Services available through the Office of Continuing Education

Let us take care of the details of coordinating your event! Continuing Education specializes in offering trainings, seminars and workshops for businesses and non-profits.

Event Services
- Coordination of online, face-to-face and phone registrations
- Payment collections
- Event check in
- Name tags
- Signage (interior)
- Certificates for Continuing Education Units
- Evaluations
- Coordination with Food Services
- Full instructional technology available

Applicable UWEC-Barron County rental and service fees apply.

**UW-EAU CLAIRE — BARRON COUNTY**
1800 College Dr.
Rice Lake WI 54868

Contact Continuing Education
715-788-6235
barbara.ritzinger@uwec.edu

For Facility Use Guidelines and other information on UW-BC Facility Rentals, visit:
https://barron.uwec.edu/business-community/ facilities-catering/

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**Rates & Fees**

**Non-profit (NP) and Corporate Rates**

<table>
<thead>
<tr>
<th>Space</th>
<th>Hourly</th>
<th>Daily*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular classroom (&lt;40) or Conference Room (&lt;12)</td>
<td>$25/30</td>
<td>$150/180</td>
</tr>
<tr>
<td>Salter Art Gallery</td>
<td>$35/40</td>
<td>$210/240</td>
</tr>
<tr>
<td>Blue Hills Lecture Hall (&lt;80)</td>
<td>$35/40</td>
<td>$210/240</td>
</tr>
<tr>
<td>Cedarville Conf. Room</td>
<td>$35/40</td>
<td>$210/240</td>
</tr>
<tr>
<td>Gym* + Locker Rooms</td>
<td>$50/60</td>
<td>$300/360</td>
</tr>
<tr>
<td>Fine Arts Theatre (250+</td>
<td>$75/90</td>
<td>$450/540</td>
</tr>
<tr>
<td>Commons</td>
<td>$75/90</td>
<td>$450/540</td>
</tr>
<tr>
<td>Riverside Cafe *</td>
<td>$75/90</td>
<td>$450/540</td>
</tr>
</tbody>
</table>

* Does not include use of kitchen facilities

For events with paid admission add 10% of ticket/enrollment revenues to rental fee.

**Hourly Rates for Services**

- **Maintenance**
  - (Includes setup, teardown, clean-up)
  - $35/hr/person

- **Technical Services**
  - (AV, lights, sound, etc.)
  - $35/hr/person

- **Event Services (listed on back)**
  - $35/hr/person + supplies

All services requested for weekends & Legal Holidays will be billed at $70/hr/person.

* Gym use involving street shoes on the court area requires installation of floor covering. Call for quote.

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**Facilities Use Guidelines**

The University of Wisconsin-Eau Claire — Barron County strives to be an accessible community resource available to non-campus/community groups. Wisconsin Administrative Code, Chapters UWS-18 and UWS-21 regulate the use of university facilities; therefore, the use of our facilities is limited by the following:

- The requesting organization must declare that it does not discriminate on the basis of sex, race, religion, age, or national origin.
- The activity must be open to the public.
- The activity must be in keeping with the overall educational and public service objectives of the university.
- Religious services may not be conducted on a regular or continuous basis anywhere on campus.
- Selling, peddling, and solicitation for sale of goods by persons not associated with the university are prohibited unless the event specifically showcases such businesses (i.e., Work-From-Home sales, arts & crafts fair).
- Serving of alcohol beverages is prohibited unless prior approval is requested and granted. Serving of any alcoholic beverage must be accomplished in accordance with existing policies (available upon request).
- Food and beverage service must be offered to the onsite Food Service Provider for first right of refusal. If offsite provider is used, a copy of the provider's insurance policy and written cost estimate for catering is required. Campus facilities are available for use by off-campus groups upon formal request. In all instances, University needs must be served first. The Office of Continuing Education schedules these activities.

1. Organization or Business must complete the Facility Use Form (available at https://barron.uwec.edu/ business-community/facilities-catering/)
2. or upon request from Continuing Education) and review the Rate and Fee Schedule.
3. Return the completed Facility Use Form to the Office of Continuing Education.
4. Continuing Education will verify the availability of the room/area, review the services requested, and provide an invoice to the organization upon approval.
UWEC-BC Available Spaces: for ceremonies, receptions, meetings, performances, and more!

**THE COMMONS** (upper left) between Meggers and Ritzinger Halls is a bright and airy open space that can easily accommodate table seating for 100 or rows of seating for 150. Rental includes use of integrated sound system, rotunda area and same-floor restrooms.

Rates: $75/hr | $450/day NP or $90/hr | $540/day Corp.

**THE FINE ARTS THEATRE** (upper right) is ideal for theatrical productions, ceremonies, concerts, debates, or other events where auditorium-style seating is desired. Fixed seating capacity is 250+; additional seats can be placed in front of the stage. Same-floor restrooms available. Use of theatrical lighting and sound system requires campus personnel.

Rates: $75/hr | $450/day NP or $90/hr | $540/day Corp.

**JOEL H SALTER FINE ARTS GALLERY** (center right) features two open areas connected by a window-lined gallery. Seating can be added for receptions, music recitals or other casual gatherings. Same-floor restrooms available. A grand piano is available (tuning fee may apply).

Rates: $35/hr | $210/day NP or $40/hr | $240/day Corp.

**RIVERSIDE CAFÉ** (center & lower left) in the Student Center overlooks the Red Cedar River. This open space includes tables and chairs for 80+ and taller pub-style tables and chairs for 20. Rental includes use of integrated A/V system, Eagles Nest lounge area and exterior deck/patio. Restrooms are in the lower level of the building.

Rates: $75/hr | $450/day NP or $90/hr | $540/day Corp.

The **CEDARSIDE CONFERENCE ROOM** (lower right) in the Student Center overlooks the Red Cedar River. Wheeled tables and padded chairs can be easily configured to meet your needs for a lecture, meeting, or workshop for up to 40 people. Rental includes use of the integrated A/V system and can accommodate remote attendees or teachers via video conference (technical setup fee may apply). Restrooms are in the lower level.

Rates: $35/hr | $210/day NP or $40/hr | $240/day Corp.