

Facilities Use Request Form

Application Date: _____

Group Requesting Space: Campus Group For-Profit Organization University-Related Group Non-Profit Organization
 (circle one)

Return Form to: University of Wisconsin – Richland, Attn: Joanna Muller, 1200 Hwy 14 W, Richland Center, WI 53581 Fax: 608-647-2275

Organization/Individual Requesting Space:	
Sponsoring Campus Office Or Organization (if required by UWS Ch. 21):	
Contact Name:	Fax:
Email:	Telephone:
Address:	City, State, Zip:

Name of Event:
Type of Event: (please provide description)

Number of Persons Attending: _____ **Will a Fee be Charged for this Event?:** Yes No (circle one)
If Yes, Fee Amount: \$ _____

Building/Room Requested:

First Choice Building and Room Number (if known)	Second Choice Building and Room Number

Dates Requested:

	Date(s)	Day(s) of Week	Start and Stop Times
First Choice			
Second Choice			
Third Choice			

Equipment Requested: (circle requested equipment)

- | | | | |
|-------------------------|-----------------------------|------------------------------------|-----------------|
| 1. Projection Equipment | 6. Lectern / Microphone | 11. Grand Piano | 16. Other _____ |
| 2. TV | 7. Screen | 12. Upright Piano | |
| 3. VCR | 8. Blackboard / Whiteboard | 13. Choral Risers – How Many _____ | |
| 4. DVD Player | 9. Tables – How Many _____ | 14. Choral Shells – How Many _____ | |
| 5. Document Camera | 10. Chairs – How Many _____ | 15. Music Stands – How Many _____ | |

Food Service Requested: Yes No (circle one)
 If Yes, please contact Laurie Allen (608-647-6186 Ext. 253) to make arrangements.

Will Alcoholic Beverages Be Served at this Event?: Yes No (circle one)
 If yes, UW-System guidelines require approval of Dean, as well as other restrictions.
Please see reverse side for more information.

Room Setup Requested:

1. Meeting Format (Chairs placed around table(s))
2. Lecture Format (Rows of chairs)
3. Banquet or Dinner
4. Format Specific to Facility _____
5. Other _____

On behalf of the organization I represent, I assume responsibility for the use of the facility in accordance with the University of Wisconsin – Richland Facility Use Policies and Procedures. Please see reverse for applicable policies and restrictions.

Signature _____ (for Organization) **Date** _____

Campus Approval		
By:	Title:	Date:
Comment:		
Estimated Usage Fee: \$ _____		
Actual fee will be determined following event.		

Facility Use Policies and Procedures

Reservations Procedure

1. A Facilities Use Request form must be obtained from, completed, and returned to Business Services at least seven days prior to the event. Return Form to UW-Richland, Attn: Joanna Muller, 1200 Hwy 14 W, Richland Center, WI 53581 .
2. An authorized representative of the sponsoring organization must sign both the form and liability waiver, indicating that he/she has read and understands the policies and procedures governing the usage of campus facilities and agrees to comply with these procedures.
3. All cancellations must be received at least 48 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.
4. Upon approval, one copy of the Facilities Use Request form will be returned to the person responsible for the event. Any modifications will be noted on the form.

Scheduling Priorities

Scheduling priorities are as follows: 1) University needs; 2) city and/or county agencies; 3) other government and public education agencies. Other requests 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 any extra expense to the University is involved, e.g. for custodial service, security, labor, and utilities, the organization will assume responsibility for these costs.
1. The meeting(s) will in no way obstruct, hamper, or endanger the normal functioning of the University.
2. The activity must be in keeping with the overall educational and public service objectives of the University of Wisconsin.
3. Requests for continuous use by an organization will be reviewed carefully to ensure compliance with the above scheduling priorities .
4. University regulations prohibit the selling, peddling, or solicitation for the sale of goods or services or contributions 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 of space for that purpose.
5. 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: UW-Richland or University of Wisconsin Richland. (Please do NOT refer to the campus by any of its previous names.)
6. Whenever an admission charge is made, or sales of goods or services occur, the organization assessing admission charges or selling goods or services must assume full responsibility for collecting, reporting, and transmitting all applicable taxes to the appropriate State or Federal agencies.

Use-Specific Provisions

Food Service. All food/beverages must be catered through the University's food service provider, unless campus staff determines otherwise.

Alcohol. Pursuant to UWS 18.03(13), the use or possession of alcoholic beverages is prohibited on all university premises, except as permitted by the 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.

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.

Supervision. The facilities and grounds will not be made available for community use unless a member of the UW Staff is on duty during the period requested, unless given written permission to the contrary by the campus Dean/CEO.

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 – Richland, the City of Richland Center, Richland County, 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. The institution has the right to request proof of commercial general 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 viewpoint it represents.

Fees

1. Rental Charges. Organizations not associated with the UW Colleges will be required to pay a facilities user fee. Under certain circumstances, the Dean may waive the room rental charge for not-for-profit events.
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."

Liability Waiver

My signature on the reverse side of 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 above 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.