

University Center Facilities Use Policy

Approved Administratively April 19, 2024

Endorsed by WSG April 15, 2024

OVERVIEW

The James R. Connor University Center's (UC) mission is "As the heart of the campus experience, the University Center contributes to each Warhawk's unique educational journey through student-centered environments, programs, events, and services." The UC is predominantly funded through Student Segregated Fees, and with that purpose and funding in mind, the following policy has been developed and approved.

This policy applies to the interior and related exteriors of the University Center, Drumlin, and Esker unless otherwise noted and is referred to as UC. Generally, equipment and support outlined within this document are not available for use beyond the noted facilities.

AUTHORITY

UW-W students, faculty/staff, and other sponsors will be responsible for the actions of their guests. The University and UC reserves the right to:

- a) Prioritize reserving of space as outlined in this policy
- b) Assess charges to reservation sponsors for space use, technical equipment, and support based on sponsor types and applicable use fees
- c) Restrict the future use of UC Facilities by the sponsor as allowed by University policy
- d) Enforce any applicable institutional, Universities of Wisconsin or state of Wisconsin policies or laws

POLICY REVIEW AND REVISION

A Facilities Advisory Committee, chaired by the UC Assistant Director Building Operations or their designee, will meet each November, or more often as necessary, to review the Policy. Changes to the process or policy cannot be made without both Committee and administrative approvals. The University Center Advisory Board will be asked to review. If changes are needed to the policy, the chair will call a meeting of the committee to discuss the proposed changes and ramifications. **The Committee will consist of:**

1. **Staff Representatives:** UC Executive Director (designee), UC Assistant Director Building Operations, UC Building Operations Manager, Student Activities & Involvement (UC)
2. **Student Representatives:** Whitewater Student Government, UC Building Manager, and UC Live or UC student employee representative

POLICY EXCEPTION

As the UC serves our campus in unique ways, this policy cannot reflect guidelines for every type of use/service. Because of the commitment to making events as successful as possible, limited exceptions may be granted on a case-by-case basis. Any deviation from existing services as outlined in this document must be reviewed with and approved by the Assistant Director Building Operations. Any exempt activities must still complete the required reservations and advising processes as applicable.

Sponsors who believe their use is not included in the scope of this policy must request a meeting with the Assistant Director Building Operations as soon as possible.

Sponsors that are considered exempt and do not have to submit an exception request are:

- Any unit of the UC including UC Live
- Chancellor's office
- Any activities defined by a formal memorandum of agreement.

SPONSORS DEFINED

Sponsors refer to those requesting use of spaces and are considered the event planners. A sponsor will directly benefit from the event and is responsible for the actions of guests. All sponsoring organizations, departments, offices, private, or corporate users agree to abide by all University policies and procedures. The right to reserve space is a privilege; all policies and procedures will be enforced.

Private and Corporate Sponsors, through the process of reserving UC Facilities, agree to hold harmless and indemnify

University of Wisconsin Whitewater, Universities of Wisconsin, and their Agents. Private and corporate sponsors are responsible for damages incurred.

CATEGORIZATION OF SPONSORS

A. Recognized Student Organizations and University Departments/Offices Sponsors

i. Recognized Student Organization is defined as: A recognized student organization is a group which has completed the steps and been recognized by the University. Only registered officers or their designee, of recognized student organizations may place a request for space reservation.

ii. University Departments/Office/Governance Sponsors includes the following: colleges, schools, divisions, and administrative offices of UW Whitewater, except for events coordinated by Continuing Education Services.

B. Private/Corporate Use (Conferences, Wedding Receptions, Proms, etc.) UC facilities may be utilized for wedding receptions, private parties, high school proms, etc. provided such events are held in accordance with applicable regulations as set forth in this document and comply with all University policy and contracts.

