

FACILITY USE REQUEST FORM

UW-Eau Claire -- Barron County

1800 College Dr | Rice Lake WI 54868 | 715-234-8176

---- Please Complete As Fully As Possible To Ensure Your Event Needs Are Met ----

Organization Name	
Name of Event	
Date(s) of Event	

Event Description (please attach program or agenda if applicable):

Contact/Bill To Person:		E-mail:	Phone:	
Billing Address:			Cell:	
Barron County Agency <input type="checkbox"/>	Wisconsin State Agency <input type="checkbox"/>	City Dept. <input type="checkbox"/>	UW System School <input type="checkbox"/>	Other <input type="checkbox"/>
Private Non-Profit <input type="checkbox"/>	Public School District <input type="checkbox"/>	For Profit <input type="checkbox"/>	Other Higher Education <input type="checkbox"/>	
No. of People:	Fee Charged Y / N	Amount: \$	Alcohol Served: (If so, additional documentation required)	

A Deposit of \$100.00 is required to confirm the reservation.

Room Number(s) (or "ANY") And additional notes attach paper	<u>Special Needs. Attach additional pages if needed. Rooms come as is.</u> <u>There may be additional charge for setup.</u>	Setup Time	Start Time	End Time

OTHER NEEDS: ITEMS MARKED WITH AN ASTERISK WILL INCUR EXTRA CHARGE *

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Dedicated I.T. Support * | <input type="checkbox"/> P.A. System** | <input type="checkbox"/> Internet/Network Access | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Projector/Screen | <input type="checkbox"/> Other Sound Needs** | <input type="checkbox"/> Guest Username/Password | <input type="checkbox"/> Whiteboard |
| <input type="checkbox"/> Conference/Speaker Phone** | <input type="checkbox"/> DVD/DVR Player | <input type="checkbox"/> Wireless Network Access | <input type="checkbox"/> Dedicated Custodial Support * |
| <input type="checkbox"/> Videoconference Connection * | <input type="checkbox"/> Computer Classroom* | <input type="checkbox"/> Printing Services * | <input type="checkbox"/> Weekend Custodial Support * |
| <input type="checkbox"/> Easel and Flipchart | <input type="checkbox"/> Gym Floor Tarping* | <input type="checkbox"/> Copier Service * | <input type="checkbox"/> Additional Tables/Chairs |
| <input type="checkbox"/> Podium | **not available in all areas | <input type="checkbox"/> Fax Service * | <input type="checkbox"/> Room with Sink |

REGULATIONS GOVERNING USE OF UNIVERSITY FACILITIES BY NON-UNIVERSITY GROUPS

Therefore, that facilities which have been provided by the County and State for these purposes and programs cannot be open to unrestricted use by non-University groups. If, in the judgment of the Campus Director or his/her designee, the meeting or activities of a non-University group will contribute to and serve the University's mission, the facilities when available, may be used by that group subject to established procedures. In all instances, University needs must be served first.

GENERAL CONDITIONS

- A. If extra expense to the University is involved (e.g., for custodial service, policing, labor, technical support, and light), the sponsoring organization must accept responsibility for such costs. The organization shall specify a representative to work with designated campus personnel in making arrangements.
- B. The organization desiring the use of University facilities must declare that it does not discriminate as to race, religion, gender, age, or national origin.
- C. The meeting(s) will in no way obstruct, hamper, or endanger the normal functioning of the University campus.
- D. The meeting(s) must be open to the public.
- E. The meeting(s) must be in keeping with the overall educational and public service objectives of the University of Wisconsin.
- F. No religious services or instruction may be conducted on a regular or continuous basis anywhere on the campus.

SCHEDULING

The University of Wisconsin-Eau Claire -- Barron County encourages use of its facilities by non-University groups if certain criteria are met: first consideration will be given to the needs of the University, its Continuing Education Programs, and UW Extension; second, State, county/city agencies; third, to other governmental and public education agencies.

