

UW-Green Bay Facilities Usage Policy/Procedure

1. Preface and Background

The University of Wisconsin – Green Bay recognizes its commitment to the requests and needs for facility and grounds use by the University community and residents of the state to the extent resources and guidelines permit. The basis for the authority, purpose, priorities, and limitations associated with the use of university facilities and grounds by university and non-university groups or individuals are established in the following documents:

- 1.1. Wisconsin Administrative Code UWS Chapter 21
- 1.2. Wisconsin Administrative Code UWS 8.025
- 1.3. Wisconsin Statute 16.845
- 1.4. Wisconsin Statute 11.36 (3) and (4)
- 1.5. UW System Financial and Administrative Policy Papers #25, 35, 37
- 1.6. UW System Risk Management Policy and Procedure Manual Parts 2, 3, and 4

These documents describe in detail the State and UW System terms and conditions for using university facilities and provide the necessary context for UW-Green Bay's policy.

2. Principles

The UW-Green Bay Facility Use Policy is founded on the following principles:

- 2.1. Provision for improved and simplified scheduling and reservations services supporting facility usage for university and non-university groups;
- 2.2. Provision for the identification of appropriate supervision and authority for the use of facilities on the UW-Green Bay campus.
- 2.3. Provision for appropriate compensation to the University for facility usage;
- 2.4. Provision for improved user-friendliness and clarification of facility usage policies and processes.
- 2.5. Compliance with State of Wisconsin and UW System terms and conditions.

3. Definitions

3.1. General Definitions

- 3.1.1. *University Facilities* – all publicly owned or leased buildings and grounds, which are subject to the custody and control of the UW Board of Regents and UW-Green Bay.
- 3.1.2. *Building Schedule* – a schedule which defines the designated hours of operation a building is normally open to the public. These hours are to be posted within entrances of each building. Schedule variation may be common during break or summer periods.

- 3.1.3. *Building Authority* – the person who has been delegated authority from the University’s officers to develop and administer policy and procedures related to the use of a particular building or facility within the state, UWS and campus guidelines described in this document. The Chancellor serves as the overriding building authority for the campus, and he/she can approve exceptions to this document.
- 3.1.4. *Official Scheduler* – individual(s) designated by the Building Authority as having authority and responsibility to schedule assigned facilities in accordance with conditions described in this document. Staff under the direction of the Official Scheduler may conduct the actual process of scheduling.
- 3.1.5. *University Facility Use* – University Administrative or Academic unit or a recognized student organization use, which includes the assumption of responsibility for the activity, including all planning, budget, supervision, and resource provision. The use must meet the “mission of the University” test.

3.2. User Group Definitions:

- 3.2.1. *Administrative or academic units* – divisions, colleges, departments, budgetary units, academic disciplines, or functional equivalents at UW-Green Bay.
- 3.2.2. *Recognized Student Organizations* – a group of students who have organized, applied for, met the criteria for, and have been granted University recognition by the Office of Student Life at UW-Green Bay.
- 3.2.3. *Other Recognized Organizations* – an entity which is not a university department/unit, does not account for its revenue/expenditure activity through the University, but has requested and been granted University recognition by the Chancellor on the premise that its mission is compatible with the mission of the University (e.g. – Founders Association, Alumni Association, etc.)
- 3.2.4. *Non-University Organizations* – for-profit or not-for-profit groups who are not part of the University and are not recognized organizations.

3.3. Event Sponsorship Definitions and Processes

- 3.3.1. *University Sponsored* – an event or activity shall be considered “university sponsored” if a UW-Green Bay academic or administrative unit or recognized student organization initiates, plans, coordinates, and delivers the event or activity within the defined mission and purpose of the unit, and retains budgetary and fund control through the University. The unit or student organization may involve, and list on promotional materials, other contributors to the program.

