

Lambeau Cottage University of Wisconsin-Green Bay Facility Usage

Lambeau Cottage, located on the bay shore property of UW-Green Bay, is a 1400 sq. ft. facility with the following features:

- Great Room – This long room has seating for 15-20 and is primarily furnished with soft couches and chairs. The room also has a gas-log fireplace and views of the bay of Green Bay. This room adjoins the kitchen with easy access to the handicap accessible unisex restroom.
- Two Small Meeting Rooms – The first one, located down the hall from the Great Room, is a converted bedroom that seats 8 in conference table arrangement. The 2nd room, located furthest away from the Great Room, is the converted Master Bedroom that seats 12 in a conference table arrangement. Between the two meetings rooms is another handicap accessible unisex restroom.
- Kitchen – Located off the Great Room, contains a sink, counter space with cabinets below, a refrigerator, and warming cabinet for catering support.
- Adjoining Outdoor Property – There is parking for up to 100 vehicles and ample lawn and bay shore land available for suitable outdoor activities. There is some electrical power available. Use of the outdoor property must be approved prior to any event.

Because of the distance from the main campus buildings and the need for cleaning, maintenance, and support of the facility, Lambeau Cottage has the following fees associated with its use:

- Rental Fee - \$125/half-day, \$175/full-day—applicable to all non-university related groups.
- Additional Costs – All groups using Lambeau Cottage will be expected to follow set guidelines in the care and usage of the facility. To that end, all groups must return the facility to a clean and usable condition by picking up all trash, recycling and other debris, re-setting all tables and chairs to their original placements, and turning off all heat, lights, fireplace upon leaving the facility including setting the alarm. In the event of facility misuse and/or abuse, an hourly labor fee will be charged to return the facility back to its original condition.
- Deposit – All non-university related groups will be required to submit a deposit in the form of a credit card that will be charged to if “Additional Costs” are incurred.

Outdoor events of any size and nature will be reviewed and assessed a Rental Fee and Additional Costs on a case-by-case basis. Use of the Lambeau Cottage and adjoining property must be scheduled through University Reservations. Sodexo Dining and Catering services must be used for all food, beverage, and catering needs at the facility and adjoining property.