

Facility Use Policies and Procedures

Reservations Procedure

1. A Facilities Use Request form must be obtained from, completed, and returned to the Campus Executive Officer's Office at least 21 days prior to the event. Please mail the completed form to: Lisa Francl, Campus & Executive Officer Assistant, UW-Green Bay, Manitowoc Campus, 705 Viebahn St., Manitowoc, WI 54220.
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 72 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 72 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) county government; 3) other government and 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.
2. The meeting(s) will in no way obstruct, hamper, or endanger the normal functioning of the University.
3. The activity must be in keeping with the overall educational and public service objectives of the University of Wisconsin.
4. Religious services or instruction may not be conducted on a regular or continuing basis on the campus.
5. 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.
6. Any use of the University or campus logo must be approved in advance by the Campus Executive Officer. 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-Green Bay, Manitowoc Campus or University of Wisconsin-Green Bay, Manitowoc Campus. (**Please do NOT** refer to the campus by any of its previous names such as UW-Manitowoc, UW-Manitowoc Center or UW-Manitowoc Extension.)
7. 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.
8. The facilities shall be used only for the purpose(s) set forth in the facilities request form. The facilities user shall not sub-lease the facility or Otherwise transfer any rights or obligations under this agreement without the prior written consent of the University.

Use-Specific Provisions

Food Service. All food/beverages must be catered through the University's food service provider unless campus staff determine 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 Campus Executive Officer, subject to statutory age restrictions. Furthermore, upon the Campus Executive Officer'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 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-System 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 evident 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 University staff is on duty during the period requested, unless given written permission to the contrary by the Campus Executive Officer.

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-Green Bay, Manitowoc Campus, Manitowoc 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 University will be required to pay a facilities user fee.
2. Incidental Costs. State law requires that organizations not associated with the University reimburse the University for incidental costs. The Costs include work done by maintenance and technical staff, utility usage, supplies used, and other similar "indirect costs."

Liability Waiver

My signature on the Facilities Use Request form 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.