- 3.3.2. *Co-Sponsored* – an event or activity shall be considered “co-sponsored” if a UW-Green Bay academic or administrative unit or a recognized student organization, according to the Co-Sponsorship Approval Process, receives approval to co-sponsor an event or activity that originates from a non-university profit or not-for-profit organization. The level of involvement from the unit or student organization will vary depending on their judgments and available resources, but there is a minimum level of involvement required to receive approval. The unit or student organization must serve as the primary contact for the event within the campus community. The unit or student organization, in concert with the non-university organization, must participate in some level of the planning, supervision, and delivery of the event, and/or shares the expenses supporting the event and revenues (if applicable). Co-sponsorship requires that the University’s co-sponsorship involvement be noted in any and all published promotional materials. Co-sponsored events must still be compatible with the mission of the university to receive approval.
- 3.3.3. *Non-sponsored* – an event or activity shall be considered “non-sponsored” if it is not initiated, planned, coordinated, or delivered by a UW-Green Bay academic, administrative, or student organization unit, nor is approved to be a co-sponsored event. It is an event or activity sponsored by a for-profit or not-for-profit group.
- 3.3.4. *Co-Sponsorship Approval Process* – the following process is established to secure approval and support from the University for events that originate from non-university groups requesting co-sponsorship from a university unit (s) or recognized student organization.
- 3.3.4.1. University unit or recognized student organization completes a “Co-Sponsorship Approval Request Form” identifying the non-university group and all other pertinent event information, as well as how the event and the unit’s involvement is compatible with the mission of the University.
- 3.3.4.2. The completed form is submitted to either the Unit chair/director or above for academic and administrative units, or to the Office of Student Life for recognized student organizations.
- 3.3.4.3. The form is reviewed for approval and if facility use is required, the unit chair/director or Office of Student Life will confer with the appropriate Building Authority prior to final decision.
- 3.3.4.4. If approved, the form must be submitted to the Official Scheduler at the time facility use is requested in order to proceed with the planning. (all other applicable liability and fee-related guidelines must be followed)
- 3.3.4.5. If not approved, the non-university group may request use of university facilities on their own with all “non-university” group guidelines followed.

3.4. Liability-related Definitions

- 3.4.1. *Hold Harmless* – an agreement whereby the first party (the indemnitor) agrees to hold the second party (the indemnitee) harmless from tort liability arising out of the indemnitor’s negligent act or omission.
- 3.4.2. *Certificate of Insurance* – a document showing proof that the established insurance policy conditions are met. The following information must be identified on the document: name of the insured, coverage detail, and policy minimums.
- 3.4.3. *Special Event Insurance* – insurance coverage for events that may be obtained via an insurance company contracted by the UW System designed to cover the lessees and vendors who use University space but would not be covered under the UW’s liability policy (State’s Self-insured Liability Program – SSLP) because they fall outside of the mission of the University. This would be required if the party using the facility did not have insurance meeting the conditions required.