FACILITY USE

1. **RESERVATION METHOD** - Reservations for the use of UC facilities by Recognized Student Organizations, University Departments or Private or Corporate Entities must be placed with the Building Operations Office in the UC, room 253. The Reservations Office also has the authority as granted by the Facilities and Grounds Policy (<https://www.uww.edu/policies/facilities-and-grounds-policy>) to reserve academic instructional space.
2. **PRIORITIZATION OF USE** - Student use will be considered first. Beyond that criterion, the following will be taken into consideration for all sponsors:
 - Attendance appropriate to the facility
 - Catered events
 - Recent misuse of facilities
 - Campus-wide recurring events that impact students and facilitate student recruitment and retention.
3. **USE FEES** - Room setups and required equipment fees will be assessed to sponsors in accordance with the *Addenda A Rental Rates* and *B Equipment List*. Additional charges will be assessed for services, equipment, and room setups which require custodial or staff assistance beyond what is normally and routinely provided by the UC. Quotes will be provided in advance of the event.
4. **FINALIZING RESERVATIONS** - Any reservations for UC spaces shall be considered tentative until all appropriate forms and advising have been completed and approved. Sponsors will receive an email confirming their reservation.
5. **AUDIO/VISUAL AND LIGHTING EQUIPMENT** - The UC offers a wide range of audio/visual and lighting equipment to enhance events. Audio/Video (A/V) and lighting packages are available at an additional charge. (*See Addendum B*). Equipment can be reserved through UC Reservations. UC staff may be available to assist with supplemental A/V and lighting equipment needs or answer any questions on the day of the event.
6. **SPONSOR PROVIDED EQUIPMENT** - Sponsors may bring in their own A/V and Lighting equipment but will not be supported by UC staff. Prior approval is required for third-party A/V & Lighting equipment to be connected to UC in house A/V & Lighting systems. The UC Building Operations Manager will consider requests received at least 10 business days in advance. Additional labor charges will apply and will be quoted at the time of the request.
7. **ON/OFF CAMPUS USE OF EQUIPMENT** - Any use of equipment of the James R. Connor UC is intended for use only inside of the UC. Equipment will be available for use outside of the UC (both on campus and off campus) only as available after all operational needs have been met. These special requests will be approved by the UC Building Operations Office, on a request-by-request basis. These requests will be quoted at the time of request and may incur a charge to the requestor. The UC does not provide labor or technical support for any equipment used outside of the UC. Furthermore, the user must return equipment in the condition it was checked out in, or fees may be assessed to repair/replace equipment.

8. **CATERING** - Catering services are provided exclusively by a campus contracted vendor. Exceptions to this contract may be made by the Executive Director of the UC if warranted. Arrangements for catering services must be made with the Catering Office after tentative space reservations have been completed. See the UWW Dining Services Catering Policy (<https://www.uww.edu/documents/uc/policies/CateringPolicy.pdf>).
9. **ALCOHOL SERVICE** - All alcoholic beverages must be served by the exclusive campus contracted vendor per the Alcohol Beverage Policy (<https://www.uww.edu/documents/uc/Alcohol%20policy%20Final%20Approved%208..13.pdf>).
10. **REGULAR UC FACILITY HOURS** - Building hours will vary during breaks and final exam periods. See *Addendum C* for extended hour requests.
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|----------------------------------|-----------------------------------|
| Typical Academic Year Hours | Typical Academic Break Hours |
| Monday-Friday 7:00 am - 11:00 pm | Monday - Friday 7:00 am - 4:30 pm |
| Saturday 9:00 am - 11:00 pm | Saturday Closed |
| Sunday 11:00 am - 11:00 pm | Sunday Closed |
- Current UC Building Hours can be found here:** <https://www.uww.edu/uc/about-the-uc>.
11. **UNIVERSITY CENTER CLOSINGS** - The Executive Director of the University Center has the authority to close the UC for reservation or in its entirety as they deem necessary. Appropriate signage and communication will be provided.
12. **RESERVATION NO-SHOWS** - Repetitive non-use of confirmed reservations may result in University Center reservation modifications (up to and including cancellations). Determinations will be made by the UC Assistant Director of Building Operations.

BILLING AND PAYMENTS

While the UC does all that it can to facilitate the use of the building and its resources, some sponsors or events will incur charges as outlined in the remainder of this policy and addenda. Those sponsors will be issued an estimate when completing event advising and then will receive, via email, an itemized bill no more than 14 days post event. For catering, billing is a separate process through University Dining Services.

