

**UNIVERSITY OF WISCONSIN-MADISON
FACILITIES USE GUIDELINES**

SUBJECT: Use of Lobbies in Academic Buildings for Scheduled Activities
FROM: Facility Use Committee
DATE: March 11, 1997

The scheduled use of lobby space in academic buildings for other than official departmental activities will be the responsibility of building managers. Only University related activities sponsored by organizations associated with the University should be scheduled in these spaces.

- The Central Reservations Office (CRO) in Memorial Union will be the primary resource for building managers on facility use policies and issues. The phone number is 262-2511.
- To determine whether an organization is officially associated with the University:

For student organizations, contact the Student Organization Office, Red Gym, 263-0365; for all other organizations, contact the CRO at 262-2511.
- FOOD SALES: Building Managers can identify lobby space for food sales sponsored by registered student organizations. Priority access for food sales may be given to student organizations sponsored by University Departments located in the given building. If space is made available to other student organizations, it must be made available on a consistent basis to all student organizations. Student organizations conducting food sales are expected to clean the area upon completion of the food sale. Failure to do so will result in a charge to the organization for the cost of the cleanup, and may jeopardize future reservations for food sales. See University Facility Use Guidelines for information on Temporary Food Sales in Campus Buildings.
- LITERATURE DISTRIBUTION: Building managers can identify lobby space for literature distribution for University related activities sponsored by organizations associated with the University. Such space must be made available to all University registered or related organizations on a consistent basis if it is made available at all. If space is made available for literature distribution, building managers will need to establish regulations for each lobby space; the regulations should include time, place and manner restrictions and must be consistently applied. Such regulations must be submitted to the Facilities Use Committee

prior to publication and implementation. Questions regarding time, place and manner procedures should be directed to Office of Legal Services, 360 Bascom Hall, 263-7400.

- COMMERCIAL ACTIVITIES: Lobby space for commercial activities will not normally be permitted. Requests for use of lobby space for commercial activities other than student sponsored food sales should be referred to the CRO.