

FACILITIES AND GROUNDS USE POLICY

Source: Office of the Vice Chancellor for Administrative Affairs

1.0 BACKGROUND

The authority, purpose, priorities, and limitations associated with the use of university facilities by university or non-university groups or individuals are established in the four documents appended to this policy:

- > Wisconsin Statute 16.845 (**Appendix A** (<http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#A>))
- > Wisconsin Administrative Code Chapter UWS 21 (**Appendix B** (<http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#B>))
- > Wisconsin Statute 11.36(3) and (4) (**Appendix C** (<http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#C>))
- > Wisconsin Administrative Code Chapter UWS 8.025 (**Appendix D** (<http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#D>))

The four documents describe in detail the State and UW System terms and conditions for using university facilities and provide the necessary context for UW-Whitewater's policy on facility use.

2.0 DEFINITIONS

2.1 University Facilities--all publicly owned or leased buildings and grounds of the State of Wisconsin, which are subject to the custody and control of the UW Board of Regents and UW-Whitewater.

2.2 Administrative or academic units--divisions, colleges, departments/units or functional equivalents at UW-Whitewater.

2.3 Recognized Student Organizations--a group of students who have organized, applied for and have been granted University recognition by the Office for Leadership Development.

2.4 Other Recognized Organizations--an entity which is not a University department/unit, does not account for its revenue/expenditure activity through the University, but has requested and has been granted University recognition by the Chancellor on the premise that its mission is compatible with the mission of the University (e.g., UW-Whitewater/Community Optimist Club, Campus Ministry).

2.5 Sponsored Group or Organization--an outside for profit or not-for-profit group or organization not recognized by the University but authorized to use the University facilities because of sponsorship by an entity described in 2.2, 2.3, or 2.4 above. Sponsorship includes the assumption of responsibility for the activity, including fiscal responsibility, and the active involvement by the sponsor.

2.6 Building Schedule--a schedule that defines the designated hours of operation a building is normally open to the public. These hours are to be posted on each building. (**Building Access Policy** (</adminaffairs/police/building-supervisor-manual>)) (**Building Access Hours**) (</adminaffairs/police/building-supervisor-manual>)

2.7 Building Scheduler (or designee - individual designated by the Building Supervisor) (**Building Supervisor Policy** (</adminaffairs/police/building-supervisor-manual>)) (**Building Supervisor List** (</adminaffairs/police/building-supervisor-manual>)) as having authority and responsibility to schedule assigned facilities in accordance with conditions described in this document. (**Building Scheduler List** (<http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#G>))

2.8 Special Event--Any event held in a large event venue (inside or outside) and/or requiring food service and/or requiring technical services and/or outside regular building hours or defined as a special event though the discretion of the building supervisor or reservation coordinator. (**Special Events Policy** (</adminaffairs/police/building-supervisor-manual>))

3.0 POLICY

3.1 Each University facility has been designated for a primary function of instruction, research, public service or support. It is the policy of the University of Wisconsin-Whitewater to preserve and enhance the primary functions of its facilities through the priorities, guidelines, and procedures established in this document.

3.2 To the extent resources permit, UW-Whitewater will recognize its commitment to the requests for facility use by the University community and residents of the state, subject to the conditions described in this document.

3.3 All use of University facilities by outside groups or organizations must be sponsored.

3.4 All reservations for General Access and Controlled Access space, as defined in Section 6.0, must be scheduled using the University centralized room reservation system in order to be valid and have priority established in Section 5.0.

3.5 Building Scheduler will be designated for each campus facility to assure compliance with the requirements of the State and System documents listed in Section 1.0, and to administer the policies and procedures contained in this document. The designated scheduler will determine the appropriateness of facility use requests; schedule the building based on established priorities; determine if the activity requires multi-facility coordination through Continuing Education and administer accordingly; and determine the charges to be assessed for the use of the facility in accordance with the facility use rates.

3.6 A University Facility Use Advisory Committee (<http://www.uww.edu/uwwhdbk/committees/ac-facility.htm#University%20Facility%20Use%20Advisory%20Committee>) will be appointed as an advisory committee to the Chancellor, and will be chaired by the Vice Chancellor for Administrative Affairs who will be responsible for facility policy development and administration.

4.0 APPROPRIATE USE

4.1 Facilities are most appropriately used by administrative or academic units and by organizations recognized by the university for activities of students or staff and for public events.

4.1.1 Certain facilities are not reservable due to their specific functions (i.e. offices, storage rooms, closets, bathrooms, hallways, etc.)

4.1.2 Certain facilities are not appropriate for scheduled use beyond their primary function for reasons of safety or security. Examples include the General Services Building, the Administrative Module of Hyer Hall, Central Heating Plant, Moraine Hall, etc.

4.2 Facilities may also be used by groups or organizations sponsored by administrative units, academic units or organizations recognized by the University.

4.3 The type of facility must be suitable for the requested use whether the user is a University or non-university group.

4.4 The amount of space requested for an event must be reasonable and within the defined space capacity of the facility(s) for the requested need.

4.5 Neither the timing nor the duration of the activity in the requested facility can conflict with the University's primary missions or the facility's priority use.

4.6 Recognized student and campus organizations may sponsor programs that include religious topics in university facilities.

4.7 Use of University facilities is governed by the Board of Regents policy. However, use of facilities may be granted for the purpose of conducting religious worship services primarily for university students, faculty, and staff, provided such services shall not be conducted on a regular or continuing basis.

5.0 PRIORITIES FOR USE OF FACILITIES

Because the priorities for use of UW-Whitewater facilities vary according to the type of facility, the University has established the following hierarchy of priorities for use of most facilities. The Listing under each facility indicated the priority given to the activity or user group where possible. However, annual and long term commitments, by their nature, may preempt the strict priorities. Requests for an exemption from these established priorities need to be directed to the Vice Chancellor of Administrative Affairs. The Vice Chancellor will consult with the Facility Use Advisory Committee and others, as appropriate, in making the final decision. Scheduling must also provide for adequate time to perform scheduled and unscheduled maintenance activity.