POST RESERVATION ADDITIONAL FEES

Additional Cleaning - Fees may be charged for additional labor needed for extra cleaning due to use of paint, glitter, mylar cutouts, confetti, wax, etc. at a rate of \$25/hour.

Repair/Replacement - Sponsors reserving UC facilities and adjacent spaces will, without exception, be responsible for the room and its contents, including all furniture, fixtures and portable equipment. If any UC property is lost or damaged the Sponsor will be liable for financial restitution. If significant damage occurs to the facility or equipment, the Sponsor will receive detailed damages information in the billing email.

PAYMENT – The UC will use University billing required processes at the direction of the UC Assistant Director of Building Operations. Payment terms are notated on invoices. Payment will be accepted in the form of check, cashier's check, or org code chargeback.

LATE / NONPAYMENT OF FEES - Sponsors delinquent in the payment of applicable charges will be temporarily denied the use of UC facilities and services until such time as all past due accounts are paid in full. Continued delinquency will be forwarded to collections, Student Organization Misconduct process and/or the Provost's Office.

RELATED LINKS & ADDITIONAL RESOURCES

University Center Policies Page: <https://www.uww.edu/uc/services/reservations/campus-policies>

University Policies Page: <https://www.uww.edu/policies>

Event Policy: <https://tinyurl.com/uwweventpolicy>

Facilities Planning & Management (FP&M) (tables, generators): <https://www.uww.edu/adminaffairs/fpm>

Community Facilities (fields, buildings, park spaces): <https://whitewater.recdesk.com/Community/Page?pageId=3665>

Community Engagement Center (event spaces): <https://www.uww.edu/adminaffairs/community-engagement-center>

Young Auditorium (auditorium, Kachel Center, terrace): <https://www.uww.edu/youngauditorium>

ADDENDA: A - RENTAL RATES, B - ADDITIONAL CHARGES, C - BUILDING HOURS

James R Connor Facility Use Policy ADDENDUM - A Rental Rates (as of 4/2/24)

	Room Details	Max Capacity	On-Campus Sponsor	Private & Corporate Sponsor	Notes	Special Notes
UC164 - Hamilton Room; Includes UC162 (Lobby) as-is	6,384 ft ²	590	\$0.00	\$ 650.00	Includes (1) Setup	Hybrid Mtg Capable
UC164 - Hamilton Room; Air Wall Split (per division)	NA	NA	\$0.00	\$ 250.00	3 divisions possible; Includes (1) Setup per division	
UC275 - Old Main Ballroom (Full)	3,657 ft ²	374	\$0.00	\$ 400.00	Includes (1) Setup	Hybrid Mtg Capable
UC275A - Old Main North Ballroom	1,911 ft ²	130	\$0.00	\$ 200.00	Includes (1) Setup	Hybrid Mtg Capable
UC275B - Old Main South Ballroom	1,746 ft ²	125	\$0.00	\$ 200.00	Includes (1) Setup	Hybrid Mtg Capable
UC259 - Connor Conference Room (Full)	2,012 ft ²	180	\$0.00	\$ 300.00	Includes (1) Setup	Hybrid Mtg Capable
UC259A - Connor North Conference Room	1,032 ft ²	90	\$0.00	\$ 150.00	Includes (1) Setup	Hybrid Mtg Capable
UC259B - Connor South Conference Room	1,031 ft ²	90	\$0.00	\$ 150.00	Includes (1) Setup	Hybrid Mtg Capable
UC260 - Freer Boardroom	415 ft ²	13	\$0.00	\$ 75.00	Standard Boardroom	Hybrid Mtg Capable
UC261 -	840 ft ²	80	\$0.00	\$ 75.00	Includes (1) Setup	Hybrid Mtg Capable
UC262 -	415 ft ²	35	\$0.00	\$ 50.00	Includes (1) Setup	Hybrid Mtg Capable
UC264 -	465 ft ²	35	\$0.00	\$ 50.00	Includes (1) Setup	Hybrid Mtg Capable
UC266 -	745 ft ²	65	\$0.00	\$ 75.00	Includes (1) Setup	Hybrid Mtg Capable

