

FACILITIES USE REQUEST FORM

Date: _____

Group Requesting Space: Campus/ University-Related Group
(check one) For-Profit Organization
 Non-Profit Organization
 Government

Return Form to: **Brian D. Scharrer** or **Fran Holzmann**
brian.scharrer@uwc.edu fran.holzmann@uwc.edu
929.1138 929.1135
External Events Internal Events

Organization/Individual Requesting Space _____

Contact Name _____ Email _____
Address _____ Phone _____
City, State, Zip _____ Fax _____

Event Name: _____

Day(s)/Date(s) Requested _____ The date is (check one): Definite Tentative

Beginning/Ending times _____ Number of Attendees _____

Setup/Tear Down time _____ Building/Room Requested _____

Will attendees be charged a fee? No Yes – Amount: _____ Rental Fee (if applicable) _____

Event Description:

Setup Requested

Classroom Seating Theater Seating Dinner/Reception Computer Lab Meeting Hollow Square
 Other:

NOTE: If you are requesting a computer lab, the IT Department will coordinate to ensure the software you require is loaded onto the computers.

Resources Requested / Number Needed

Computer/Laptop Flipchart/Paper/Markers UW-FDL Podium
 LCD Projector Overhead Projector Computer Technician (additional fee)
 Document Camera Slide Projector Theater Technician (additional fee)
 47" ViewSonic® HDTV (Limited Use) Boston® Upright/Baby Grand Piano DVD Player
 Microphone(s) _____ (# needed) Projection Screen VCR Player
 Other:

Food Service Requested: Yes No All food arrangements must be made through Linstrom's Catering at 920.929.0404.
Carry-In Food and Beverage is Not Allowed.

Alcoholic Beverages Requested: Yes No UW-System Guidelines require approval from the Dean's Office for Alcohol Service.

Additional Requests:

The University of Wisconsin-Fond du Lac welcomes area organizations and the business community to use university facilities when such use is consistent with the educational mission of the university and does not conflict with the educational and public service objectives of the university.

Facility Use Policies and Procedures

RESERVATION PROCEDURE

1. A contract signed by a representative of the sponsoring organization must be returned with a certificate of insurance to the Event & Theater Manager's office at least seven (7) days prior to the scheduled event. A signed contract indicates the group understands the policies and procedures governing campus facilities usage and that the organization agrees to comply with these procedures.
2. Arrangements for audiovisual equipment, technical support and all other services must be made at least seven days prior to the scheduled event.
3. Final guarantee for the number of attendees is required three business days prior to the event.
4. Cancellations must be received at least five business days prior to the event. Refunds, if applicable, will be issued at that time.
5. The university reserves the right to alter room assignments and refund fees paid where appropriate when university priorities so require.

FEES

1. Organizations not associated with the university are required to pay a facility user fee. Additional fees may include food service, audio visual or technology services, technical support, maintenance fees, supplies or other indirect costs.
2. A detailed invoice showing actual expenses incurred will be provided 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. The event(s) will in no way obstruct or hamper the normal functioning of the university.
2. Activities must be in keeping with the overall educational and public service objectives of UW-FDL.
3. Requests for continuous use by an organization will be reviewed to ensure compliance with scheduling priorities.
4. The 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.
5. The activity must be open to the public.
6. University regulations prohibit the selling or solicitation for sale of goods, services or contributions on university property by persons not associated with the university, unless they are under the sponsorship of a university or registered student organization pursuant to a contract with the university for the allocation or rental of space for that purpose.
7. When admission is charged or sales of goods or services occur, the organization assessing fees, goods or services assumes full responsibility for collecting, reporting and transmitting all applicable fees to the appropriate State or Federal agencies.
8. Any damage to the facility above normal wear and tear will be the responsibility of the sponsoring organization. UW-FDL reserves the right to oversee and/or approve any subsequent repairs.

USE-SPECIFIC PROVISIONS

1. UW-FDL staff must be on site during the period facilities and grounds are requested for community use. Additional expense incurred for custodial service, security, labor, utilities or other services will be the responsibility of the sponsoring organization. Facility use outside regular campus hours will incur overtime custodial fees.
2. Promotion
 - a. Use of the university or campus logo must have prior approval by University Relations. The university reserves the right to review advertising and promotion of any event, and to approve all advertising on campus grounds.
 - b. The official designation of the campus is the University of Wisconsin-Fond du Lac or UW-FDL in all publicity releases and printed materials.
 - c. Three copies of all printed materials including publicity releases must be supplied to the Event & Theater Manager's office at least 14 days prior to the beginning of the scheduled event. This ensures the campus staff may effectively respond to questions regarding the event.
3. Theater lighting and sound control systems, projectors and audio visual equipment must be operated exclusively by authorized campus personnel or their approved designees.
4. All food and beverage must be catered through the university's food service provider. No "carry-in" food or beverage is allowed. In compliance with state health regulations, food and beverage may not be removed from the premise.
5. The use or possession of alcoholic beverages is prohibited on all university premises, except as authorized by the Dean's Office and is subject to statutory age restrictions. Upon approval of alcoholic beverage service, the organization will be subject to the restrictions outlined in UWCAP #36.
 - a. 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. No "carry-in" beverages are allowed.
 - b. 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. Employees serving alcohol will comply with state law which prohibits the sale of alcohol to intoxicated persons.
 - c. Alternative, nonalcoholic beverages must be available and in evidence at every event where food and alcohol is served. Water is not an acceptable alternative.
 - d. The sale of alcoholic beverages will cease one-half hour before the end of the event.
 - e. Additional requirements apply for activities sponsored by student organizations where alcohol will be served - outlined UWCAP #36.
6. UW-FDL is a non-smoking facility. Smoking is allowed only in designated outdoor areas.
7. Adult supervision must be provided at all times for program participants.

LIABILITY

1. The facility user hereby agrees to hold harmless the State of Wisconsin, the Board of Regents of the University of Wisconsin, the University of Wisconsin-Fond du Lac, Fond du Lac County, their officers, employees and agents from any and all liability, loss, damages, costs or expenses which are sustained, incurred or required arising from the actions of the facility user in the course of their use of university facilities. The university must have proof of commercial general liability insurance with a minimum \$1,000,000 each occurrence on file, naming the Board of Regents of the UW System as additional insured for those events or activities as deemed necessary.
2. The user may in no way interpret use of facilities as university endorsement of an organization, its program or the viewpoint it represents. The organization accepts full responsibility for all university equipment used, and guarantees payment of all costs and rental charges.