

Facilities Use Request Form

Organization/Individual Requesting Space

Individual, Organization, or Office Requesting Space: _____

Contact Name: _____ Title: _____ Email: _____

Contact Number: _____ Office Phone: _____ (Ext. _____)

Address: _____ City: _____ State: _____ Zip: _____

Group Requesting Space: Campus Group For-Profit Organization University-Related Group Non-Profit Organization*
*Non-profit documentation required

Event Information

Type of Event (please provide description of event): _____

Date(s) of Event: _____ Alternative Date(s): _____

Event Start Time: _____ Event End Time: _____ Set-Up Start Time: _____ Tear-Down End Time: _____

Number of Event Workers: _____ Number of Attendees: _____ Is a fee charged for this event? Yes No If Yes, fee amount: \$ _____

Will your event have food?* Yes No *** Please note:** All food will need to be arranged by an outside vendor.

Will alcoholic beverages be served at your event?* Yes No **** Please note:** UW-System guidelines require approval of CEO, as well as other restrictions. See Facilities Use Policies & Procedures for more information.

Do you want your event shared to our free public campus calendar? Yes No

Building/Room(s) Requested

Herbert L. Williams Theatre (T111)	Performance Hall (T133)	Music Room (T117)	
Student Union (M169)	Campus Café (M175)	Art Classroom (T149)	(T141)
Conference Room (T139) (M133)	Computer Lab (M108) (L121)	Video Classroom (L105)	(L130)
Regular Classroom (please specify) _____	Lecture Classroom (M117)	Other Campus Space	(please specify) _____
Fieldhouse Gym (GYM137)	Fieldhouse Fields	Other Fieldhouse Room	(please specify) _____

Equipment Requested

IT Support Requested* Yes No *** Please note:** The university may require IT support depending on event needs.

Instructor Computer Student Computer/s (Total) _____ Extension cord/s (Total) _____

Overhead Projector Projector Screen Podium Easel Whiteboard

Lighting Required: None Stage Spotlight Microphone/s Required: None Stand Wireless (Total) _____

Extra Tables/Chairs (Total) _____

Other Special Request (please specify) _____

Event Set-Up

Set-Up Format: Classroom Format Meeting Format (Large Square) U-Shape Format Banquet/Dinner Format

Lecture (Podium + Chairs for Audience) No Change to Room Set-Up

Other Special Request (please specify) _____

All printed materials or publications must have the following disclaimer listed: "The UW-Green Bay, Marinette Campus rents its facilities to outside organizations and groups and abides by UW System facilities usage policies and county property policies. The UW-Green Bay, Marinette Campus assumes no role in sponsoring or endorsing any views expressed in any events scheduled in its rented facilities." Use of the name "University of Wisconsin-Green Bay" or University logo shall be approved in writing.

On behalf of the organization I represent, I assume responsibility for the use of the facility in accordance with the University of Wisconsin-Green Bay, Marinette Campus Facilities Use Policies and Procedures. Please visit [https://www.uwgb.edu/union/policies-\(1\)](https://www.uwgb.edu/union/policies-(1)) for all applicable policies and conditions. I understand that non-compliance with University policies could result in facilities use being revoked. I understand that failure to clean up after event will result in additional cleaning charges.

Signature (for organization) _____ **Date** _____

COMPLETED FORM SHOULD BE RETURNED TO:

Kaitlyn O'Claire, Campus Executive Officer Assistant | Email: oclairek@uwgb.edu | Phone: (715) 735-4331
 UW-Green Bay, Marinette Campus, 750 W. Bay Shore St, Marinette, WI 54143

Estimated Usage Fee**: \$ _____ **** Admin will apply estimated fee. Actual fee will be determined following event. Invoice to be e/mailed.**

Facilities Responsibility, Release and Authorization Form

UNIFORM STATEMENT OF RESPONSIBILITY, RELEASE, AND AUTHORIZATION FOR USE OF UNIVERSITY FACILITIES-MARINETTE CAMPUS.

Whereas, the named person or organization desires to use University facilities at the University of Wisconsin-Green Bay, Marinette Campus for non-university sponsored activities and/or programs, and the University has approved the use of these facilities, the undersigned does hereby agree as follows:

1. To assume full legal and financial responsibility for any and all damages to University buildings, facilities and/or equipment used while conducting this program, and to be responsible for removal of all personal materials prior to leaving the building or facility at the completion of each program/event. Charges will be assessed to the undersigned for restoration and property removal if applicable. The use of confetti and/or affixing tape to any painted surface is prohibited;
2. To grant the University, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve the health and safety of participants during the use of these facilities including authorizing medical treatment on behalf of participants at the participants expense and of returning the participant to their home;
3. To conform to all applicable policies, rules, regulations and standards of conduct as established by the University;
4. To voluntarily indemnify and to hold harmless the University of Wisconsin-Green Bay, the Board of Regents of the University of Wisconsin System (Board of Regents), their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney fees) arising out of the use of University buildings/facilities which do not arise out of the negligent acts or omissions of an officer, employee, or agent of the University and/or Board of Regents; This agreement is valid for University facility use on **date** in **building and room** for **name of event**.
5. Upon payment of deposit (if required) and return of this signed form, facilities are permanently reserved for the date(s) requested by the above party. Copies of facility reservations will be sent to the above party after receipt of the above, and will identify any applicable charges that will be billed after the event.
6. Cancellation of the event and use of the facilities must be made no later than 15 days in advance and the party will pay charges incurred up to that point.
7. In the event that University buildings, property or facilities reserved for this event would be destroyed or substantially damaged by fire or other casualty; or in the event other circumstances render the fulfillment of this agreement impractical or impossible, the undersigned person(s) hereby waives any claim for damages or compensation resulting from fire, casualty or other circumstances causing curtailment of this agreement
8. User group agrees to provide the following (as required):
 - Facility Rental Form
 - Documentation of Tax-Exempt/Non-Profit Status (if applicable)
 - Certificate of Insurance (COI) — *Vendor shall add the "Board of Regents of the University of Wisconsin System, University of Wisconsin-Green Bay, its officers, employees, and agents" as additional insured under the commercial general liability policy with General Aggregate limits of \$3,000,000 and \$1,000,000 per occurrence."*
 - Youth Programs — Completed "Youth Program Appendices A & B" form found on the UWGB Marinette Facility Rental Website.
 - Youth Programs — Roster of Chaperones + Total Count of Attending Youth
9. Acknowledges reading this document and understands and accepts the terms as stated:

Authorized Signature: _____

Date: _____

Printed Name: _____

University Representative Signature: _____

Date: _____

Printed Name: _____