	Room Details	Max Capacity	On-Campus Sponsor	Private & Corporate Sponsor	Notes	Special Notes
UC268 - Buchholz Conference Room	320 ft ²	14	\$0.00	\$ 75.00	Fixed Setup - Boardroom	Hybrid Mtg Capable
UC76 – Summers Auditorium	3,163 ft ²	232	\$0.00	\$ 300.00	Fixed Auditorium with Movie Screen	Hybrid Mtg Capable
UC68 (Full)	960 ft ²	80	\$0.00	\$ 200.00	Includes (1) Setup	Hybrid Mtg Capable
UC68A - (North)	480 ft ²	40	\$0.00	\$ 100.00	Includes (1) Setup	Hybrid Mtg Capable
UC68B - (South)	480 ft ²	40	\$0.00	\$ 100.00	Includes (1) Setup	Hybrid Mtg Capable
UC69	737 ft ²	66	\$0.00	\$ 175.00	Includes (1) Setup	Webcam with Tripod
UC127	320 ft ²	20	\$0.00	\$ 75.00	Fixed Setup - Boardroom	Hybrid Mtg Capable
Concourse (Outside Gallery)						
As-is	640 ft ²	48	Memo of Agreement	\$ 150.00	Fixed Setup	
Clear	640 ft ²	60	Memo of Agreement	\$ 250.00	Furniture Clear	
Concourse (North Entry)						
As-is	1,296 ft ²	82	Memo of Agreement	\$ 150.00	Fixed Setup	
Clear	1,296 ft ²	82	Memo of Agreement	\$ 250.00	Furniture Clear	
Concourse (Full)						
As-is	2,300 ft ²	220	Memo of Agreement	\$ 600.00	Fixed Setup	Includes 6 hallway tables, preset furniture
Clear	2,300 ft ²	400	Memo of Agreement	\$ 1,000.00	Furniture Clear	Clear Space

	Room Details	Max Capacity	On-Campus Sponsor	Private/ Corporate Sponsor	Notes	Special Notes
Ike Schaeffer Commons (As-Is)	990 ft ²	94	Memo of Agreement	\$ 125.00	Fixed Setup	
Flambeau Lounge	768 ft ²	50	Memo of Agreement	\$ 75.00	Fixed Setup	
Down Under	2,250 ft ²	252	Memo of Agreement	\$ 150.00	Fixed Setup	Available June - July
Minneiska Lounge	996 ft ²	48	Memo of Agreement	\$ 75.00	Fixed Setup	
Surinak Lounge	672 ft ²	68	Memo of Agreement	\$ 50.00	Fixed Setup	
Zöe Connor Balcony	628 ft ²	32	Memo of Agreement	\$ 75.00	Fixed Setup	
EK118	1,600 ft ²	120	\$0.00	\$ 200.00	Includes (1) Setup	
EK119	750 ft ²	70	\$0.00	\$ 125.00	Includes (1) Setup	
EK120	750 ft ²	70	\$0.00	\$ 125.00	Includes (1) Setup	
EK018 - Whitewater Room	850 ft ²	80	\$0.00	\$ 175.00	Fixed Setup Rounds	Requires guests to buy meals upon entry or catering
EK – Lobby (As-Is)	1,750 ft ²	125	Memo of Agreement	\$ 200.00	Includes 1 table	
EK – Dining Hall (As-Is)	16,800 ft ²	694	Memo of Agreement	\$ 2,500.00	Fixed Setup	
Hallway Tables (UC Concourse Area)	36 ft ²	2	\$0.00	\$ 50.00	Fixed Setup Includes 1 table, 2 chairs	Must be sponsored by org/department

For Details on set up and use of tables in high traffic areas, please see the Hall Tables Policy (<https://www.uww.edu/documents/uc/policies/082321%20UC%20Hall%20Table%20Policy.pdf>).

