

UWGB Campus Location: \_\_\_\_\_

Organization / Department Requesting : \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email : \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Are you Non Profit? \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_

Number of People: \_\_\_\_\_ Building /Area: \_\_\_\_\_

Room: \_\_\_\_\_ Room Set Up: \_\_\_\_\_

Will there be a fee charged for this Event? \_\_\_\_\_ If Yes, Fee Amount: \$ \_\_\_\_\_

Will you need IT Support? \_\_\_\_\_ If Yes, Additional Fees may be applied

Will Food be Served? \_\_\_\_\_ If Yes, All food must be arranged by an outside vendor

*Please clean up after your event, Additional Cleaning Fee's may be applied*

Will Alcoholic Beverages be Served? \_\_\_\_\_

*If Yes, Pursuant to UWS 18.03913, the use or possession of alcoholic beverages is prohibited on all university premises, except as permitted by the Campus Administration Officer, subject to statutory age restrictions. Please see Facilities Use Policies & Procedures for more information.*

On behalf of the organization I represent, I assume responsibility for the use of the facility in accordance with the attached UW-Green Bay, Facility Responsibility, Release, and Authorization Use Policies and Proce-

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- \* **Please Read and Sign Back Page for Reservation Consideration**
- \* **All Approved Facilities Use Requests Require a Certificate of Insurance and W-9**
- \* **All Facilities Use Requests must be authorized by the Campus Executive Officer**

**Please complete and return this form**

Wendi Holschbach, Campus & Executive Officer Assistant | 705 Viebahn St. , Manitowoc, WI 54220  
holschbw@uwgb.edu | 920-663-7350

**Facilities Responsibility, Release, and Authorization Form**  
**UNIFORM STATEMENT OF RESPONSIBILITY, RELEASE, AND AUTHORIZATION**  
**FOR USE OF UNIVERSITY FACILITIES**

Whereas, the named person or organization desires to use University facilities at the University of Wisconsin-Green Bay, 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 participant's 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 the event**.

- 5) Upon payment of a 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) Acknowledges reading this document and understands and accepts the terms as stated:

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

Co-Signature

Date \_\_\_\_\_

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Print Name

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Print Name

**Campus Approval – All Events Require Approval of Campus Executive Officer for Respective Location**

Campus Executive Officer

Date \_\_\_\_\_

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Estimated Total

## Notes