



Facilities Use Request Form

Group Requesting Space: Campus Group ___ For-Profit Organization ___ University-Related Group ___ Non-Profit Organization ___

Organization/Individual Requesting Space:

Sponsoring Organization or Office (if required by UWS Ch. 1): _____

Contact Name & Title: _____ Telephone: _____ (Ext. _____)

Email: _____ Fax: _____

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

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

Number of persons attending: _____ Is a fee charged for this event: Yes ___ No ___ (circle one) If Yes, Fee Amount: \$ _____

Building/Room/s Requested: Please rank in order of choice (1st, 2nd, etc.) If promotion materials are distributed, renter agrees to list the name of the facility/room as stated below.

Herbert L. Williams Theatre ___ Cafeteria ___ Student Union ___ Gymnasium ___ Other ___

Classroom-- Lecture Classroom: M-117 ___ Regular Classroom (Please specify): _____

Dates Requested:

	<u>Date(s)</u>	<u>Door Opening/Closing Time</u>	<u>Start and Stop Times</u>
First Choice:	_____	_____	_____
Second Choice	_____	_____	_____

Equipment Requested: (circle requested equipment)

Instructor Computer & Projector _____	Easel _____	Do you require lighting? Stage ___ Spotlight ___
Student Computer/s (number: _____)	TV/VCR _____	Microphones needed? Wireless ___ Stand ___
Overhead Projector _____	Slide Projector/Screen _____	Any special request? Please be specific:
Podium _____	Piano _____	_____
Whiteboard _____	Will you be using Power Point? _____	_____

Food Service Requested: Yes ___ No ___

If yes, please make arrangements at least 10 days in advance with Tyler Morris at 715-504-3334 or email morrist@uwgb.edu.

Will Alcoholic Beverages Be Served at this Event? Yes ___ No ___

If Yes, UW-System guidelines require approval of CEO, as well as other restrictions. Please see Policies and Procedures for more information.

Room Setup Requested:

Meeting Format (chairs placed around a table) _____ Lecture Format (podium and chairs for an audience) _____
 Banquet or Dinner _____ Other _____
 Format Specific to Facility (see site-specific form for provisions) _____

All printed materials or publications must have the following disclaimer listed: "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. UW-Green Bay, Marinette Campus assumes no role in sponsoring or endorsing any views expressed in any events scheduled in its rented facilities."

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 see reverse for all applicable policies and conditions. I understand that non-compliance with University policies could result in facilities use being revoked.

Signed _____ (for Organization) Date _____

Campus Approval: Actual fee will be determined following the event. A deposit may be required up to the full amount of any University incurred expense to host the event.		
Estimated Usage Fee: Facilities Fee: \$ _____	Maintenance Fee: \$ _____	Technical Support Fee: \$ _____ Other Fee \$ _____
Total Usage Fee \$ _____	Deposit Required: \$ _____	Make checks payable to UW Green Bay-Marinette Campus.
Date Due: _____		
Comment: _____		
By: _____	Title: _____	Date: _____