3.5. Financial-related Definitions

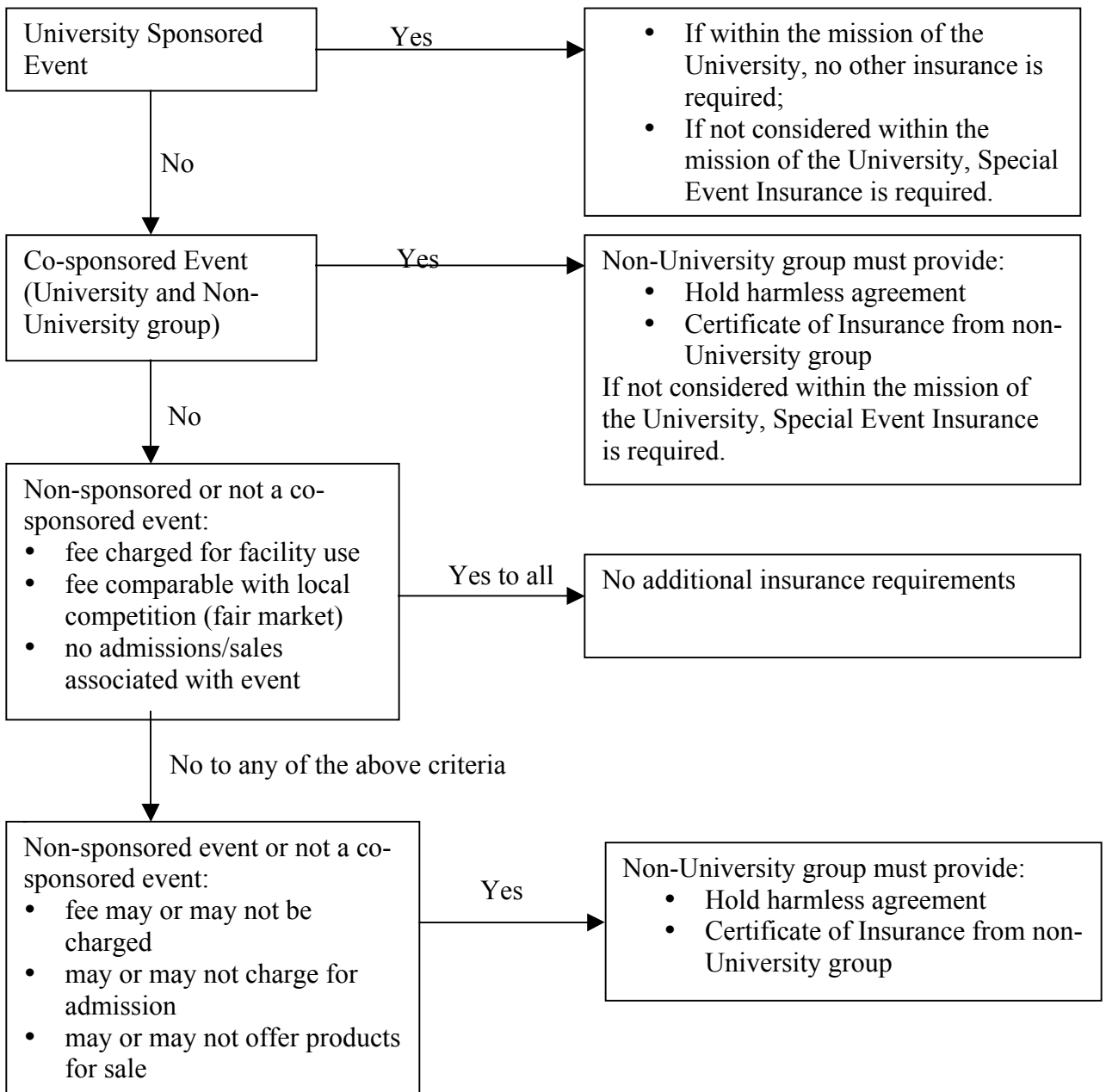
- 3.5.1. *Basic Overhead Costs* – those costs that are incurred through the use of a facility: including utilities; standard employee support services (set up, clean up, required security support, etc.); building depreciation, etc.
- 3.5.2. *Additional Costs* – those costs that may include, but are not limited to damage repair, additional labor costs due to overtime, or special or excessive set up needs, equipment usage, ancillary services, directional or promotional signage support, planning services, etc. These costs may be recovered through itemized fees that would be charged in addition to the rental or incidental fee (if applicable).
- 3.5.3. *Rental Fee* – a fee charged to an applicable non-university organization or individual for facility use that includes the recovery of the overhead costs as well as an additional up charge. The rental fee for each facility should be based upon a formula that incorporates all of the appropriate costs and fair-market comparisons to support the particular facility. Applicable additional costs beyond the rental fee may be assessed.
- 3.5.4. *Incidental Fee* – a fee charged to an applicable university or co-sponsored group for facility use to recover the basic overhead costs for that particular facility. The incidental fee for each facility should be based upon a formula that incorporates the appropriate costs to support the particular facility. Applicable additional costs beyond the incidental fee may be assessed.

3.5.5. *Revenue Producing* – functions or events where participants are charged a fee to attend the event or there is revenue generated by the event via outside support.

3.5.6. *Non-Revenue Producing* – functions or events where participants are not charged a fee to attend the event, nor is there outside support.

4. Liability for Facility Use

Liability coverage for use of university facilities varies depending on the type of use and the user group. The following chart provides a guideline for what type of coverage is needed and/or provided per the variances:



5. Appropriate Use of Facilities

To ensure that the proposed use of any UW-Green Bay facility will not interfere with or detract from the university's teaching, research, or public service missions, appropriate use of facilities will be based on and measured to the following criteria, as supported in UW System chapter 21 and state statutes:

5.1 User Appropriateness

Facilities are first and foremost appropriately used by administrative and academic units, recognized student organizations, and other recognized organizations for university activities, and secondly for non-university events.

5.2 Type Appropriateness

The type of facility scheduled for an activity must be suitable for the requested or required use.

5.3 Size Appropriateness

The size of the facility scheduled for an activity must be able to reasonably accommodate the requested or required need.

5.4 Purpose of Use Appropriateness

The purpose for which a facility is requested to be used can be limited, and restricted as not to conflict with the university's or unit's primary mission, or for safety and security reasons in compliance with state statutes.

