



Facility Use and Building Access – Branch Campus
Standard Operating Procedure (SOP)
Revised February 16, 2026

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Guiding Principles

University of Wisconsin-Green Bay (UWGB) has determined a need to develop Standard Operating Procedure (SOP) that provides guidance in managing facility use and access at the Manitowoc, Sheboygan, and Marinette locations that adhere to the University's [Facility Use Policy](#) and the [Building Hours and Access Policy](#).

Building access and control measures are established within this SOP that adhere to protect and preserve University property. Compliance with this SOP does not eliminate or absolve performance of additional requirements that stem from state or federal laws and policies.

Scope

The Administrative function for each branch campus falls under this SOP for processing all facility use and access requests. Each branch campus will consult with Risk Management and the University Police as indicated.

This SOP establishes how the Building and Event Manager, or any designee, will process Facility Use Requests

Locations

The guidelines included in this document are applicable to all individuals (students, faculty, staff, contractors, visitors, alumni, parents, etc.) in the UW Green Bay community regardless of their location.

Included Sites in this Plan

- Manitowoc Campus (Manitowoc County)
- Marinette Campus (Marinette County)
- Sheboygan Campus (Sheboygan County)

Related Documents

[UW-Green Bay Facility Use Policy](#)

[UW-Green Bay Building Use & Access Policy](#)

[Event Planning Guide](#)

[Youth Activity SOP](#)

[UWS Chapter 18 Conduct on University Lands](#)

[Third Party Facility Use Liability Limits and Coverage](#)

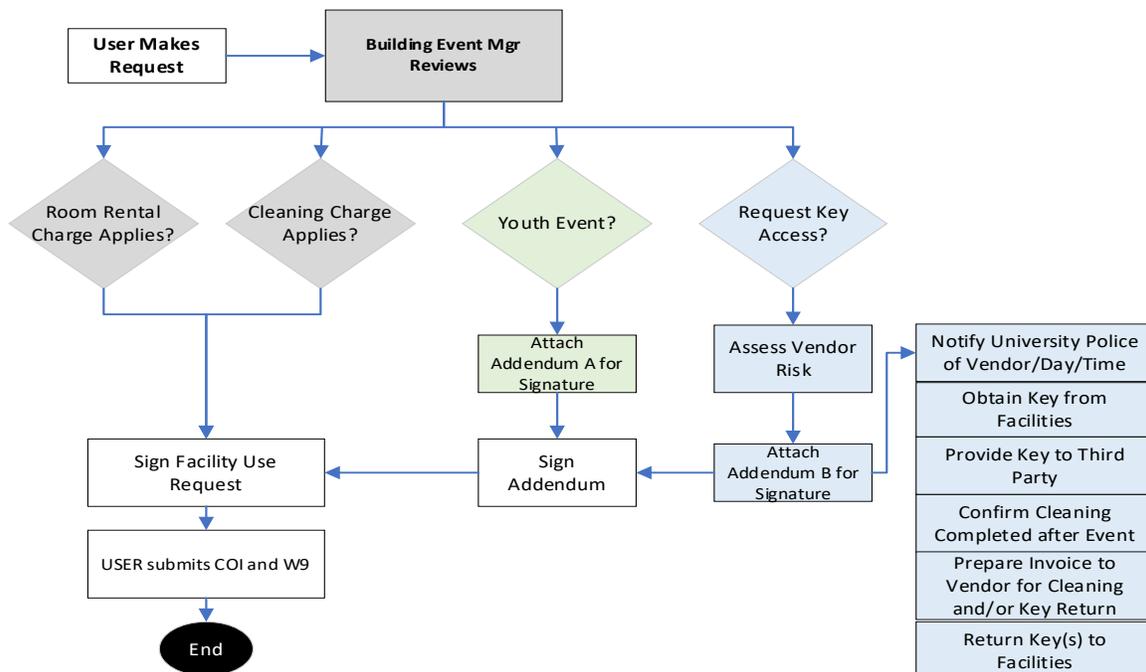
Facility Use Request

Any individual or third-party making use of University facilities must complete a Facilities Use Request. This request will be reviewed by the Building and Event Manager assigned to each location.

1. Individual or 3rd Party completes a Facilities Use Request
2. Building and Event Manager will review and determine:

Facility Room Rental	Determine if facility room charges apply. If yes, update Facilities Use Request with appropriate room charges.
Janitorial/Custodial Fee	Determined if janitorial or cleaning charges apply. If yes, update Facilities Use Request with appropriate charges.
Youth Program Requirements	Determine if program will host minor participants. If yes <ul style="list-style-type: none"> ▪ Sponsored Programs: ensure Program Director works with Pre-College Liaison and follows Youth Protection Activities SOP ▪ Third Parties: add Addendum A to Facilities Use Request
Building Access After Hours	Determine approval if requestor has asked for after-hours access. See also <i>External Key Access section</i> . If yes: <ul style="list-style-type: none"> ▪ Assess vendor liability risk ▪ If approved, add Addendum B to Facilities Use Request ▪ Notify University Police at police@uwgb.edu of vendor, day(s) and time(s) of rental

3. Forward Facility Use Request to vendor for signature
4. Forward Facility Use Request to appropriate University signature authority
5. Obtain third-party Certificate of Insurance
6. File request



External Key Access

A third party may be provided after-hours access to University buildings upon review of liability risk and final approval.

The Building and Event Manager will review third party liability risk and make determination for approval in conjunction with Supervisor or Risk Manager. If approved, the following process is in place:

Complete Facilities Use Request Addendum B

1. Add Addendum B to Facilities Use Request
2. Add third-party designee who will be assigned the key to Addendum B, including room and estimated key return date
3. Forward Facilities Use Request Addendum B to vendor for signature
4. Forward Facilities Use Request Addendum B to appropriate University signature authority
5. File request
6. Notify University Police at police@uwgb.edu of third-party name, day(s) and time(s) of rental

Provide Key to Third Party

1. Notify Facilities and request room key/electronic fob
2. Notify third-party user key/electronic fob is available for pick up
 - Keys may only be picked up by the end user or "keyholder" on the request who should be prepared to show identification at pick up.
 - Keys are NOT permitted to be transferred from one individual to another. Replacement individuals or employees must use the Key Access process to be an authorized key holder.
3. Upon pick-up, make a note in Outlook or other tracking system date key/electronic fob is to be returned
4. Contact third-party and coordinate return of key/electronic fob
5. Forward key/electronic fob to Facilities

Assess Cleaning Fees

If it is determined custodial or other cleaning fees are to be assessed, Building and Event Manager will secure payment from department or third-party.

Normal Business Hours	\$36.84 per hour
After Hours (9:00 pm)	\$55.26 per hour

UWGB Department	Third Party
1. Request department complete a fund transfer to Facilities through usual University accounting protocols	1. Submit invoice to third-party 2. Receive payment 3. Process to Facilities accounting code through usual University accounting protocols

In the event a third-party user has elected to provide their own cleaning services and fail to do so after a scheduled date, the Building and Event Manager will complete Steps 1 - 3 above.

Assess Key Charges to Third Parties

All keys are required to be returned to Building and Event Manager within 5 days of agreed to date, otherwise the following charges will be assessed per the Facilities Use Request:

Replacement keys	\$15/key
Replacement fobs	\$35/fob
Door lock re-core	\$60/lock

1. Contact Facilities and confirm room access control needs to be updated
2. Send Invoice to third-party for cost of key/electronic fob replacement
3. Upon receipt of check, process according to internal accounting protocols using Facilities funding code