5.1 Instructional Space

1. Officially scheduled classrooms and labs
2. Open labs, independent study, and lab preparation
3. Educational programs such as conferences and workshops
4. Faculty/staff research and scholarly activities
5. Campus organizations
6. Affiliated groups or Continuing Education sponsored events
7. General public, commercial or non-profit groups

5.2 Auditoriums and Theatres

5.2.1 Irvin L. Young Auditorium

1. Cultural Affairs/Young Auditorium/Horizons sponsored events
2. University education programs for students, faculty & staff
3. Student/alumni groups with major events
4. Continuing Education events (#1 priority for summer)
5. General public groups -- commercial
6. General public groups -- non-profit

5.2.2 Barnett and Hicklin Theatres

1. Performance of Theatre/Dance Department Productions
2. Rehearsals for Theatre/Dance Department Productions
3. Theatre/Dance Department classes
4. Theatre/Dance Department sponsored performances, programs, and workshops
5. Rehearsals for Theatre/Dance Department sponsored performances
6. College of Arts and Communication sponsored performances, programs, and workshops
7. University recognized student groups and organizations
8. Continuing Education events
9. General public groups - commercial
10. General public groups - non-profit

5.2.3 Recital Hall

1. Music Department, faculty rehearsals, concerts, and events
2. Rehearsals/concerts scheduled by music major/minor students and recognized music student organizations
3. Approved musical events by recognized student organizations
4. Cultural Affairs events
5. Continuing Education events
6. General public groups - commercial
7. General public groups - non-profit

5.3 UniversityCenter

1. Dining Services function in assigned dining service areas during scheduled dining hours
2. University recognized student groups and organizations
3. University and administrative groups and/or organizations
4. Sponsored groups

5.4 Dining Services (Esler and Drumlin Halls)

1. Dining Services function in assigned dining service areas during scheduled hours
2. University recognized student groups and organizations
3. University and administrative groups and/or organizations

4. Sponsored groups

5.5 Williams Center and DLK/Kachel Fieldhouse

1. University Commencement
2. Physical Education Classes
3. Intercollegiate Athletics Events
4. Intercollegiate Athletic Practices
5. Intramurals/Club Sports
6. University Recreation
7. Other/Special Events University
8. Whitewater High School Athletic Programs
9. Other/Special Events - Community

5.6 Perkins Stadium, Stadium Service Building, Student Athletic Complex, and Baseball Building

1. Intercollegiate Athletic Events
2. Intercollegiate Athletic Practices
3. Physical Education Classes
4. Other/Special Events University
5. Whitewater High School Athletic Programs
6. Other/Special Events - Community

5.7 Outdoor Athletic Fields and William Center Tennis Courts

1. Intercollegiate Athletic Events
2. Intercollegiate Athletic Practices
3. Physical Education Classes
4. Intramurals/Club Sports
5. Other/Special Events University
6. Whitewater High School Athletic Programs
7. Other/Special Events Community
8. University Recreation

5.8 Outdoor Recreation Fields/Lawcon Recreation Complex

1. Physical Education Classes
2. Intramurals/Club Sports
3. University Recreation
4. Intercollegiate Athletic Events
5. Intercollegiate Athletic Practices
6. Other/Special Events - University
7. Whitewater High School Athletic Programs
8. Other/Special Events Community

5.9 Housing Facilities

1. User fee students under contract for use of residence halls and dining services
2. University groups paying for use of facilities
3. Sponsored persons or organizations paying for use of facilities
4. University groups not paying for use of facilities
5. Sponsored persons or organizations not paying for use of facilities

5.10 University Grounds

1. Normal traffic and lounging
2. Instruction-related activities
3. Open recreation
4. Other activities

5.11 Parking Facilities

1. Parking for permit holders
 - a. Handicap parking
 - b. Service parking
 - c. All other permit holders
2. Authorized guest parking
3. Special event parking
4. Other non-parking events - University
5. Other non-parking events - non-university

5.12 Visitor Center

1. Administrative functions and organizations
2. Sponsored functions
3. University recognized student groups
4. Non-university group

6.0 SCHEDULING OF FACILITIES

The Facilities and Grounds Use Policy is developed on the principle that day-to-day administration of scheduling activities will be accomplished as efficiently as possible. The designated Building Scheduler will have the authority and responsibility to schedule available facilities in accordance with the priorities and conditions set forth in this document. Requests for an exemption from these priorities and conditions need to be directed to the Vice Chancellor of Administrative Affairs. The Vice Chancellor will consult with the Facility Use Advisory Committee and others, as appropriate, in making the final decision. Continuing Education is the designated unit to coordinate multiple facility use by off-campus groups or organizations. Activities should be scheduled during designated operating hours whenever possible. For reservations beyond established building hours, all General Access space converts to Controlled Access space. The Building Supervisor and Building Scheduler have the responsibility to determine if the facility may be reserved, to schedule after-hours events using the University centralized room reservation system, and to arrange for customer access to the reserved space.

6.1 Definitions of Space

6.1.1 Instructional Controlled Access Space

For an instructional space to be designated as "Controlled Access" by University Administration, with space approved and reserved through a Building Supervisor or designee, the facility must meet at least one of the following criteria:

1. Health and safety code requirements: where training/supervision required for use due to specialized or hazardous equipment.
2. Specific design/function: examples include, pool, gymnasium, studios (art, music, radio, television), theatres, performance halls, labs (computer, science), Williams Center, DLK Kachel Fieldhouse, outdoor sport fields/facilities, Young Auditorium.
3. Extraordinary security needs: space determined through consultation with University Police and/or Risk Management.

6.1.2 Instructional General Access Space

All other instructional space not designated as "Controlled Access".

6.1.3 Non-instructional Space

All non-instructional space is designated as "Controlled Access", with space approved and reserved through a Building Supervisor or designee. Outdoor spaces not designated in 6.1.1 are considered non-instructional space. Facility use must meet appropriate use guidelines set forth in Section 4.0.

