GENERAL SPACE USE AND INFORMATION TABLES POLICIES

GENERAL POLICIES

- All facility users and customers must abide by UW-Madison Facilities Use Policies and Guidelines as outlined at [http://www.vc.wisc.edu/VCAFacilitiesUsePoliciesandGuidelines.html](http://www.vc.wisc.edu/VCAFacilitiesUsePoliciesandGuidelines.html). All groups using Housing Facilities must be in compliance with University and Housing policies and procedures.
- Groups are expressly prohibited from bringing any food products or beverages into Gordon Dining and Event Center, Carson Gulley Center (with the exception of the conference room), Frank Holt Center, the Lake Mendota Room in Dejope Hall, Rheta’s Marketplace in Chadbourn Hall, and the Holt Patio near Frank Holt Center. Food and drink can be purchased for use in dining areas through University Housing Catering (608-262-5577) for non-Housing groups and through the Dining & Culinary Services Unit Manager for Housing groups. This includes distributing items as part of an information table reservation with the exception of small pre-wrapped candy.
- All Housing facilities are smoke-free.
- Approval is needed in advance to place items on the walls or hang items from the ceiling. All decorations must be fire retardant. Highly flammable materials such as hay, straw, corn stalks, open flames and candles must not be used. All materials or displays must be removed from the meeting areas at the conclusion of your event.
- University Housing reserves the right to approve operating procedures and attendance limits for all functions. In compliance with local fire codes, the maximum room occupancy may not exceed the designated room capacity. Groups, during the course of setting up, taking down, or during the event, shall not block aisles or fire exits.
- It is understood and agreed that groups, their agents, employees, guests and patrons, will be subject to all University traffic and parking regulations existing on the date/s of room usage. Any parking arrangements must be made directly with UW Transportation Services for special events. Parking is not permitted in dining unit dock areas.
- Animals are not permitted in Housing facilities, with the exception of those animals that provide assistance to people with disabilities.
- Bicycles, skateboards, in-line skates and mopeds are not permitted in the buildings except with permission in the University Apartments Community Center.
- Police and / or security personnel may be required for certain functions, as determined by University Housing. Charges for this service will be the responsibility of the Signatory(s).

TIMELINES

- Room reservations should be made at least **one week** prior to the event. Reservations for external customers are typically limited to one year in advance.

FINANCIALS

- Groups will be financially responsible for any damages or extra cleaning required and may be denied future use of space for this reason.
- Deposits - Customers reserving space more than one year in advance (with or without catering) will be required to make a $200.00 deposit at the time of reservation. The deposit is due at the time of reservation via check or accounting string.

ALCOHOL

- Alcohol use is not permitted during most events in University Housing. Alcohol is specifically prohibited during activities organized by resident groups or Registered Student Organizations. University Housing catered events that do permit alcohol during the Academic Year, will only occur in the Dining Centers. University Housing catered events that do permit alcohol in the summer, may occur in residence hall common spaces at the discretion of Housing Conference Services.
- In order to serve alcohol at an event, an Alcohol Beverage Permit must be obtained from the sponsoring University department. In most cases, University Housing provides the and beverage service for organized conference and catered group events in the residence halls and food units and will, as server, sign the necessary Alcohol Beverage Permit if alcoholic beverages are being served.
ELECTRICAL NEEDS

- When reserving a room or space for an event which requires an unusually large quantity of connected electrical devices (i.e., gaming events), it will be necessary to provide the approximate number of devices that will be plugged into outlets in order for University Housing Facilities staff to provide, lay out, and connect the required number of extension cords and power strips to accommodate all of the devices. For safety reasons, all extension cords and power strips must be equipped with the proper three-prong grounding plugs and receptacles, and any cords which are on the floor in higher traffic walkways must be taped to the floor, or placed in a floor protector designed for this use, in order to prevent a trip hazard. Requests for this equipment must be submitted at the time of the room request to allow ample time for setup.

OUTDOOR/GREEN SPACE

- Outdoor events will require more in depth planning with University Housing.
- All requests for outdoor space should secure an appropriate indoor space as a rain/inclement weather back-up location. If this is not feasible due to the nature of the event, should the weather or grounds not be suitable for the event, it will be cancelled and may be rescheduled pending availability of space.
- Groups requesting tents or other rental equipment for outdoor events must work with University Housing to make sure equipment meets Housing’s guidelines. The group is responsible for the cost of rental equipment required for their event.
- Organized sports are not allowed in outdoor areas unless that area was specifically designed for the activity (i.e., basketball on basketball courts, volleyball on volleyball courts, etc.).

CANCELLATIONS

- Catering – Cancellations and/or changes to the reservation must be made at least 14 days in advance to receive a full refund. There are no refunds for cancellations less than 14 days prior to the event.
- Non-catering – Cancellations and/or changes to the reservation must be made at least 7 days in advance to receive a full refund. There are no refunds for cancellations less than 7 days prior to the event.
- University Apartments - Cancellations and/or changes to the contract must be made at least 14 days in advance to receive a full refund. There are no refunds for space that is reserved but not used.
- Weather related cancellations – If the University is closed due to weather conditions, non-housing events will be cancelled at no charge. The cancellation of Housing events will be handled on a case by case basis based on operational need and staff availability. If the University remains open, but the customers would like to cancel the event due to weather conditions, the amount charged to the group will be handled on a case by case basis at the discretion of appropriate University Housing staff/office.

LIABILITY

- If the Signatory(s) organization is part of the University, the organization may be responsible to University Housing for property damages or loss caused by the organization’s officers, employees, agents, guests and contractors in connection with their operations, activities, occupancy or use of University Housing premises. If the Signatory(s) organization is not part of the University, it agrees to indemnify and hold harmless, assume liability for and defend, the State of Wisconsin, the Board of Regents of the University of Wisconsin System and their officers, employees and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner arise or are alleged to have arisen, from the acts, commissions or wrongful conduct of its officers, employees, agents, guests and contractors in connection with their operations, activities, occupancy or use of the University Housing premises.