

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

SUBJECT: Rental Charges for UW Auditoria

FROM: Facility Use Committee

DATE: September 2002 (replaces memo of April 25, 1990)

The following rental schedule has been established for all revenue producing events sponsored by Registered Student Organizations (RSOs) in “General Purpose” classrooms and campus meeting rooms. These policies are consistent with University and State rules and regulations including: University of Wisconsin System Administrative Code (Sections UWS18.06(16),5 and UWS21); UW Madison rules on Use of University Facilities and Lands, and Department of Administration rules (sub chapter 16.845).

The rates established meet two basic premises: (1) that an admission charge* automatically “closes” State supported spaces, thus denying free access to that space and (2) that rates are established to partially recover costs involved while encouraging facility use.

***Definition of Admission charge:** An admission charge is defined by the University as a “fee or other financial transaction levied as a condition of attendance or requested as a donation from those who attend the event.” (Part IV, Section A, Regulations Governing Group Activities, Student Organizations and Student Publications.).

University facilities are available on a “no rental charge” basis for all events that are free and open to members of the university community. In such cases, the assumption is that the room will be provided on an “as is” basis. Free admission events at which the sponsor desires to limit attendance by requiring strict admission controls will be considered a “paid” admission event and the appropriate rental charge will be assessed. If equipment, special services or arrangements are required for such an event, the sponsoring organization will be responsible for such costs.

For more commonly used auditoria or lecture halls, the base rental charges are:

- \$50.00 for rooms with a seating capacity of 1 - 400
- \$75.00 for rooms with a seating capacity of 401 or greater.

The rental charge includes the services of one custodian or janitor as assigned by the Division of Physical Plant to clean the room following the event.

Police and security requirements as established by the University Police Department, special set-ups, sound or video equipment, and other special equipment, will be assessed in addition to the base rental charge. Costs for such services are determined on the basis of services provided at

rates established by the responsible university departments.

Reservation requests for the following spaces, whether for paid admission or free events, will be submitted to the Central Reservations Office, Memorial Union. The user organization will receive a rental agreement specifying all charges

<u>HALL</u>	<u>SIZE</u>	<u>HALL</u>	<u>SIZE</u>
Ag Hall Auditorium	593	Psychology, rm. #105	403
Bascom, rm. #272	478	Psychology, rm. #113	214
Birge Hall, rm. #145	301	Science Hall, rm. 180	199
Chemistry, rm. #1351	353	Social Science, rm. #5206	241
Chemistry, rm. #1361	247	Social Science, rm. #5208	241
Engineering Hall 1800	258	Social Science, rm 6210	452
Humanities, rm. #2650	269	Van Vleck, rm. #B102	327
Humanities, rm. #3650	489	Van Vleck, rm. # B130	260
Ingraham, rm. #19	212		
Ingraham, rm #B10	503		

Certain “special use” university spaces are available for assignment to RSOs, university departments, faculty and staff groups and governmental agencies. Requests for space use of such facilities will be submitted to the appropriate university department responsible for assigning the “special use” space. See [Facility Use Guideline # G-11](#) for a listing of “special use” facilities.

For further information about these spaces, including information about rental fees and costs associated with their use, contact the Central Reservations Office.