6.1.4 Conversion of Space Designation

If a change in designation of a particular space is desired, contact should be made with the Campus Planner. The Campus Planner will evaluate space, based on the established criteria, to determine its appropriate designation as either Controlled or General Access space.

6.2 Scheduling of Instructional Space The Vice Chancellor for Academic Affairs/Provost can designate specific classrooms to college deans for priority scheduling. The dean has the ability to designate the rooms to specific departments. This means that the college/department will have the ability to assign courses in these rooms first. This space will not be considered "instructional controlled access space." The scheduling of these rooms will be made available to be scheduled by the Registrar's Office room scheduler.

6.2.1 Scheduling of Instructional controlled space for non-university groups requires prior approval from the building supervisor or the person responsible for the space.

6.2.2 Scheduling of Instructional General Access Space for Instructional Use

All instructional space (general and controlled access) is initially assigned during the process of developing the term schedule of classes. This process is coordinated by the Registrar's Office. Academic departments that wish to change a class' instructional space assignment must make a formal email request to the Registrar's Office room scheduler prior to days/dates listed in 6.2.3. when instructional space becomes available for non-instructional use.

6.2.3 Scheduling of Instructional General Access Space for Non-Instructional Use

Instructional space is available for non-instructional use (conferences, meetings, presentations, etc.) and may be reserved by University departments/units and recognized student organizations beginning the sixth business day (excluding Saturdays, Sundays and holidays) after the end of the priority registration period for the respective term.

The Registrar's Office and the University Reservation Office must mutually agree upon exceptions to this schedule. The scheduling of instructional space for non-instructional use is coordinated by the University Reservation Office and space is assigned based on the following criteria:

1. Same location each time
2. Space appropriate for size of group and type of meeting
3. Space set up needs
4. Space AV/Tech equipment needs

6.2.4 Conflicting Space Requests:

If there is a request to reserve instructional space that has already been assigned to another party (e.g, instructor, department, group, organization), and the requestor is not able to identify an available alternate location or is reluctant to accept an alternate location, the requestor will contact the party that has the instructional space reserved to attempt to negotiate a mutually acceptable agreement for use of the facility. If a mutual agreement is reached, the party that has the space reserved will contact the Registrar's Office Instructional Space Scheduler and authorize a change so that the University's student information and University centralized room reservation systems can be updated. If a mutual agreement cannot be reached, the requestor should follow the appeal guidelines outlined in Section 6.2.4.

Appeal Process for Resolution of Conflicting Instructional Space Requests:

The Provost or his/her designee will be the final authority for making instructional space assignment decisions. A written appeal must be filed with the Provost (or designee) and must include:

1. Contact information (name, office location, phone, email) for appellant and the individual/department/office that has the space reserved.
2. A detailed description of the instructional space need.
3. The steps taken to identify available locations, and the person(s)/office(s) contacted in each step.
4. The reasons why available alternate locations are unacceptable.
5. The person(s) with whom negotiations were made for reassignment of the facility, and the reasons why a mutual agreement could not be reached.

The Provost or designee will review the written appeal and will make a final decision within five working days of receipt of the appeal. The final decision will be communicated in writing to the appellant (email is considered an acceptable written form for communicating the decision).

6.3 Scheduling of Non-Instructional Controlled Access Space Priority scheduling of non-instructional controlled access space is coordinated by the University Reservation Office in April of each year; and covers requests for events occurring the next fall term through the end of the next summer. Scheduling is completed based on the following criteria:

1. Attendance appropriate to the facility
2. Preference to recognized student organizations in University Center facilities
3. Catered events given priority in dining areas
4. Events having extensive technical needs (Projection, Sound System, Lighting Control, Multiple Computers, etc..)
5. Historical experience with the groups as to changes made on requests, cancellations, no shows, condition of facility after event, and policy. After priority scheduling is completed and confirmed to scheduled event sponsors, reservations for controlled access space are made on a continuous basis, based on the above criteria and space availability.

6.3.1 Conflicting Space Requests

If there is a request to reserve Non-Instructional Controlled Access Space that has already been assigned to another party (e.g, instructor, department, group, organization), and the requestor is not able to identify an available alternate location or is reluctant to accept an alternate location, the requestor will contact the party that has the instructional space reserved to attempt to negotiate a mutually acceptable agreement for use of the facility. If a mutual agreement is reached, the party that has the space reserved will contact the University Reservation Office Scheduler and authorize a change so that the University's student information and University centralized room reservation systems can be updated. If a mutual agreement cannot be reached, the requestor should follow the appeal guidelines outlined in Section 6.3.2.

6.3.2 Appeal Process for Resolution of Conflicting Non-Instructional Space Requests.

The Division Head(s) or his/her designee(s) will be the final authority for making non-instructional space assignment decisions. A written appeal must be filed with the Division Head(s) (or designee(s)) and must include:

1. Contact information (name, office location, phone, email) for appellant and the individual/department/office that has the space reserved.
2. A detailed description of the instructional space need.
3. The steps taken to identify available locations, and the person(s)/office(s) contacted in each step.
4. The reasons why available alternate locations are unacceptable.
5. The person(s) with whom negotiations were made for reassignment of the facility, and the reasons why a mutual agreement could not be reached.

The Division Head(s) or designee will review the written appeal and will make a final decision within five working days of receipt of the appeal. The final decision will be communicated in writing to the appellant (email is considered an acceptable written form for communicating the decision).

7.0 SPECIAL REQUIREMENTS FOR FACILITY USE

Special events may require additional requirements to be met and arrangements to be made prior to the event. Such events must adhere to the University Special Events Policy, which can be found in [Appendix M. \(/policies/special-event-policy\)](#)

8.0 CHARGES FOR FACILITY USE

8.1 Determination of Charges

8.1.1 The conduct of classroom instruction, research/scholarly activities and/or university administrative operations by university departments/units will ordinarily be allowed in facilities that are fully state-funded (GPR) without charge. Charges may be assessed for set up, other modifications to the facility to accommodate an event, or usage outside normal building hours.

