

Use of Lobby Booth Space
in
UWM Student Union and Reservable Adjacent Commons Space

The UWM Union offers eight booth spaces within the Atrium commons and six additional booths in adjacent reservable breezeway space (three in Bolton Exchange and three in Lubar Hall Exchange).

All booths will include one 5' x 30" table and 2 chairs. No Booths will be given access to electrical power.

Booths can be reserved for the current academic semester only. Please contact the Union Reservations and Event Planning Office for information on future bookings. Booths can be booked for no more than 2 whole days or 4 half days per week. Any booking inclusive of the 12 pm – 1:00 pm hour will be considered whole day.

The use of artificial noise making equipment is prohibited in this space due to the close proximity of the booths. Artificial noise making equipment includes both amplified and non-amplified equipment (speaker systems, drums, guitars, etc.).

Booths are available to all registered **Student Organizations** and pre-authorized **Campus Department** Clients for the following uses:

- a. Sale of Pre-authorized, home-made food products handled in accordance with the guidelines for food sales inside of the UWM Union.
- b. Ticket Sales for Student or University Originated Events.
- c. Literature Distribution
- d. Information Only table.
- e. Sale of items containing, in visible print, the sponsoring organization's name or logo. (These items must be pre-registered with the Reservations and Event Planning Office).

All sales must be for the sole purpose of fund raising for the reserving organization or department.

Off-Campus Entities wishing to use lobby booth space must be sponsored by a registered Student Organization or pre-authorized Campus Department and will be subject to applicable fees including, but not limited to, space usage. Off-Campus entities may only use lobby booth space for employment recruiting. Neither the solicitation of goods/services or providing information about an off-campus entities goods/services will be permitted.

All Lobby Booths must be staffed at all times during their registered time of use.