

<b>Office of the University Union Policies and Procedures</b>	Subject: Reservable Space Policies & Information	Reference: FPPP 37 and 42 V.D.
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## RESERVABLE SPACE RENTAL POLICY AND RATES

1. **External and Internal Room Rental Rates:** An external rental and internal rate is established.

**External Rental Rates:** The external rental rate would apply to off-campus individuals or groups renting meeting room space in the University Union. Examples of these groups would be a wedding reception, a conference or meeting sponsored and arranged by an off-campus organization, a faculty member as an independent contractor or business owner sponsoring a for-profit seminar, etc.

All individuals or groups subject to the external rental rates would be directly invoiced for the rental charges.

**Internal Rental Rates:** The internal rental rate would apply to “university mission statement” related meetings of events that are sponsored by faculty, staff, alumni groups, or university departments. Whether the university department is actually charged for the room rental depends upon the funding of the meeting or event.

**GPR Funded Meetings and Events -** For fully GPR funded meetings and events sponsored by university departments, the University Union could receive an administrative chargeback credit from the University Business and Finance Office equal to the internal rental rate fees. Therefore, the university department sponsoring the event *would not* be charged. This would also apply to university departments using 128 funds and *not charging* any fees to participants in attendance of the meeting or event.

Examples of these groups would be a faculty department meeting, a Placement Office interview day, an Office of Outreach program exclusively using GPR funds (that does not charge participants), etc.

**Non-GPR Funded Meetings and Events –** University departments sponsoring meetings or events that are funded with non-GPR dollars, such as charging a conference fee to attend, would be billed for the rental fees at the internal rate.

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Examples of these groups would be an academic department hosting a seminar and charging participants to attend, the Office of Outreach sponsoring conferences or seminars and charging a fee to participants, the Alumni Association sponsoring a homecoming program for alumni, etc.

2. **Student Meetings:** University approved meetings of events sponsored by registered student organizations or the Office of Student Life and University Union do not pay any meeting room rental fees.
3. **Minimum Charges:** The University Union will charge a three hour minimum rental fee for any non-student organization meetings or events in the Phoenix Rooms or Nicolet Rooms due to the expenses incurred for set-up and tear-down of those areas. All other rooms would be charged at the hourly rate with a one hour minimum.
4. **Rooms Used for Catering:** The University Union will charge room rental fees for rooms being used for catering, but will not charge for rooms used as University Dining Service set-up or support areas (ex. If a catering event is occurring in Phoenix A and B with banquet tables for walk-through banquet serving in Phoenix C, the sponsoring group would only pay the rental on A and B, but not C).
5. **Event Time vs. Reservation Time:** The University Union will charge for room rental only for the event time in the room, not for the total reservation time. This is programmed into the reservations computer software program to allow a reasonable amount of time for event attendees to arrive and depart before and after an event without a rental fee being charged.
6. **Changes Requested by Union Staff:** If the University Union staff request any changes in a confirmed room reservation that would result in a higher room rental being charged, then the higher fees would be waived and the room rental would be charged at the originally confirmed rate.