LIABILITY

The facility user hereby agrees to hold harmless the State of Wisconsin, the Board of Regents of the University of Wisconsin, University of Wisconsin-Eau Claire -- Barron County, their officers, employees, and agents from any and all liability, loss, damages, costs, or expenses, which are sustained, incurred, or required arising out of the actions of the facility user in the course of their use of the facilities including catastrophic injury or death. The institution has the right to request proof of commercial liability insurance, naming the Board of Regents of the UW System, as additional insured for those events or activities as deemed necessary. The user may in no way construe use of facilities as University endorsement of an organization, its program, or the viewpoint it represents. In addition, the University of Wisconsin-Barron County does not allege or assume any responsibility or affiliation with the activities or doctrines of the undersigned organization. The undersigned acts as an independent and separate entity in its use of the University's facilities. The organization assessing admission charges must assume full responsibility for collecting, reporting, and transmitting all applicable taxes to appropriate State or Federal agencies.

SUPERVISION

The facilities and grounds will not be made available for community use unless a member of the campus staff (i.e. administration, ranked faculty, instructional academic staff, UWEX personnel, custodians) is on duty during the period requested.

- A. Only authorized University personnel or persons specifically designated by the Campus Director may operate theater sound and lighting control systems or specialized equipment there or elsewhere.
- B. If extra assistance (before, during, or after the event) is involved, the sponsoring organization will be responsible for charges for this assistance.

FOOD AND BEVERAGE

Food or beverages are permitted in campus buildings only in specifically designated areas. Permission must be secured in advance by the Campus Director if other than the usual areas are to be used for meals and refreshments. Alcoholic beverages are permitted with prior approval by the Campus Director and in accordance with campus policy. Smoking is NOT permitted in University buildings. Smoking is only permitted in the Campus' designated smoking area. User must provide adult supervision at all times for all persons present on the campus for participation in its program.

USER RESPONSIBILITY

The User is responsible for turning out lights and leaving the space(s) used in their original condition. User assumes responsibility for all publicity, signage, and promotions, which must be worded so that use of the facility is not construed as University sponsorship or endorsement. Official designation of this campus is **The University of Wisconsin-Eau Claire -- Barron County**; it should appear this way (or in the abbreviated form, UWEC-BC) in all publicity releases and printed materials. It is required that one copy of the conference programs, publicity releases, and other printed material be supplied to the Campus Director Office/designee at least ten days prior to the beginning of scheduled event. This will help the campus to respond more effectively to questions.

RESERVATION PROCEDURES

The University must be notified at least 48 hours (two working days) in advance of any cancellation of any meeting. If the dates that have been reserved on the Facilities Use Request form subsequently come into conflict with the needs of the University, The University reserves the right to change or cancel the arrangements upon 48 hours' notice to the User. This would only occur after every effort has been made to respect the reservation.

CUSTODIAL, MEDIA and TECHNOLOGY SERVICES:

Costs will be at prevailing wage and fringe benefits both for custodial staff and for student help. In some case, the Campus Director reserves the right to waive certain fees associated with facilities usage.

The Campus Director or his/her designee supervises the scheduling of facilities. The campus reserves the right to change room assignments or to cancel reservations when its operational priorities so require. The Campus Director or his/her designee is authorized to make exceptions to the regulations listed above when it is in the best interest of the University.

My signature on this document indicates that I, on behalf of the organization I represent, have accurately described our event and its needs, that I have read and understand the regulations regarding the use of campus facilities, that I accept responsibility for all University equipment used, that I will guarantee payment of all state costs and rental charges, and that I accept the liability clauses above. I also declare that our organization does not discriminate on the basis of race, color, religion, creed, sex, age, disability, sexual orientation, national origin, marital status, or any other basis protected by applicable state or federal law. I also understand that in the event that UW custodial staff is hired on my behalf and clean-up time exceeds 30 minutes, additional fees will be charged.

Signature: _____ **Date:** _____

Organization Name: _____