

FACILITIES USE REQUEST FORM

Organization Name			
Name of Event			
Date(s)/Day(s) of Event			
Address:		E-mail:	Phone:
County Agency <input type="checkbox"/>		State Agency <input type="checkbox"/>	City Dept. <input type="checkbox"/>
Private Non-Profit <input type="checkbox"/>		Public School District <input type="checkbox"/>	For Profit <input type="checkbox"/>
UW System School <input type="checkbox"/>		Internal Event <input type="checkbox"/> External Event <input type="checkbox"/>	
Other Higher Education <input type="checkbox"/>		Is the date: Tentative <input type="checkbox"/> Definite <input type="checkbox"/>	
No. of People:	Fee Charged?: Yes <input type="checkbox"/> No <input type="checkbox"/> Amount:	Alcohol Served: Yes <input type="checkbox"/> No <input type="checkbox"/> (If so, additional documentation required)	

-- DEPOSIT: For major events a deposit is required. --

Room # (or "ANY")	Date	No. of People	Special Setup, Technology, Catering, Custodial, Etc., Needs. Attach additional pages if needed. Rooms come as is. There may be additional charge for setup.	Setup Time	Start Time	End Time

OTHER NEEDS:

Type of Setup Requested:

Classroom <input type="checkbox"/>	Computer Lab <input type="checkbox"/>	Dining <input type="checkbox"/>	Gallery <input type="checkbox"/>	Other <input type="checkbox"/> Please specify:
Meeting Hollow Square <input type="checkbox"/>	Reception <input type="checkbox"/>	Theatre Seating <input type="checkbox"/>	Video Conference <input type="checkbox"/>	

Resources Requested/Number Needed:

Acoustic Piano <input type="checkbox"/>	Basic Sound & Lighting <input type="checkbox"/>	Computer/Web Access <input type="checkbox"/>	Custodial Service <input type="checkbox"/>	Custodial Services <input type="checkbox"/> (After-hours, special needs, or weekends)
Electrical Panel Setup Heavy A/C <input type="checkbox"/>	Easel <input type="checkbox"/>	Grand Piano <input type="checkbox"/>	Gym Tarp Service <input type="checkbox"/>	
I.T. Tech. Setup <input type="checkbox"/>	I.T. Intern Support <input type="checkbox"/>	LCD Projector <input type="checkbox"/>	Microphone(s) <input type="checkbox"/>	Podium <input type="checkbox"/>
PA System <input type="checkbox"/>	Portable Piano <input type="checkbox"/>	TV/DVD/CART <input type="checkbox"/>	Extension Cords <input type="checkbox"/>	Chairs <input type="checkbox"/>
6 ft. Tables <input type="checkbox"/>	8 ft. Tables <input type="checkbox"/>	Food/Catering Services <input type="checkbox"/> All food arrangements must be made through Kay Schmitz, UWS Café Manager - 920.459.6637.		Marketing/Communications Services <input type="checkbox"/> All marketing arrangements must be made through Carrie Hoppe, UR Director 920.459.6612
# needed: _____	# needed: _____			# needed: _____



A Campus of the University of Wisconsin Colleges

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The Assistant Campus Dean for Administrative Services or his/her designee supervises the scheduling of facilities. The UWS reserves the right to change room assignments or to cancel reservations when its operational priorities so require. The Assistant Campus Dean for Administrative Services 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 an hour, additional fees will be charged.

Signature: _____ Date: _____

Organization Name: _____

UW-Sheboygan Contact Information:

Michele VanderPloeg, (920) 459-6613 / 1 University Dr. Sheboygan, WI 53081

Fax form to (920) 459-6602 or scan and email to michele.vanderploeg@uwc.edu or submit to above address.

For Office Use:

Estimated Usage Fee _____

Campus Approval _____ Date: _____

Cc: _____

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Furthermore, upon the Dean's approval to serve alcoholic beverages at an event, the organization will be subject to further limitations, as outlined in UWCAP #36.

1. All alcoholic beverages must be purchased and sold by authorized agents of the UW Colleges as required by the UW System Federal Malt and Alcoholic Beverage Food Stamp. (See Agent Liability Request LAV 8).
2. "Carry-in" alcohol beverages will not be allowed.
3. Alcoholic beverages will be dispensed by employees of the UW Colleges or its approved agents who are of legal age and have received proper training. Those persons serving alcohol should be informed that state law prohibits the sale of alcohol to a person who is intoxicated. (Wis. Stat. Sec. 125.07 (2)).
4. Alternative, nonalcoholic beverages and food must be available and in evidence at every event at which alcohol is served. Water is not an acceptable alternative.
5. The sale of alcoholic beverages will cease one-half hour before the end of the event.
6. For those activities sponsored by student organizations at which alcohol will be served, additional requirements apply. See UWCAP #36 for this information.

Tobacco: Smoking is NOT permitted in University buildings. Smoking is only permitted in the Campus' designated smoking area.

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 Assistant Campus Dean for Administrative Services 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.
- C. Children under the age of 18 must be closely supervised and the user will be held responsible.

Criminal Background Check Requirement: The signing of this agreement indicates that the facility user/organization, whose employees, affiliates, or volunteers will have overnight, routine, and/or multi-day access to minors in the course of this contract confirms that these employees, affiliates, or volunteers have satisfied a criminal background check conducted by a criminal background check vendor selected by the contractor that includes a check of the vendor's proprietary national criminal background check database. (Ref. Regent Policy #20-19).

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-Sheboygan, Sheboygan 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 view point it represents. In addition, the University of Wisconsin Sheboygan 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.

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 in **The University of Wisconsin-Sheboygan**, it should appear this way (or in the abbreviated form, UWS) 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 Assistant Campus Dean for Administration Service's Office/designee at least ten business days prior to the beginning of scheduled event. This will help the campus to respond more effectively to questions.

Fees

1. Rental Charges. Organizations not associated with the UW Colleges will be required to pay a facilities user fee. In some cases, the Campus Dean reserves the right to waive or add certain fees associated with facilities usage.
2. Incidental Costs. State law requires that organizations not associated with the University reimburse the University for Incidental Costs. The costs include extra work done by maintenance and technical staff, utility usage, supplies used, and other similar "indirect costs."