5.5 Timing Appropriateness

Neither the timing nor the duration of the activity in the requested facility can conflict with the university's primary missions.

5.6 Facilities Exempt from General Usage

Some facilities are not to be scheduled for general requested use due to the nature of their primary functions (i.e. offices, rest rooms, storage rooms, physical plant support areas, retail/financial areas, department-specific conference rooms, etc.)

5.7 Special Considerations for Specific Outdoor Spaces

5.7.1 Cofrin Arboretum

5.7.1.1 Must respect the intentions of the original contribution which include that there can be no restrictive use so all can use and enjoy.

5.7.1.2 The tract of land was purchased with stewardship grant dollars, and a portion of the arboretum is land actually owned by the city of Green Bay so a rental fee is not appropriate.

5.7.1.3 The arboretum is NOT reserveable for sole use by a group or individual need, but is open for all even when there may be an event of some type using the trails, etc.

5.7.1.4 Organized events with large groups cannot reserve for sole use, but can obtain approval and authority to hold their event within the arboretum. Authority

for the event is approved by Public Safety in consultation with the Director of the Cofrin Arboretum and Center for Biodiversity. Some organized events would not be appropriate for this area, thus the need for approval.

5.7.1.5 Organized events need to be scheduled within the campus scheduling software for information and calendaring purposes.

5.7.1.6 No rental fee for organized events, but groups must cover other additional costs resulting from the event (example – extra Public Safety staff that may be required, physical plant costs resulting from event, etc.)

5.7.2 *Communiversity Park*

5.7.2.1 There are no rest rooms, limited parking, and no rain site option in close proximity to the park.

5.7.2.2 Reserveable, sole use is NOT an option due to these factors.

5.7.2.3 Large, organized events are discouraged because the park is open to all, but approval and authority for organized events would need to go thru Public Safety.

5.7.2.4 Organized events need to be scheduled within the campus scheduling software for information and calendaring purposes.

5.7.2.5 No rental fee for organized events, but groups must cover other additional costs resulting from the event (example – extra Public Safety staff that may be required, physical plant costs resulting from event, etc.)

5.7.3 *Mary Ann Cofrin Hall – Lenfesty Family Courtyard*

5.7.3.1 Usage needs to be sensitive to the contribution terms from the Lenfesty family and to the academic mission of the sample plots.

5.7.3.2 There are limited appropriate times for reserveable use as to not interfere with or disrupt the academic mission of the facility.

5.7.3.3. The established rental fee is comparable to other like areas or like-size areas. Because restrooms in MAC Hall would need to be available, and MAC Hall would serve as a rain site, the fee factors in these costs as well.

5.7.3.4 Reserved, organized events need to obtain approval and authority to hold their event by Public Safety in consultation with the Director of the Cofrin Arboretum and Center for Biodiversity. Some organized events would not be appropriate for this area, thus the need for approval.

5.7.3.5 Organized events need to be scheduled within the campus scheduling software for information and calendaring purposes.

5.7.4 *Parking lots, open grassy areas, and plazas*

If sole, reserveable use is a capability in the requested area, Public Safety serves as the authority for determining appropriate use and any applicable fees.

6. Priorities for Facility Use

Because the priorities for facility usage vary according to type, purpose, and funding support source, the University has established the following hierarchy of priorities for use of most facilities and outdoor spaces. This hierarchy primarily guides the academic year usage, and the priorities may shift periodically dependant on time of year, university calendar, and university long-term commitments.

The number listed next to each use under each facility indicates the priority level given to the use or user group, with “1” being the highest priority.

Indoor Facilities

6.1 *Instructional Spaces (GPR) (includes labs, auditoriums, and classrooms)*

1. Classes (credited instructional use) (through the second week of semester)
2. Campus-administered testing programs
3. University-sponsored summer camps and programs
4. All others on a first-come, first-serve basis (any non-instructional reservations made prior to the second of week of classes are tentative)

6.1.1. *Distance Education Classrooms*

- i. Classes (credited instructional, UWGB sponsored use) (through the second week of semester)
- ii. Non-credit UWGB sponsored class offerings
- iii. Receive site for credited instructional use from other UW’s
- iv. Satellite downlink programming