8.1.2 Recognized organizations or university departments/units conducting activities relating specifically to their purpose or sponsoring events related specifically to their purpose will normally not result in a facility use charge for any University facility, except as specified in Section 8.1.4. Charges may be assessed for set up, other modifications to the facility to accommodate an event, or usage outside normal building hours.

8.1.3 Faculty and staff using university facilities to conduct outside activities must reimburse costs incidental to the use of the facility and may be required to pay a facility use charge as defined by Institutional Policies in accordance with UWS 8.025(3).

8.1.4 Recognized organizations or university departments/units conducting or sponsoring events that generate revenue to cover costs of the program and/or to raise funds for the organization will normally be assessed facility use charges. Situations when non-assessment of facilities charges will be given consideration include: events that are being conducted primarily for the benefit of the campus community, community service events or activities that are determined to be a core mission activity, and others considered on a case-by-case basis to have a direct benefit to the university. In addition, costs incidental to the use of the facility for such events must be reimbursed. Determination of exceptions to being assessed a facility use charge will be made by the Building Supervisor for PR buildings and by the Vice Chancellor for Administrative Affairs for GPR buildings. The Vice Chancellor will consult with the Facilities Use Advisory Committee and others as appropriate if there is an appeal to the decision to assess a facility use fee.

8.1.5 All non-university organizations, entities or activities must be sponsored by a recognized organization or university department/unit to utilize university facilities. Facility use charges will be assessed to that organization or entity in accordance with 8.1.4 above.

8.1.6 Extramurally funded projects/programs must reimburse the university for costs incidental to use of a facility and may be required to pay a facility use charge unless the indirect costs of the project/program are fully reimbursed at the federally negotiated rate.

8.2 Facility Use Charges & Costs Incidental to Facility Use (<http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#H>)

Appendix H

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8.2.1 Schedules of the rental fees and other charges assessed for the use of various types of facilities will be reviewed and updated annually by no later than November 1 to be effective the following June 1.

8.2.2 Rates in effect at the time of making a long-term commitment shall be honored for the event unless other specific arrangements are made. Events sponsors are encouraged to seek bids from service providers for large events.

8.2.3 The facility use charge for UW-Whitewater facilities will include such costs as building depreciation, heat, electricity, insurance, water, etc. These costs will be reviewed periodically and incorporated into the updated facility charges as appropriate.

8.2.4 Costs incidental to the use of a facility may include set up, clean up, security, damages, and above normal staffing for any purpose during or outside of regular operating hours. Direct pay to any university staff is prohibited.

8.3 Accounting of Funds Collected

8.3.1 All funds collected through the implementation of this policy are to be placed, as appropriate, in program revenue facility accounts, or in the Central Facility Utilization Account(s) if GPR facilities are rented.

8.3.2 Funds from the Central Facility Utilization accounts will be accounted for and used in the following ways:

1. Funds will be identified with the facility that generated them.
2. Facility use receipts from the use of GPR facilities may be used to replace equipment, repair damages and to make renovations in GPR facilities.

9.0 Policy Review

The University Facility Use Advisory Committee shall review the University's Facility Use Policy annually, prior to November. The Office of Financial Services will initiate the review, update the rate schedules, and make recommendations prior to the Advisory Committee meeting. Recommendations for changes, including updated rate schedules will be forwarded by the Vice Chancellor for Administrative Affairs to the Chancellor for approval.

APPENDIX A

WISCONSIN STATUTE 16.845 "Except as elsewhere expressly prohibited, the managing authority of any facility owned by the state may permit its use for free discussion of public questions, or for civic, social, recreational or athletic activities. No such use shall be permitted if it would unduly burden the managing authority or interfere with the prime use of such facility. The Applicant for use shall be liable to the state for any injury done to its property, for any expense arising out of any such use. All such sums are to be paid into the general fund and to be credited to the appropriation for the operation of the facility used. The managing authority may permit such use notwithstanding the fact that a reasonable admission fee may be charged to the public. Whoever does or attempts to do an act for which a permit is required under this section without first obtaining the permit may be fined not more than \$100 or imprisoned not more than 30 days or both. This section applies only to those buildings, facilities, and grounds for which a procedure for obtaining a permit has been established."

APPENDIX B

WISCONSIN ADMINISTRATIVE CODE UNIVERSITY OF WISCONSIN SYSTEM (UWS) CHAPTER UWS 21 USE OF UNIVERSITY FACILITIES

UWS 21.01 Declaration of policy

UWS 21.02 Definitions

UWS 21.03 Use of facilities by organizations associated with an institution

UWS 21.04 Use of facilities by persons or organizations not associated with an institution

UWS 21.05 Access to public events held at university facilities

UWS 21.06 Institutional procedures

UWS 21.01 Declaration of policy

It is the policy of the Board of Regents that the facilities of the university are to be primarily for purposes of fulfilling the university's missions of teaching, research, and public service. University facilities are not available for unrestricted use for other purposes. In order to preserve and enhance the primary functions of university facilities, the Board of Regents adopts this chapter to govern the use of university facilities.

History: Cr. Register, December 1986, No. 372, eff. 1-1-87

UWS 21.02 Definitions. In this chapter

1. "Board of Regents" or "board" has the meaning given under 3. UWS 1.02.
2. "Chancellor" means the chief executive officer of a university, the university of Wisconsin centers, or the university extension.
3. "Facilities" or "university facilities" means the publicly owned or leased buildings and grounds which are subject to the custody and control of the board.
4. "Institution" has the meaning given under 3. UWS 1.06.
5. "Organization associated with institution" means that an organization is an officially recognized staff or student group, or an administrative or academic unit, or a state agency.
6. "Staff" means all employees of the University of Wisconsin System.

7. "Student" means any person who is registered for study in an institution of the University of Wisconsin System for the current academic period.
8. "University" has the meaning given under 3. UWS 1.07.

UWS 21.03 Use of facilities by organizations associated with an institution.