James R Connor Facility Use Policy ADDENDUM - B Equipment Use (as of 4/2/24)

This addendum provides a listing of common technical and equipment options. Resources will be reviewed and selected by the Sponsor in collaboration with a UC professional staff.

STANDARD RESOURCES - Any room reservation inside the UC, Esker or Drumlin includes the following standard resources:

- Tables and Chairs for one Room Setup (with optional black table covers)
 - o Any changes in setup during a reservation may be subject to additional labor charges.

- Permanent Technology included in the room
 - o Projector/Display
 - o Webcam with microphone for Video Conferencing
 - o Standard Windows PC
 - o Microphones (Wireless for in-room audio (included in some rooms))

- Other Standard Resources (subject to availability)
 - o Podium
 - o WI/US Flags
 - o Sign Holders
 - o Whiteboard & Dry Erase Markers
 - o (1) 6ft x 30in table with 2 chairs outside room for check-in

AUDIO CHARGES

These one-time setup/strike charges include necessary staffing as determined by the Building Operations Manager.

Package	Description	On Campus Sponsor	Private / Corporate Sponsor
S1	(1) Portable speaker (battery/AC powered) Includes (1) wireless microphone and aux input cable. Phone/portable device adapters available upon request.	\$0.00	\$20.00
S2	(2) Portable speakers with tripod stands, 8-16 channel audio mixer, (2) wireless microphones with stands, and aux input cable. Includes 4 hours of labor for setup/operation/strike.	\$45.00	\$90.00
S3	Large Format portable sound system. Includes (2) speakers, (2) subwoofers, speaker stands, 8-16 channel audio mixer, (2) wireless microphones with stands, and aux input cable. Includes 6 hours of labor for setup/operation/strike.	\$100.00	\$200.00
SK	Portable Karaoke System: Includes monitor and access to streaming karaoke application on a PC. Requires stable Internet connection and a sound system (see prices S1-S3 listed above).	\$0.00	\$90.00
SC	Custom Sound System services tailored to events utilizing up to (4) speakers, subwoofers (if required), Digital 24 Channel mixer with iPad control, up to (4) wireless microphones, up to 8 wired microphones with stands.	\$120-240.00	\$240.00-480.00

LIGHTING CHARGES

These one-time setup/strike charges include necessary staffing as determined by the Building Operations Manager.

Package	Description	On Campus Sponsor	Private / Corporate Sponsor
L1	(8) Battery Powered LED up lights	\$0.00	\$40.00 or \$10/ea
L2	(16) Battery Powered LED up lights	\$0.00	\$80.00 or \$10/ea
L3	(4) LED Image Projectors Includes the use of UC stocked image/patterns	\$40.00 or \$10.00/ea	\$80.00 or \$20.00/ea
L4	Pre-Function custom color effect outside a reserved room. Includes (4) hours of a custom color scheme. Includes the use of existing column lighting fixtures.	\$25.00	\$50.00
LC	Custom Lighting Services tailored to events utilizing LED up lights, pattern projectors, moving lights, labor for programming and control of custom package.	\$60.00-250.00	\$120.00-500.00

VIDEO CHARGES

These one-time setup/strike charges include necessary staffing as determined by the Building Operations Manager.

Package	Description	On Campus Sponsor	Private / Corporate Sponsor
V1	42" LED display on Portable Cart. Includes power strip & 15ft HDMI cable. (Priced per display. <u>U</u> p to 3 available.)	\$0.00	\$25.00
V2	82" LED display on Portable Cart. Includes power strip & 15ft HDMI cable. (1) <u>A</u> available.	\$15.00	\$90.00
V3	Video Projector on a cart. Includes power strip and 25ft HDMI cable. Projector to project on walls or other surfaces. User to provide a video source for content. (1) Available.	\$15.00	\$50.00
V4	42" Viewsonic kiosk (Portrait) monitor. (1) Available.	\$15.00	\$25.00
VC	Custom Video services tailored to events which may include video projectors, video mapping, displays, video splitters/distribution, streaming & recording. If staff time allows.	\$75.00-150.00	\$150.00-600.00

LABOR

Hourly charges are in addition to the staffing delineated above, as determined by the Building Operations Manager. Labor rates are charged in full-hour increments.