6.2 *Cofrin Library Plaza and Alcove Areas (GPR)*

1. Academic and Administrative Units
2. Recognized Student Organizations
3. Non-University groups

6.3 *Theatres*

6.3.1 University Theater (GPR)

1. Classes (credited instructional use) (through the second week of semester)
2. University groups
3. All others on a first-come, first-serve basis

6.3.2 Alternate Theater (GPR)

1. Classes (credited instructional use) (through the second week of semester)
2. University groups
3. All others on a first-come, first-serve basis

6.4 *Weidner Center for the Performing Arts (PR)*

6.4.1 Cofrin Family Hall

1. Resident Tenants (includes Green Bay Symphony Orchestra, UW-Green Bay Events, Weidner Center programming, Pamiro Opera Company)
2. Annual or bi-annual users
3. Other requests

6.4.2 Fort Howard Hall

1. Resident Tenants (includes Green Bay Symphony Orchestra, UW-Green Bay Events, Weidner Center programming, Pamiro Opera Company)
2. Other requests

6.4.3 Studio One

1. UW-Green Bay dance classes
2. Weidner Center programming
3. Other Requests

6.4.4 Studio Two (scheduled by COA)

1. UW-Green Bay music/theatre departments
2. Other requests

6.4.5 Lobbies, Lounges, Balconies

1. All requests on a first-come, first-serve basis

6.5 *University Union (PR)*

1. Recognized Student Organization
2. Major student-focused event use
3. Academic and Administrative Units (non-classroom use)
4. Alumni and other recognized organizations associated with the university mission
5. Non-University Groups

6.6 *Phoenix Sports Center (GPR)*

1. Classes (credited instructional use)
2. Intercollegiate Athletics
3. Recreation
4. Intramurals
5. University-sponsored camps and clinics
6. Recognized Student Organization
7. Major campus events
8. Academic and Administrative Units (non-classroom use)
9. Alumni
10. Non-University Groups

6.7 *Residence Life Facilities (PR)*

6.7.1 Residence Hall and Apartment Facilities

1. Private Use of Students Residing in Building
2. Private Use of Summer Guests Residing in Building
3. Residence Life related users (RHAA, etc.) with approval from appropriate Area Coordinator

6.7.2 Community Center Public Spaces

1. Residence Life-related or Residence Hall and Apartment Association (RHAA)-related groups.
2. Private or individual residents.

6.8 *Shorewood Clubhouse (PR)*

1. Annually-scheduled golf-related outing groups
2. League Groups
3. All other groups on a first-come, first serve basis (University usage would receive priority during non-golf, academic periods)

6.9 *Office of Outreach Spaces (GPR) (CL102, RH220, RH230)*

1. Outreach sponsored programs
2. First come, first serve non-classroom (credited instructional) use

Outdoor Spaces

6.10 *General Grounds (GPR)*

1. Academic and Administrative Units
2. Recognized Student Organizations
3. Non-University Groups

6.11 *Athletic and Intramural Fields (GPR)*

1. Classes (credited instructional use)
2. Intercollegiate Athletics
3. Recreation
4. Intramurals
5. University-sponsored camps and clinics
6. Recognized Student Organization
7. Major campus events
8. Academic and Administrative Use (non-classroom)
9. Alumni
10. Non-University Groups

6.12 *Cofrin Arboretum (GPR & PR)*

1. First- come, first serve – all groups

6.13 *Communiversit Park (GPR)*

1. Academic and Administrative Units
2. Recognized Student Organizations
3. Non-University Groups

Note- For general public, non-reserveable use, use is on first-come, first serve basis.

6.14 *Shorewood Golf Course (GPR)*

1. Annually-scheduled golf-related outing groups
2. League Groups
3. All other groups on a first-come, first serve basis (University usage would receive priority during non-golf, academic periods)

6.15 *Bayshore Areas (PR)*

1. First come-first serve – all groups

6.16 *Residence Life Outdoor Spaces (PR)*

1. Same priority use as Indoor Spaces for Residence Life

6.17 *University Union Outdoor Plaza Areas (PR)*

1. Same priority use as Indoor Spaces for University Union

7. Scheduling and Building Authorities for Facility Use

The number of “Official Schedulers” should be kept to a minimum to simplify the space reservation process. To that end, the following designations for Official Scheduler and Building Authority of spaces throughout the campus are suggested based on these principles:

- 7.1 Reduce the number of official schedulers to simplify the scheduling process for both university use and non-university use of campus facilities.
- 7.2 The Registrar retains scheduling authority for all general academic classroom space through the 2nd week of classes.
- 7.3 The University Union Reservations Office serves as the primary campus central scheduling contact for non-university groups or individuals.