1. The chancellor of each institution, or his or her designee, shall permit organizations associated with that institution to use university facilities for events for staff and students, if he or she determines that:
 1. The proposed use will not interfere with or detract from teaching, research and public service missions of the institution; Register, December 1986, No. 372.
 2. The institution has appropriate facilities available for the proposed use; and
 3. The organization has complied with institutional procedures adopted under 3. UWS 21.06.
2. The chancellor of each institution, or his or her designee, may permit organizations associated with that institution to use university facilities for public events if he or she determines that:
 1. The proposed use will not interfere with or detract from the teaching, research and public service missions of the institution;
 2. The institution has appropriate facilities available for the proposed use; and
 3. The organization has complied with institutional procedures adopted under 3. UWS 21.06.
3. The organization using university facilities under this section may be required to reimburse the institution for the costs, if any, incident to the use of the facilities.
4. Organizations using university facilities under this section may be required to pay rental charges for use of the facilities if the use is revenue producing.

History: Cr. Register, December 1986, No. 372, eff. 1-1-87.

UWS 21.04 Use of facilities by persons or organizations not associated with an institution.

1. The chancellor of each institution, or his or her designee, may permit persons, or organizations not associated with that institution, to use university facilities at his or her institution if he or she determines that:
 1. The proposed use is under the sponsorship or at the invitation of an organization associated with the institution;
 2. The proposed use will not interfere with or detract from the teaching, research and public service missions of the institution, or the use of the facilities by organizations associated with the institution.
 3. The institution has appropriate facilities available for the proposed use; and
 4. The person or organization has complied with institutional procedures adopted under 3.UWS 21.06.
2. Persons or organizations using university facilities under this section must reimburse the institutions for the costs, if any, incident to the use of the facilities.
3. Persons or organizations using university facilities under this section may be required to pay rental charges for use of facilities if the use is revenue producing.

History: Cr. Register, December 1986, No. 372, eff. 1-1-87.

UWS 21.05 Access to public events held at university facilities.

1. It is the policy of the board to ensure maximum access to public events held in university facilities, consistent with the legally recognized rights and interests of performers, lecturers, artists and speakers.
History: Cr. Register, December, 1986, No. 372.
2. Where a person or organization has secured the use of university facilities for a public event, any contemplated restriction or condition on access to the event must be made known prior to the event, and must be embodied in a written agreement with the institution, which agreement shall be open to public inspection. However, such agreements may not deny or restrict access to university facilities in a manner contrary to other applicable laws or regulations or on any basis prohibited by law.

History: Cr. Register, December 1986, No. 372, eff. 1-1-87.

UWS 21.06 Institutional procedures. The chancellor of each institution, in consultation with appropriate staff and students, shall develop procedures for the administration of this chapter which shall, at a minimum, include the following:

1. Procedures for securing permission to use university facilities;
2. A schedule of the costs and rental fees, if any, assessed for the use of facilities; and
3. A description of any institutional limitations concerning the time of availability and manner of the use of institutional facilities.

History: Cr. Register, December 1986, No. 372, eff. 1-1-87.

APPENDIX C

WISCONSIN STATUTE 11.36 (3) AND (4):

POLITICAL SOLICITATION INVOLVING PUBLIC OFFICIALS AND EMPLOYEES

1. Every person who has charge or control in a building, office, or room occupied for any purpose by this state or any political subdivision thereof shall prohibit the entry of any person into that building, office or room for the purpose of making or receiving a contribution.
2. No person may enter or remain in any building, office, or room occupied for any purpose by the state or any political subdivision thereof or send or direct a letter or other notice thereto for the purpose of requesting or collecting a contribution.

APPENDIX D

Wisconsin Administrative Code Chapter UWS 8.025

1. Outside activities

Members of the unclassified staff are free to engage in outside activities, whether or not such activities are remunerative or related to staff members' fields of academic interest or specialization. However, no member of the unclassified staff may engage in an outside activity if it conflicts with his or her public responsibilities to the university of Wisconsin system or the institution at which the unclassified staff member is employed.

2. Reportable outside activities

(a) The following outside activities must be reported to a staff member's dean, director or other appropriate administrator.

1. Associations with organizations, as defined in s.UWS 8.02 (3) and (12), related to staff members' fields of academic interest or specialization;
2. Private remunerative relationships between staff members and non-governmental sponsors of university research for which the staff member is a principal investigator; and
3. Remunerative outside activities in a staff member's field of academic interest or specialization, including but not limited to consulting, and whether the staff member is a principal investigator; and

(b) Each unclassified staff member engaging in outside activities reportable under this section shall annually, on or before April 30, file a report of outside activities with his or her dean, director or other appropriate administrator.

(c) If, during the year, significant changes in a staff member's reportable outside activities occur, the staff member shall immediately inform, in writing, his or her dean, director or other appropriate administrator. This information shall be placed on file with the staff member's annual statement of outside interests.

3. Institutional policies

The unclassified staff members of each institution, with the approval of the chancellor, shall develop policies and procedures which shall, at a minimum, provide:

- (a) Standards concerning the use of university facilities and personnel in connection with outside activities;
- (b) Standards concerning absence from regular duties for the purpose of engaging in outside activities;
- (c) Guidelines identifying types or categories of outside activities which may result in a material conflict of interest; and
- (d) For such reports of anticipated outside activities as are necessary to insure compliance with s.UWS 8.04.

4. Reports public

Information required to be reported under this section shall, unless otherwise privileged by law, be a matter of public record.

