

Office of the University Union Policies and Procedures	Subject: Reservable Space Policies & Information	Reference: V.O.
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	Director's Approval:	

OUTDOOR SPACE EVENTS

Officially recognized student organizations are encouraged to sponsor outdoor events on the University of Wisconsin-Green Bay campus. A space reservation request may be made through the University Union reservationists; a minimum of four weeks advance planning is recommended (see Outdoor Event Request Form).

Student Life and University Union staff are available to advise student organizations with all program details, alternative funding sources, and effective promotion.

Authorization of events will be determined by the Assistant Director - Building Services on the basis of other non-conflicting events in the University Union, availability of space, and in consideration of the following criteria:

- Specific day, time, and location
- Sound amplification needs
- Anticipated audience
- Alternative event plans in case of inclement weather
- Evidence of advance planning and promotion to ensure a successful event

Event limitations may be necessary so as not to disrupt educational functions and to comply with the Wisconsin Administrative Code, Chapter UWS 18, and Conduct on University Lands. The outdoor event sponsor will be held responsible for any environmental damage and/or any general clean-up charges, and will be assessed all remedial costs.

Requests for the serving of alcohol at an outdoor event will be made to the Director of the University Union. Specific events will be required to comply with the campus Alcohol and Other Drugs Policy (see section III.B.).