Facility	Official Scheduler	Building Authority
Academic Classrooms (LS, ES, IS, WH, RH, SA, TH, MACH, & CL)	Registrar thru 2 nd week of classes, and Campus Central Scheduler (UU) thereafter. Media and CIT for Tech areas in IS and Distance Ed rooms.	Academic Deans* Associate Provost for Information Services for IS technology spaces.
RH 220, 230, & CL 102	Office of Outreach Staff	* Based upon Dec. 1, 2000 adopted Classroom Scheduling procedure.
Weidner Center for the Performing Arts	Weidner Center Director of Programming	Exec. Director WCPA
University Union	University Union Reservations Staff (Central Scheduling)	Director, University Union
Bayshore Center		Exec. Director, BEPA
Cofrin Library Plaza Concourse Alcoves General Grounds & Outdoor Areas		Director of Public Safety
Cofrin Arboretum		Director of Cofrin Arboretum
Phoenix Sports Center & Athletic and Intramural Fields	Director of Phoenix Sports Center	Athletic Director
Residence Life Facilities	Director of Residence Life	Director of Residence Life
Shorewood Clubhouse	Shorewood G.C. Manager	Shorewood G.C. Manager

8. Procedures and Requirements for Scheduling Facility Use

- 8.1 The Building Authority of a given facility empowers official schedulers to schedule the applicable facilities using the priorities and guidelines established in this document. The Building Authority for each area will develop policy and procedures as they relate to the use of the space including “priorities of use”.
- 8.2 Official Schedulers should use existing campus scheduling software to record and track facility usage and planning information. Two software programs are available, one for academic, instructional scheduling, and one for event/activity scheduling. These records also serve as references for the official campus calendar.
- 8.3 Requests for facility use require approval by the Official Scheduler, and exceptions, special requests or conflicting uses must be reviewed by the applicable Building Authority (s).

- 8.4 Facilities should be scheduled during the facility's normal building hours whenever possible, and each facility will have an advance scheduling timeline for accepting usage requests.
- 8.5 For facility usage requested beyond normal building hours, the Official Schedulers have the responsibility to determine if the request can be honored based on staffing, facility availability, and scheduled utility support. Uses scheduled during times when the facility is not normally open or staffed will require special coordinated efforts with Facilities Management, Public Safety, Parking Services, and various auxiliaries. The Building Authority, or his/her designee, is responsible for approval, and making any necessary arrangements.
- 8.6 University users of campus facilities should coordinate their own space needs by contacting the appropriate Official Scheduler, unless the user requires additional planning assistance and will require multiple facilities including the University Union. In the latter case, the university user should contact the University Union Reservations Office, serving as the primary campus scheduler for non-academic uses, to coordinate their space needs.
- 8.7 Non-University users of campus facilities should contact the University Union Reservations Office, serving as the primary campus scheduler to coordinate their space needs (Exceptions include the following: Weidner Center, Residence Life, Phoenix Sports Center, and Shorewood Golf Course. The Official Scheduler for these facilities works directly with the non-university users of their facilities when only their facilities are needed.) The University Union Reservations Office may work with any other Official Scheduler to arrange for space.
- 8.8 Each facility usage request must be documented by the Official Scheduler either electronically or on paper. The following is the basic minimum required information when scheduling facilities:
 - 8.8.1 Facility requested with date, and beginning and ending times
 - 8.8.2 Name of and contact information for the requesting individual, and organization, and co-sponsoring organization (if applicable)
 - 8.8.3 Name and description of event
 - 8.8.4 Estimated number and category of persons attending or participating
- 8.9 Additional information may be required for specific types of uses or facilities; this may include the following:
 - 8.9.1 Certificate of insurance
 - 8.9.2 Co-sponsorship Approval Request Form
 - 8.9.3 Event Security Checklist
 - 8.9.4 Set up requirements (AV, furniture, technological support, etc.)
 - 8.9.5 Personnel support requirements (custodial, Public Safety, technical, etc.)
 - 8.9.6 Food or alcohol needs (must meet dining contract and alcohol policy requirements)

- 8.9.7 Any applicable fees or charges
- 8.9.8 Approval signatures or electronic approval from the Official Scheduler and appropriate contact person

8.10 The Official Scheduler will confirm the facility request that meets the most appropriate time, place and manner test. The Official Scheduler will share software access to and/or distribute the details pertaining to the facility usage with the appropriate support units, which will include Public Safety/Parking, Facilities Management, University Information Center, and other units specific to the needs of the requested usage.