Note: This section addresses outside activities. Several explanatory points provide relevant background:

1. *The section addresses matters heretofore handled under UWS 7 and 14, which are accordingly repealed. This change in the scope of UWS 8 was made in response to legislative suggestion.*
2. *The rule recognizes the right of unclassified staff members to engage in outside activities, whether or not the activities are remunerative or related to staff members' fields of academic interest. However, in order to assure that such activities do not conflict with staff members' responsibilities to the university of Wisconsin System, or the institution at which the staff member serves, the rule provides that certain types of activities must be reported to staff members' deans, directors or other appropriate administrators. These reportable outside activities include associations with organizations related to staffmembers' fields of academic interest or specialization, certain private remunerative relationships between staff members and non-governmental research sponsors, and remunerative outside activities in staff members' field of academic interest or specialization and whether the staff member earns \$5,000 or more in a year from a single source. The language retains the requirements currently in UWS 7 and 14 that institutions develop policies to regulate the use of university facilities in connection with outside activities, and adds a similar requirement pertaining to use of personnel. It provides a more explicit requirement for institutional development of standards on absence from university duties, and for reports on outside activities which staff members anticipate they will perform during the academic year.*
3. *Guidelines and suggestions will be provided to institutions for implementation of the Regent rule. These guidelines would include examples of standards concerning use of university facilities and absence from university duties that might be adopted under UWS 8.025 (3) (a) and (b); categories or types of activities which might present a material conflict of interest under UWS 8.025 (3) (c); reporting procedures under UWS 8.025 (4); and other relevant information.*
4. *The rule incorporates and codifies the result of litigation between the Madison Capital Times and the UW-Madison. That case, decided in Dane County Circuit Court in the spring of 1983, held that UW-Madison reports of outside activities required under UWS 7 and 14 were records open to public inspection. This section continues the existence of the reporting requirements (UWS 8.025 (2)) and declares the public nature of the reports (UWS 8.025 (4)), except in those instances where other legal principles establish a privilege for the information contained therein.*
5. *UWS 8.025 (1) indicates that the Regents' purpose is not to dictate the financial or topical terms of outside activity but to ensure that it does not present conflicts of interest or time with university duties. (See also Note to UWS 8.01 (3)).*
6. *Forms required under this section for the reporting of outside activities may be obtained from the Office of the Secretary to the Board of Regents, Room 1860 Van Hise Hall, 1220 Linden Drive, Madison, Wisconsin 53706, at no charge.*

History: Cr. Register, January, 1986, No. 361, eff. 2-1-86.

Appendix E

Building Supervisor Policy

Building Supervisor List

(/adminaffairs/police/building-supervisor-manual)

Appendix F

Building Access Policy (/adminaffairs/police/building-supervisor-manual)

Building Access Hours

(/adminaffairs/police/building-supervisor-manual)

(/adminaffairs/police/building-supervisor-manual)

Appendix G

Official Scheduler List

Facility	Official Scheduler
Rooms for Meetings and Special Events	University Reservations
Classrooms	Scheduling for credit instruction is coordinated by the Registrar. All other scheduling is coordinated by the University Reservations
Laboratories	Building Scheduler
Irvin L. Young Auditorium	Building Scheduler
Barnett/Hicklin Theatres	Building Scheduler
Roseman Auditorium	University Reservations
Recital Hall Auditorium	Building Scheduler
University Center	University Reservations
Williams Center/DLK Fieldhouse & Athletic/Recreation Fields (Intramural Fields, Tennis Courts Lawcon)	Building Scheduler
Residence Halls	Building Scheduler
Dining Service Facilities	University Reservations
University Grounds	Director of Facilities Planning and Management (unless otherwise designated)
Perkins Stadium	Building Scheduler
Parking Facilities/Visitor Center	Building Scheduler

APPENDIX H

Facility Use Rates The charges outlined in this appendix will be assessed in accordance with the following matrix as prescribed in Section 8.0 of this policy.

Entity	Non Revenue	Revenue Event
UW-Whitewater recognized organizations and University departments/units	1	3
Other publics and non-profit organizations	2	3
Other non-publics	3	3

(1) No charge for facility use but may be charged for costs incidental to use of the facility. (2) May be charged for facility use and must be charged for costs incidental to use of facility. (3) Charged a facility fee plus costs incidental to use of facility except as waived per Section 8.1.4 of this policy.

GPR Buildings

The charges below will be assessed in accordance with section 8.0 of this policy. In addition to this daily facility use fee, there will be a \$25 per day equipment charge for events that use the overhead projection system and related technology available in the rooms. Use of facilities for less than four hours will be assessed at one-half the daily rate. Priorities for use of facilities will also comply with section 5.0 of this policy. **[Class and Conference Rooms \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#AA\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#AA)**

- [Theatres & Auditorium \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#BB\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#BB)**
- [Center of the Arts \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#CC\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#CC)**
- [Roseman Building \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#DD\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#DD)**
- [Computer Labs \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#EE\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#EE)**
- [Williams Center \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#FF\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#FF)**
- [Indoor Facilities Rates \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#GG\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#GG)**
- [Outdoor Facilities Rates \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#HH\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#HH)**
- [Events Rates \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#II\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#II)**
- [Equipment Rental Rates \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#JJ\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#JJ)**
- [Irvin L. Young Auditorium \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#KK\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#KK)**
- [University Center \(http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#LL\)](http://www.uww.edu/uwwhdbk/Policies/FacilityUse.htm#LL)**

Class & Conference Rooms These rates should be applied to room rental charges based on the capacity of the room.	Capacity	1	2	3	4	5+
		Day	Days	Days	Days	Days
	1-50	\$20	\$40	\$60	\$80	*
	50-100	\$25	\$50	\$75	\$100	*
	100-300	\$60	\$120	\$180	\$240	*
	300+	\$80	\$160	\$210	\$260	*

There are rooms available in Carlson, Center of the Arts, Heide, Hyer, McGraw, Upham, and Winther Halls. Please contact University Reservations at 1175 for details.

