facilities. A University Housing resident or staff member must sponsor all facility reservations, and all attendees must be an escorted, registered guest if the reservation is during closed lobby hours.

University Housing Residents and Staff: Room usage, audiovisual technology, equipment, or specialty setup, are available (pending staff availability) at no charge.

Registered Student Organizations: Room usage is available at no charge to student organizations; however, student organizations are charged for audiovisual technology, equipment, and specialty room setup fees. Student organizations must be registered with the Center of Student Involvement. A resident must submit the request and be present for the duration of the reservation. An organization member that can authorize charges (if applicable) will need to confirm the reservation.

Campus Departments: Room usage is available at no charge to campus departments; however, campus departments are charged for audiovisual technology, equipment, and specialty room setup fees.

Conference Guests and University Housing Clients: Room usage, audiovisual technology, equipment, and specialty setup are charged based on the University Housing Facilities Rate Schedule. Conference guests and University Housing clients will work with a Housing staff member on charges along with any rules and regulations pertinent to their stay.

Regardless of affiliation, all reservations requests that include attendees who are not current University Housing residents or University Staff will be processed as follows:

- Sandburg C168, C160, or Flicks can be reserved during daytime open lobby operating weekdays. Meltwater will be available for any requests outside of open lobby hours or weekend dates.
- Cambridge Commons C143 will be the only space on South Campus available for requests that include attendees who are not current residents.

Room Requests:

Room requests must be submitted **at least** seven (7) business days before the requested reservation, or the reservation may not be processed. Reservation requests are typically processed within 2 to 3 business days. An approved request will receive a confirmation email that includes the location and details of the event.

Tabling:

Tabling is permitted for the following uses:

1. Ticket Sales for Student or University Originated Events
2. Literature Distribution
3. Information Only table

4. Voter Registration

Tabling reservations must be made by an enrolled student or UWM staff member on behalf of a registered student organization or campus department. Tabling cannot include solicitation or distribution of information related to goods and services, food sales, lectures, presentations, meals, or large-scale or disruptive programming.

Organizers must check in at the service desk before the start of the tabling reservation. During the entirety of the reservation, the table must be staffed and remain in the designated location. Participants in lobby reservations should stay near (within 4 feet from) the assigned table. Residents should always have the option to walk directly to their room without being approached or solicited.

UWM Campus Offices are limited to two sets of lobby reservations in each semester. Neither the solicitation nor distribution of information about goods/services will be permitted including off-campus entities. The sale or distribution of food or baked goods is also prohibited.

South Campus Tabling Prerequisite:

In the spirit of providing resources to all students residing in our residence halls, any tabling request for Sandburg will require a preliminary tabling reservation at a south campus building (Cambridge Commons, Kenilworth, or RiverView) before any potential Sandburg event. Failure to make or use a south campus reservation will result in the cancelation of the Sandburg reservation.

Tabling Locations:

1. Lobbies
 - a. In Cambridge Commons, lobby reservations may be made for the carpeted area in front of the fireplace.
 - b. In Kenilworth, lobby reservations may be made for the area to the east of the Service Desk.
 - c. In RiverView, lobby reservations may be made for the carpeted area between the pillar and the mailboxes.
 - d. In Sandburg, lobby reservations may be made for the Commons area near the Security Desk.

Security:

Due to the residential nature of the facilities, University Housing's security procedures differ from those in other campus buildings. Anyone who is not a current resident or UWM staff member is prohibited from being in any University Housing facility without guest sponsorship.

If an event does include visitors, University Housing will work to reserve a room utilized for non-resident events and requires that visitors abide by the Guest Policy. Visitors must be escorted at all times. After the event, visitors must promptly exit the residence hall. University Housing reserves the right to deny the general public access to our facilities at any time.

Rules and Regulations:

University Housing Rules and Regulations are available at <https://uwm.edu/housing/policies/rules-regulations/> and all facility reservations must abide by these policies as well as UWS Chapter 18. Violators may be asked to leave the premises and will risk their reservation privileges being revoked. All charges are subject to the billing price listed in the University Housing Facilities Rate Schedule documents.

- Although residents have access to all of the University Housing meeting and recreational areas, reservations are still required for the use of space to ensure appropriate management.
- Event Coordinators must check in at the service desks before and after their reservation.
- Residents and Event Coordinators are responsible for the guests and visitors they invite to

University Housing.

- Per copyright law, any audiovisual material must be presented with public performance rights either through Swank or through APOGEE Services. Proof of performance rights should be submitted during reservation process.
- Cancellations must be submitted at least two (2) business days before the event.
- All rooms must be in the same order as when initially entered. In addition, no furniture or equipment is to be removed from any area. The requestor must contact University Housing (414-229-6123) immediately if any items are stained or broken. Cleaning or repair fees will be charged to the requesting party whether or not there is a fee for the location.

Disclaimer:

University Housing reserves the right to:

1. Charge any nonresident individual or group for audiovisual equipment and special setup.
2. Verify that a student organization is registered with Student Involvement.
3. Change a reservation based on established participants and capacities in order to maximize the use of facilities. University Housing prioritizes reservations for housing staff and residents.
 - a. University Housing Priority List for Change of Reservations
 - i. LLC classes, University Housing Classes, Cabinet and Residents Requests
 - ii. University Housing Staff Meetings and Housing Organizations/Events
 - iii. Division of Student Affairs and University Police
 - iv. Other
4. Reject a reservation request based on non-compliance to and/or abuse of the University Housing Facility Reservation Policy.
5. Charge for excessive cleaning of and/or damage to facilities caused by any individual or group.
6. Require wristbands to be worn for security measures.
7. Make any exceptions to the policy it deems necessary.
8. This policy is subject to change without notice. University Housing may need to abruptly cancel or change reservations and the policy due to public health recommendations related to the COVID-19 pandemic.