9 Charges for Facility Use

Charges for facility use (including incidental fees, rental fees or additional fees) may be assessed in selected circumstances and/or facilities depending on the type of use, the funding source of the facility, and the user group. The following guidelines establish the criteria for determining whether or not a charge will be assessed:

9.1 *Use of Facilities by University Groups*

(Administrative, Academic, Student Organizations)

- 9.1.1 Usage which specifically relates to the university's credit-producing classroom instruction, and research/scholarly activities by university administrative and academic units and recognized student organizations will ordinarily be allowed in state funded (GPR) facilities without charge. However, if there is extensive set up or other modifications to the facility to accommodate the usage, a fee may be charged to cover the additional costs beyond the basic overhead.
- 9.1.2 Usage by university administrative and academic units that specifically relate to the university's mission and purpose will ordinarily be allowed in state-funded (GPR) facilities without charge. However, if there is extensive set up or other modifications to the facility to accommodate the usage, a fee may be charged to cover the additional costs beyond the basic overhead.
- 9.1.3 Usage by recognized student organizations that specifically relates to the university's mission and purpose will ordinarily be allowed in state-funded (GPR) facilities without charge. However, if there is extensive set up or other modifications to the facility to accommodate the usage, a fee may be charged to cover the additional costs beyond the basic overhead. Whether or not rental fees will be assessed will be dependant on the facility's purpose, attendees of the event, and whether or not the use is revenue producing. Student organizations; however are encouraged to use segregated fee-funded facilities before GPR-funded facilities for their needs. (Refer to the Student Organization Sales/Solicitation Policy

available from the Office of Student Life for more information pertaining to fundraisers and charitable drives).

- 9.1.4 Usage that specifically relates to the university's credit-producing classroom instruction will ordinarily not be allowed in auxiliary, program revenue (PR), or student segregated fee-supported facilities on a regularly scheduled basis. However, usage is allowed and encouraged for special, periodic academic-related needs. In these cases, the facility's building authority can request energy credit from campus leadership and UW system.
- 9.1.5 Usage by recognized student organizations that specifically relate to the university's mission will ordinarily be allowed in student segregated fee-supported facilities for no charge. However, if there is extensive set up or other modifications to the facility to accommodate the usage, a fee may be charged to cover the additional costs.
- 9.1.6 Usage by administrative and academic units that specifically relate to the university's mission will ordinarily be allowed in auxiliary, PR, or student segregated fee supported facilities. Whether or not fees will be assessed will be dependant on the facility's funding source, purpose and attendees of the event, mission of the facility, and whether or not the use is revenue producing. The specifics for each facility will need to be proposed and approved thru the fee development structure and process.

9.2 Use of Facilities by Co-Sponsored Organizations

9.2.1 Usage of state-supported (GPR) facilities by co-sponsored organizations may be assessed incidental fees or rental depending on the level of involvement by the co-sponsoring academic or administrative unit, or student organization.

9.2.2 Usage of auxiliary and/or student fee supported facilities by co-sponsored organizations may be assessed incidental fees or rental depending on the level of involvement by the co-sponsoring academic or administrative unit, or organization.

9.3 Use of Facilities by Non-university Organizations

9.3.1 Usage of state-supported (GPR) facilities by non-university, non-sponsored organizations will be assessed a rental fee. This includes faculty, staff or students using facilities to conduct outside activities or as a representative of a non-university organization not associated with their role as an agent of the university.

9.3.2 Usage of auxiliary or student fee-supported facilities by non-university, non-sponsored organizations will be assessed a rental fee. This includes faculty, staff or students using facilities to conduct outside activities or as a representative of a non-university organization not associated with their role as an agent of the university.

9.4 Fees and Charges Guidelines and Recommendations

9.4.1 Fee schedules for each facility will be based upon a formula that includes the operating costs of the facility, mission and funding source of the facility, and other market based factors.

Incidental Fee Formula: Basic Overhead operational costs per space = fee.