**Theatres & Auditorium
Center of the Arts**

Recital Hall 1001	352	\$80	\$160	\$210	\$260	*
Studio Theatre 1025	160	\$60	\$120	\$180	\$240	*
Barnett Theatre 1016	400	\$160	\$120	\$210	\$260	*

Roseman Building

Roseman Auditorium	281	\$60	\$120	\$180	\$240	*
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*Use rates for additional days will be assessed the same incremental increase as between days three and four

Computer Labs

	Half Day	Full Day	Cost of UW-W Staff Person Supervising Facility
Computer Labs	\$100	\$200	\$25/hr for faculty staff assistant and \$10/hr for student assistant

Williams Center/Kachel Fieldhouse & Perkins Stadium/Outdoor Complex

INDOOR FACILITIES RATES

FACILITY	SQUARE FEET	COST (1/2 DAY)(UP TO 7 HOURS)	COST (FULL DAY)(8+ HOURS)	2 DAYS	3 DAYS	4 DAYS	5 DAYS
Fieldhouse (all)	57,590	\$800	\$1,400	\$2,500	\$3,600	\$4,700	\$5,800
Fieldhouse (Half or Track only or Interior Courts only)	28,795	\$400	\$700	\$1,250	\$1,800	\$2,350	\$2,900
Fieldhouse - Courts (4 Available)		\$30/per hour per court	--	--	--	--	--
Fieldhouse Batting Cages (4 available)		\$10/per hour per cage	--	--	--	--	--
Fieldhouse Putting Green		--	--	--	--	--	--
DLK Main Gym (All)	18,624	\$175	\$300	\$500	\$700	\$900	\$1,100
DLK Main Gym (Half)	9,312	\$100	\$150	\$250	\$350	\$450	\$550
Gym 2 Wrestling Room	4,063	\$125	\$175	\$300	\$425	\$550	\$675
Gym 3 Gymnastics Gym	10,910	\$150	\$225	\$400	\$575	\$750	\$925
Gym 3B	5,455	\$100	\$150	\$250	\$350	\$450	\$550
Gym 4 All	14,266	\$175	\$250	\$450	\$650	\$850	\$1,050
Gym 4 Half	7,133	\$100	\$150	\$250	\$350	\$450	\$550
Weight Room	12,000	\$300	\$500	\$850	\$1,200	\$1,550	\$1,900
Swimming Pool*	11,484	\$30/hr.	\$250	\$450	\$625	\$800	\$975
Dance Studio	2,181	\$50	\$100	\$150	\$225	\$300	\$375
Racquetball Courts (4 available)	1,200	\$15/hr. per court	--	--	--	--	--
Racquetball Courts (All)	4,800	\$50/hr.	--	--	--	--	--
Training Room	2,400	\$150	\$225	\$400	\$575	\$750	\$925
Classroom (Divisible/183bc)	2,500(100 Cap.)	\$25	\$50	\$100	\$150	\$200	\$250
Classrooms (183a, 184, 185, 186)	638 (40 Cap.)	\$10	\$20	\$40	\$60	\$80	\$100
Computer Lab (187) (25 stations)	450	\$100	\$150	\$250	\$375	\$500	\$625
Trophy Room (106)	646	\$10	\$15	\$25	\$35	\$45	\$55
Locker Rooms/Showers only	--	\$15	\$25	\$40	\$60	\$80	\$100
Roseman Gym	4,224	\$100	\$150	\$250	\$350	\$450	\$550
University Fitness Center	4,600	\$150	\$250	\$425	\$600	\$775	\$950

*In addition, must use Williams Center Lifeguards (minimum of 2) at current hourly wages. *OUTDOOR FACILITIES RATES*

OUTDOOR FACILITY	COST (1/2 DAY)(UP TO 7 HOURS)	COST (FULL DAY)(8+ HOURS)	2 DAYS	3 DAYS	4 DAYS	5 DAYS
Perkins Stadium(Inc. Press Box, Locker Rms, Lights)	\$1500	\$2000	\$3500	\$4250	\$7000	\$8750
Foster Track (Inc. all Track Equip.)	\$350	\$500	\$800	\$1225	\$1650	\$2075
Prucha Baseball Field	\$150	\$200	\$350	\$525	\$700	\$875
van Steenderen Softball Cmplx-1 fld	\$75	\$100	\$175	\$250	\$325	\$400
van Steenderen Softball Cmplx-2 fld	\$125	\$175	\$300	\$450	\$600	\$750
Varsity Soccer Game Field	\$150	\$200	\$350	\$525	\$700	\$875
Practice Football Fields (Per Field)	\$100	\$150	\$250	\$375	\$500	\$625
Practice Soccer Fields (Per Field)	\$100	\$150	\$250	\$375	\$500	\$625
Intramural Fields-Lighted-1 Field	\$75	\$125	\$200	\$300	\$400	\$500
Intramural Fields-Lighted-2 Fields	\$125	\$175	\$300	\$450	\$600	\$750
Intramural Fields-Lighted-3 Fields	\$175	\$250	\$425	\$625	\$825	\$1025
Rugby Field-Lighted	\$100	\$150	\$250	\$375	\$500	\$625
Track & Field Event Field/Track Infield	\$50	\$100	\$175	\$250	\$325	\$400
Cross Country Course	\$75	\$125	\$200	\$300	\$400	\$500
Sandpit Volleyball Cts(Per Ct.-4 Avail.)	\$10/hr.	\$75	\$125	\$200	\$275	\$300
Tennis Courts(Per Court)	\$10/hr.	\$50	\$75	\$125	\$175	\$225
Tennis Courts(One bank of 4 Courts)	\$30/hr.	\$150	\$250	\$425	\$600	\$775
Tennis Courts(All 12 courts)	\$100/hr.	\$500	\$800	\$1450	\$2100	\$2750
Lawcon Tennis Courts(Per court)	\$7/hr.	\$35	\$60	\$100	\$140	\$180
Lawcon Tennis Courts(All 4 courts)	\$20/hr.	\$100	\$175	\$300	\$425	\$550
Lawcon Softball Diamond	\$50	\$75	\$125	\$200	\$275	\$350
Lawcon Basketball Court	\$15	\$25	\$40	\$55	\$70	\$85
Lawcon Picnic Shelter	\$15	\$25	\$40	\$55	\$70	\$85

EVENTS RATES

	INDOOR		OUTDOOR	
	1 DAY	2 DAYS	1 DAY	2 DAYS
Track Meets				
A. Non Sponsored by UW-W Athletics	\$1600	\$3000	\$700	\$1200
B. Sponsored by UW-W Athletics	\$800	\$1500	\$350	\$600
Tennis Meets				
A. Non Sponsored by UW-W Athletics	\$900	\$1600	\$250	\$400
B. Sponsored by UW-W Athletics	\$450	\$800	\$125	\$200
Cross Country Meets				
A. Non Sponsored by UW-W Athletics	--	--	\$300	\$500
B. Sponsored by UW-W Athletics	--	--	\$150	\$250

NOTES:

1. For hourly rate, divide ½ Day rate by 7 hrs of use.
2. All of the above Facility Use Rates and Event Rates DO NOT INCLUDE:
 1. Rates for Special Events (ie. DCI in Stadium), which is negotiable based on projected use, attendance, gate receipts, and concession fees.
 2. Rates for long term user groups, which are under separate contract (i.e.-J-Hawk Swim Team, Youth Sports Organizations, etc.).
 3. Rates for the Whitewater Unified School District, which are under separate contract.
 4. Personnel costs Building Supervisors, Lifeguards, Custodial, or set-up costs, which are in addition to the Facility Use Rate and Event Rates base on current hourly wages.

