

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

SUBJECT: Use of University Facilities and Lands
POLICY OF: UW-Madison
DATE: September 2003 (Replaces March 10, 1995)

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I. USE OF UNIVERSITY FACILITIES AND LANDS

- A. The facilities of the University are to be used primarily for purposes of fulfilling the University’s mission of teaching, research and public service. Use of University Facilities and Lands is primarily restricted to activities that fulfill the University's missions of teaching, research, and public service. This document outlines the various policies and practical considerations that guide the University in its efforts to respond to requests it receives for permission to use University facilities and lands.
- B. UWS 21 of the Wisconsin Administrative Code outlines the general policy considerations that the Board of Regents has determined to be applicable for the use of University facilities and lands. These considerations are explained in further detail below, and are associated, where appropriate, with additional specific University policies. These materials are intended to promote consistency in decisions regarding use of University facilities and lands, and the possible assessment of rental fees and costs for such use.
- C. These procedures do not apply to research facilities under the control of a Dean or Director.

II. PROCEDURES GOVERNING USE OF UNIVERSITY FACILITIES (BUILDINGS AND STRUCTURES)

A. INTRODUCTION

University facilities are not available for unrestricted use. Activities that promote the aims of teaching, research, and public service receive priority consideration. Requests for use of University facilities fall into two basic categories and should be directed to one of two campus offices:

1. **Requests for Instructional Purposes** should be directed to the Office of the Registrar: Timetable and Classroom Scheduling, Room 60, A.W. Peterson (262-6345).
2. **All other requests for facilities (non-instructional use)** should be directed to

the Central Reservations Office (**CRO**), Memorial Union (262-2511).

a. There are two kinds of assignment space available for non-instructional use:

- **GENERAL ASSIGNMENT SPACE**, which includes meeting rooms at the Memorial Union and Union South and classrooms designated for non-instructional purposes by the Office of the Registrar: Timetable and Classroom Scheduling.
- **SPECIAL ASSIGNMENT SPACE**, which includes those "special use" facilities for which certain University departments have been assigned on-going responsibility for allocating such spaces. Examples of "special use" spaces include the Music School (performance spaces in Humanities and Music Hall), Theatre and Drama (performance spaces in Vilas Hall), Athletic Department (Kohl Center, Field House, Camp Randall Stadium), Recreation Sports (various athletic fields and indoor spaces such as Camp Randall Sports Center, Nielsen Tennis Stadium), Agricultural and Life Sciences (Stock Pavilion), School for Business (designated rooms in Grainger Hall), College of Engineering (Engineering Hall), Center for Health Sciences, and University Housing (various rooms).

b. For further information about these spaces, including information about any rental fees and costs associated with their use, contact the **CRO**.

c. These procedures do not apply to research facilities under the control of a Dean or Director.

B. RESERVATION CRITERIA For Non-Instructional Use

1. Eligibility for Use

Non-instructional use requests submitted to the **CRO** are evaluated according to the following rank order of priority:

a. Requests by organizations associated with the University:

(1) Use requests submitted by campus departments and programs

(2) Use requests submitted by recognized university student, faculty or staff groups.

(3) Use requests submitted by governmental agencies

b. Requests by persons or organizations not associated with the University.

Such requests must be under the sponsorship of or at the invitation of a University department or organization, and must comply with UWS 21.04 and the UW Madison Facility Use policies.

- (1) “Under the sponsorship of” shall mean an event sponsored by a University department with some level of University involvement. The University department sponsoring the event will be responsible for all administrative and financial obligations associated with the facility use.
- (2) “At the invitation of” shall mean an event that is sponsored by a non-university group at the invitation of the University. The Chancellor, Dean or Director may issue such an invitation after concluding that the event promotes the mission of the University. The sponsoring non-university group will be responsible for all administrative and financial obligations associated with the facility use.

2. Availability of space.

The availability of the space requested must be confirmed for all non-instructional use requests submitted to the **CRO**. Depending on the nature of facilities requested for non-instructional use, the **CRO** may refer the request to another office. Such referral is necessary where a request is made for special assignment facilities, such as those facilities that are managed by the Athletic Department, College of Agricultural and Life Sciences, Recreational Sports, University Housing, University Theatre, School of Music, School of Business, College of Engineering and the Center for Health Sciences.

C. CHARGES RELATED TO USE OF UNIVERSITY FACILITIES AND LAND

1. Rental Fees

Both general assignment space and special assignment space in University facilities is available on a "no rental charge" basis for all events that are free and

open to members of the University community. (See Special Notes* at end of section).

Rent may be charged for restricted, non-instructional use of University facilities subject to the exception stated above. In establishing rental fees, departments should note the discussion later in this document concerning Unrelated Business Income Tax (UBIT).

2. Costs for any non-instructional use.

The sponsor(s) are responsible for, whether in general assignment space or special assignment space, all costs of any required special services. Such costs may include non-standard room set-ups, non-standard equipment, special maintenance requirements, sign language interpreters or other provisions required for persons with disabilities who wish to attend an event, special parking arrangements, proof of insurance coverage, and special security required or requested for an event. (See Special Notes** at the end of this section.)

Costs for such services will be determined on the basis of service provided at rates established by the responsible University departments.

Information on rental fees and costs is available from the **CRO** or from the appropriate scheduling office for **Special Assignment Spaces**.

3. Special Notes.

*Monies collected in conjunction with a departmentally sponsored activity must be deposited in a state account unless special arrangements are made in advance with the Division of Business Services.