Rental Fee Formula: same as Incidental Fee PLUS fair market value costs per type of space = fee.

9.4.2 Fee schedules for each facility will be updated and reviewed for approval during the annual budget/operating plan development process. Fee schedules will be approved annually by the university officers, and posted for reference and planning purposes. A facility's fee schedule includes incidental, rental and additional fees.

9.4.3 General Recommendations for Fees for Facilities with PR and/or Student Fee Support (based on 2002 rates and market comparison analyses):

University Union should maintain levels of incidental fees, but standardize them per room capacities, and set rental fees for outside groups based on market comparison analyses. The same standardization per room capacities should apply for rental rates. A minimum of \$25.00 should be established.

Phoenix Sports Center should maintain levels of incidental fees, and set rental fees for outside groups based on market comparison analyses. A minimum should be established.

Weidner Center's rental fees are lower than the average for weekdays and at the average for weekends compared to the market comparison analyses. They have a "non-profit" tier for outside groups so it may have to be reviewed for changes.

University Theatre should review and update the fee/rate structure because it is very complex and higher than the average per/seat cost for theatres based on the market comparison analyses. The structure should be standardized, and it must be clear when it is appropriate and available for non-university use.

9.4.4 Recommendation for Fees for GPR or General Classroom Facilities:

UW-Green Bay currently (2002) does not have a rate structure for general classroom spaces, so this section is developed with recommendations related to the initiation of a general rate structure with special requirements for high technology spaces. Incidental fees would be less the fair market value built into the rental fee structure below.

A tiered and standardized rental fee structure based on the market comparison analysis is recommended. All equipment and personnel costs would be additional unless the needs are minimal and the equipment is non-technical in nature and standard in the room (like a flip chart or overhead projector).

- Small classrooms (0-30) \$5.00/hour (\$25 minimum)
- Medium classrooms (31-75) \$10.00/hour (\$25 minimum)
- Large classrooms (76-149) \$20.00/hour (\$25 minimum)
- Lecture Halls/Theaters (150+) \$30.00/hour
- Distance Learning/
Video Conferencing Rooms up to \$150.00/hour
- Special Requirements for Rental of High-Technology Classrooms:
Multiple Event Usage – All users who reserve the high technology spaces for multiple events must receive training prior to being able to use the full functionality of the technology equipment. Training will consist of:
 1. Power Up procedures
 2. Login
 3. Control System Orientation
 4. AV Equipment Operation (document camera, VCR, computer, lighting, sound levels)
 5. Shutdown

A 1-hour minimum (or more if required) tech support charge will be administered for training at a cost of \$12.00/hour for technical support.

Single Event Usage – All users who reserve the high technology spaces for a single event will require in-room technical support at a cost of \$12.00/hour for the length of time needed for the event (minimum of 1 hour).

9.4.5 Applicable fees can only be waived or modified with approval from a university officer or designee in consultation with the building authority. Approved waivers should be documented for auditing purposes.

10 Accounting of Funds Collected

10.1 Funds collected through the implementation of this policy are to be placed in the appropriate program revenue accounts associated with each applicable facility or unit. If GPR facilities are utilized and revenue is generated from the use, the funds collected are placed in the appropriate facilities management account that shall be administered by the Business and Finance division of the University.

10.2 Funds Collected will be accounted for and used in the following ways:

10.2.1 Direct personnel support costs incurred by the use, including a percentage to the central scheduling unit to offset planning support for the usage.

10.2.2 To offset the basic overhead costs of utilities, equipment replacement, repairs, renovations, and various physical plant expenses.

10.2.3 To offset support or additional costs of the unit supporting the facility.

11 On-going Policy Review and Planning Groups

11.1 *Facilities Usage Policy Review Committee* – A University group comprised of all Building Authorities and the Director of Facilities Management, led by the Vice Chancellor for Business and Finance will meet annually to review, update, and recommend changes to this document. The group will also consult as necessary related to appeals to this document and situations requiring arbitration.

11.2 *Facilities Usage Scheduling and Planning Committee* – A University group comprised of all Official Schedulers, and representation from support services such as Public Safety, Facilities Management, Media Resources, Campus Life (to include student programming representation) will meet minimally once per semester (more frequently as needed) to discuss large, campus-wide events, scheduling issues, and calendaring. This group will also make recommendations to the Policy Review Committee as needed.