EQUIPMENT RENTAL RATES

Gymnastics \$300 per event

Wrestling Mats \$100 per mat per event

Portable SoundSystem \$50 per day

Irvin L. Young Auditorium

Campus Users Charging Admission

Main Floor Seating and Stage \$300 per event or 10% of gross sales (whichever is greater)

Entire Auditorium and Stage \$500 per event or 10% of gross sales (whichever is greater)

Stage only \$125 per event or 10% of gross sales (whichever is greater)

Stage - Rehearsal \$200 per non-event day rehearsal

Lower Lobby Only \$50 per event or 10% of gross sales (whichever is greater)

Fern Young Terrace Only \$75 per event or 10% of gross sales (whichever is greater)

Kachel Center Only \$50 per event or 10% of gross sales (whichever is greater)

Sponsored Non-Profit Outside Group

Main Floor Seating and Stage \$400 per event or 10% of gross sales (whichever is greater)

Entire Auditorium and Stage \$600 per event or 10% of gross sales (whichever is greater)

Stage only \$200 per event or 10% of gross sales (whichever is greater)

Stage - Rehearsal \$200 per non-event day rehearsal

Lower Lobby Only \$75 per event or 10% of gross sales (whichever is greater)

Fern Young Terrace Only \$100 per event or 10% of gross sales (whichever is greater)

Kachel Center Only \$75 per event or 10% of gross sales (whichever is greater)

Sponsored For-Profit Outside Group

Main Floor Seating and Stage \$500 per event or 10% of gross sales (whichever is greater)

Entire Auditorium and Stage \$750 per event or 10% of gross sales (whichever is greater)

Stage only \$250 per event or 10% of gross sales (whichever is greater)

Stage Rehearsal \$250 per non-event or 10% of gross sales (whichever is greater)

Lower Lobby Only \$100 per event or 10% of gross sales (whichever is greater)

Fern Young Terrace Only \$125 per event or 10% of gross sales (whichever is greater)

Kachel Center Only \$100 per event or 10% of gross sales (whichever is greater)

University Center and Other Program Revenue Buildings Facility fees charged include administrative and utility costs to the University Center, custodial costs incurred in the required furniture/equipment arrangements, general cleaning of the room and resetting the standard furniture after the event. Charges are based on the categorization of user groups and the room arrangement described in the University Center Room Diagram Manual.

Facility fees for special room arrangements, not described below, will be assessed based upon management and clerical labor costs incurred and special equipment required.

Room	Arrangement	Capacity	Cost	Sq. Feet
Hamilton	Auditorium	500	\$375	6,384
	Round Table Setup	272		
Minneiska Room	Round Table Setup	--	\$100	1,630
	Auditorium	444	\$225	3,657
Old Main Ballroom	Classroom	150		
	Round Table Setup	120		
	Auditorium	240	\$115	1,746
	Classroom	75		
Old Main Ballroom A	Round Table Setup	64		
	Auditorium	184	\$115	1,911
	Classroom	63		
Summers Auditorium 259	Round Table Setup	64		
	Standard	230	\$175	3,163
	Auditorium	206	\$150	2,012
	Cabinet	72		
259 A	Classroom	92		
	Round Table Setup	72		
	Auditorium	90	\$75	1,004
259 B	Cabinet	44		
	Classroom	45		
	Auditorium	90	\$75	1,008
	Cabinet	50		
	Classroom	45		

260	Cabinet	9	\$50	400
261	Auditorium	89	\$75	815
	Cabinet	32		
	Classroom	30		
262	Auditorium	30	\$50	411
	Cabinet	24		
	Classroom	15		
264	Auditorium	54	\$50	465
	Cabinet	30		
	Classroom	18		
266	Auditorium	77	\$75	734
	Cabinet	20		
	Classroom	33		
268	Auditorium	34	\$50	309
	Cabinet	32		
	Classroom	18		

Appendix I
Fire Safety Policy (/policies/fire-safety)

Appendix J
Assemblies, Rallies, Parades, Pickets and Demonstrations Policy (/policies/assemblies)

Appendix K
Posting Policy (/policies/public-posting)

Appendix L
Facility Use for Political Purposes (revisions)
(/policies/facility-use-for-political-purposes)

Appendix M
Special Events Policy (/adminaffairs/police/building-supervisor-manual)

Appendix N
Campus Sales and Solicitation (/policies/campus-sales-and-solicitation)

As amended July 2014

RELATED LINKS

- > [Academic Calendar \(/registrar/calendars\)](/registrar/calendars)
- > [Administrative Forms \(/admin-forms\)](/admin-forms)
- > [Course Catalog \(/registrar/course-catalogs\)](/registrar/course-catalogs)
- > [Diversity \(http://www.uww.edu/diversity/\)](http://www.uww.edu/diversity/)
- > [Emergency Procedures \(http://emergency.uww.edu/Topic\)](http://emergency.uww.edu/Topic)
- > [Employee Quick Reference \(/faculty-and-staff/university-staff-employee-reference-guide\)](/faculty-and-staff/university-staff-employee-reference-guide)
- > [My UW System \(http://my.wisconsin.edu/\)](http://my.wisconsin.edu/)
- > [Professional Development \(http://www.uww.edu/acadaff/facs\)](http://www.uww.edu/acadaff/facs)