

UWGB Campus Location: _____

Contact Information

Organization / Department Requesting : _____

Non Profit? _____

Contact Name: _____

Email : _____ Phone: _____

Address: _____

City, State, Zip: _____

Event Information

Event Name: _____

Date of Event: _____ Start Time: _____ End Time: _____

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

Will Minors be participating? _____

Event Description: _____

Number of People Expected : _____

Room/Area _____ Room Set Up: _____

Special Request Set Up _____

List any AV equipment needs for your event: _____

Will you need on site technical support the day of your event? _____ If Yes, additional charges will apply

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

Will Alcoholic Beverages be Served? _____ If, Yes, please select how they will be served _____

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 Procedure.

Signature: _____ Date: _____

Please complete and return this form for review and approval

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

UNIFORM STATEMENT OF RESPONSIBILITY, RELEASE AND AUTHORIZATION

FOR USE OF UNIVERSITY FACILITIES

1. This agreement is valid for university facility use on the stated date(s) in the requested building/room for this event.
2. To voluntarily defend, indemnify, and 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 and against all liability, claims, 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;
3. 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;
4. To provide University a Certificate of Insurance with the required coverage and limits of insurance issued by an insurance company that has an AM Best Rating of A-, is licensed to do business in the State of Wisconsin and signed by an authorized agent, as evidence of ability to meet its obligation under this section. 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 commercial comprehensive general liability insurance coverage of no less than \$1M for each occurrence and a general aggregate of \$3 million, and worker's compensation with statutory limits, and damage to rented premises of no less than \$100,000;
5. To conform to all applicable policies, rules, regulations, and standards of conduct as established by the University and abide by all applicable laws of the United States, the State of Wisconsin, the rules and regulations of all jurisdictional governmental boards and bureaus, including the regulations of the Fire Department. Failure to comply with this provision will be grounds for termination of the event;
6. 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.
7. To waive any claim for damages or compensation resulting from fire, casualty or other circumstances rendering the fulfillment of this agreement impractical or impossible, and understands that the University shall not be liable for any resulting loss whatsoever.
8. To sign a Facility Use Addendum for any event where there are minor participants (excluding private events), in accordance with University policy regarding youth compliance practices;
9. 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.
10. Cancellation of the event and use of the facilities must be made no later than 30 days in advance and the party will pay charges incurred up to that point;
11. Acknowledges reading this document and understands and accepts the terms as stated:

Authorized Signature Date

Co-Signature Date

Print Name

Print Name

Campus Approval

Campus Executive Officer Date

Estimated Total

Notes