Description	Recognized Student Orgs	Departments / Corporate Sponsor
*Hamilton Room or as determined Technician - additional charge for events requiring 2+ staff	\$15.00/addit'l staff/hour	\$25.00/addit'l staff/hour

MISCELLANEOUS EQUIPMENT

These one-time setup/strike charges include necessary staffing as determined by the Building Operations Manager.

Description	On Campus Sponsor	Private / Corporate Sponsor
Standard Table Covers (Black Spandex) (Charges only apply when not included with standard room setup)	\$3.00 ea or As Determined	\$3.00 ea
Non-Standard Table Covers (must be requested 10 business days in advance)	\$7.00 ea	\$15.00 ea
Moveable Room Divider(s)	\$0.00 ea	\$25.00-75.00
Podium	\$0.00	\$25.00
High Top Table including black spandex cover (Up to 12 available) (Charges only apply when not included with standard room setup)	\$5.00 ea or As Determined	\$20.00 ea
Stage: Portable Stage Sections (4ft x 8ft) includes black fabric skirting. Up to (10) sections available. (2) Staircase sections available. Note this staging is not ADA accessible. (Charges will be calculated during advising meeting)	\$25.00 or As Determined	\$50.00/hr
Sign Holders (Double sided) (Charges only apply when not included with standard room setup)	\$5.00 ea or As Determined	\$5.00 ea or As Determined
Pipe & Drape: Portable Pipe & Drape 10ftH x up to 80ftL (Charges will be calculated during advising meeting)	\$25.00/hr	\$25.00/hr
Self Service: Pop-Up Photo Backdrop (8ftH x 8ftW) (2) Available. Does NOT include deliver/setup/operation (Self Service)	\$25.00	Not Available
PhotoBoxx 1: Photo Printer. Includes media kit for up to 800 photos. Does NOT include deliver/setup/operation (Self Service)	\$250.00/4 hours	Not Available
PhotoBoxx 2: Photo Printer. Includes media kit for up to 800 photos, delivery/setup/operation/cleanup.	\$350.00/4 hours	Not Available
PhotoBoxx 3: Design of Lower 1/3 Photographic for PhotoBoxx printer.	\$100.00 ea	Not Available

James R Connor Facility Use Policy ADDENDUM - C Building Hours (as of 4/2/24)

Hours Policy, University Center

The information below reflects the typical use of the University Center. Requests for extended hours may be made through the process outlined in this addendum.

***Typical Building Hours:**

Typical Academic Year Hours

Monday-Friday 7:00 am - 11:00 pm

Saturday 9:00 am - 11:00 pm

Sunday 11:00 am - 11:00 pm

Typical Academic Break Hours

Monday - Friday 7:00 am - 4:30

pm Saturday Closed

Sunday Closed

*Building hours will vary during breaks and final exams periods.

Current UC Building Hours can be found here: <https://www.uww.edu/uc/about-the-uc>

Extended Building Hours:

Description	Recognized Student Orgs	Departments/Corporate Sponsor
Extended Hours (billable in 1-hour increments)	\$15.00/hour	\$25.00/hour

1. All events held in the UC must begin setup after the building opens and end one-half hour prior to the building closing time. By closing time, all people must be out of the building and all decorations and equipment removed or returned. Failure to vacate the building 30 minutes prior to the building close will result in an Extended Hours charge.
2. On Campus Sponsors & Private/Corporate Sponsors may request an extension to the normal building hours for an additional hourly charge.
3. Requests for extended building hours may be requested by contacting the UC Reservations office and approved on a limited basis based on staffing availability. Special requests must be made 14 business days or more prior to the event.
4. Extended hours fees do not include other associated fees for using resources found within the UC (e.g. Warhawk Alley rental).

Failure to comply with this UC Facility Use Policy or other applicable UC policies, or late / nonpayment, may result in loss of privilege for use of all UC facilities at the discretion of the UC Assistant Director of Building Operations.