**The University Police Department is responsible for determining the minimum level of security required for an event. If that level requires equipment or security staff in addition to those regularly assigned for duty, the organization sponsoring the event is responsible for such costs.

D. REVENUE PRODUCING FACILITIES USE

Revenue producing activities conducted in University facilities are subject to considerations that exist in addition to those outlined in the preceding sections of this policy. In particular, whenever revenue-producing activities are conducted in University facilities, the principles set forth below shall be controlling. As used in this section, the phrase "revenue-producing" is defined as any use of

University facilities that produces revenue, including activities that involve donations, sales and/or purchases, admission fees, and the like.

1. Use of the facility shall be authorized by a written contract between the University and the sponsoring organization (e.g., department, faculty, staff, or registered student organization) that has requested use of the facility; such contract should specify or incorporate all applicable costs or rental fees and any time and manner limitations.
2. The contract shall ensure that all University costs associated with the use are properly itemized and paid by the sponsoring organization(s).
3. Where a student organization requests use of a facility, invitations to the event taking place in that facility shall be limited to students, faculty, and staff unless an exception is specifically authorized by the Chancellor or Chancellor's designee(s).
4. Monies collected as a result of departmentally sponsored use of facilities must be deposited in the appropriate state account. Questions should be referred to the Division of Business Services.

E. OTHER PROVISIONS GOVERNING USE OF UNIVERSITY FACILITIES

1. APPLICABLE LAW.

Uses of University facilities shall conform to all applicable laws related to the proposed use, e.g., Americans with Disabilities Act (ADA).

2. ALCOHOL.

The University has developed specific policies governing the possession and consumption of alcoholic beverages. See Facility Use policy memos: # P-7, # P-7.1, # P-7.2, # P-7.3, and # P-7.4.

3. UNRELATED BUSINESS INCOME.

Uses of University facilities or lands that generate revenue for the University and are not substantially related to the University's three missions (teaching, research, and public service) may be subject to a tax as Unrelated Business Income (UBIT). If UBIT questions arise in connection with a proposed use of facilities or lands, further information should be sought from the Division of Business Services.

4. ADVERTISING.

The University also has developed specific guidelines that govern advertising on University premises. These guidelines are set forth in UW-Madison Campus Policies Governing Advertising, Commercial Use, Incentives, Acceptance of Gifts, Sponsorship, and the Use of University Names and Marks. These guidelines are

included as an appendix E.

5. SELLING, PEDDLING AND SOLICITING.

The University has stipulated policies regarding selling, peddling, and soliciting. See UWS 18.06 (16).

6. COMMERCIAL USE

The University has set forth policies governing commercial use of University space. See Facility Use Memo # P-8.

7. FUNDRAISING PRINCIPLES

See UW System Board of Regents website <http://www.uwsa.edu/rpd/rpd85-4.htm>: “Fundraising Principles and Guidelines.”

8. POLITICAL CAMPAIGNING

The University has established specific conditions for use of University facilities and ground for political purposes. See Facility Use policy memo # P-6.

9. OTHER LIMITATIONS

Use of certain facilities or lands may be subject to limitations concerning the time of availability and manner of use. The responsibility for determining whether any time and manner limitations will be imposed resides with the department responsible for the assignment of the facility for use. This information is available from the CRO or the office managing the specific space, and will be incorporated into any written contract.

III. PROCEDURES GOVERNING USE OF UNIVERSITY LANDS

Approval must be requested and obtained prior to any planned or organized use of University lands. Requests for use of University lands should be directed to the CRO. With few exceptions, these use requests are subject to the same considerations set forth above concerning requests for use of University facilities (buildings and structures). In addition, requests for use of University lands are evaluated and determined with particular reference to UWS 18 (see Appendix A).

IV. PENALTIES

Failure to comply with the requirements set forth in this memorandum and the attached policies may lead to revocation of the privilege to use university facilities and lands. Other penalties may be considered where appropriate, as authorized under the provisions of Wisconsin Administrative Code.

APPENDIX:

The following documents are available at the website listed with each document.

- A) UWS 21: “Use of University facilities.” <http://www.legis.state.wi.us/rsb/code/uws/uws.html>
- B) UWS 18: “Conduct on University Lands.”
<http://www.legis.state.wi.us/rsb/code/uws/uws.html>
- C) UW System Board of Regents policy: “Fundraising Principles and Guidelines.”
<http://www.uwsa.edu/rpd/rpd85-4.html>.
- D) Section II-900 of UW-Madison Faculty Policies and Procedures: “Policies Use of University Facilities.” http://wiscinfo.doit.wisc.edu/secfac/governance/legislation/table_of_contents.htm
- E) “UW-Madison Policies Governing Advertising, Commercial Use, Incentives, Acceptance of Gifts, Sponsorships, and the Use of University Names and Marks.”
<http://www.wisc.edu/legal/AdPolicy.pdf>
- F) UW-Madison “Student Organization Handbook” (published by Student Organization Office). <http://soo.studentorg.wisc.edu>
- G) Chancellor’s policy on “Required Permits for Alcohol Beverage Consumption on Campus.” <http://www.wisc.edu/legal/alcohol121201.pdf>
- H) Campus policy on “Temporary Food Stands.”
<http://www.uhs.wisc.edu/ex/community/ehp.php>
- I) UW System Board of Regents policy on “Competition with the Private Sector.”
<http://www.wisconsin.edu/cgi-bin/searchsite>