

Facility Use
Standard Operating Procedure (SOP)
July 1, 2024

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Guiding Principles

University of Wisconsin-Green Bay (UWGB) is committed to administering practical methods for maximizing campus resources for the general public and University community. The Facility Use Guidelines SOP provide oversight of the use of campus facilities that further the University of Wisconsin's mission and adhere to the Facilities Use Policy.

Compliance with this SOP does not eliminate or absolve performance of additional requirements that stem from state or federal laws and policies.

Scope

This Standard Operating Procedure (SOP) provides a basis for scheduling and assigning fees relating to facility use on campus. All UW-Green Bay employees who coordinate facility usage on campus fall under this SOP.

University Facility Use is granted where the individual requesting such use is:

- A University employee or department and the use meets the mission of the University
- A third-party organization who collaborates with a University Program Sponsor, thereby making the event a co-sponsored activity that meets the mission of the University
- A third-party organization renting facility space for purposes that meet the mission of the University or private event

Locations

The guidelines that are included in this document are applicable to all individuals in the UW Green Bay community regardless of their location.

Included Sites in this Plan

- Green Bay Campus (Brown County)
- Manitowoc Campus (Manitowoc County)
- Marinette Campus (Marinette County)
- Sheboygan Campus (Sheboygan County)

Definitions

Building Authority: the person who has been delegated authority from the University's officers to develop and administer policy and procedures related to the use of a particular building or facility within the state, UW System and campus guidelines described in this document. The Chancellor serves as the overriding building authority for the campus, and they can approve exceptions to this document.

Building Schedule: a schedule which defines the designated hours of operation a building is open for normal business operation. The hours are to be posted within entrances of each building. Schedule variation may be common from location to location and during break or summer periods.

Cabinet Level Authority: A Cabinet level authority of the operational area in which the Facility or Space is under shall be the only the individual with the authority to approve facility use for any University User or Non-University User.

Non-University Event: any activity, organized and promoted which will occur within a University Facility **but that does not involve conducting University Business, but whose activity will further the University mission.**

Non-University User: a third-party business entity that operates, organizes, controls, and promotes an independent camp, clinic, conference or facility use event. This User is legally distinct from UWGB and whose organization is a for-profit or not-for-profit organization. The Non-University User may have a University Co-Sponsor.

Private User: same as a Non-University User, organization or member of the public requesting to use University facilities that does not involve conducting University Business, nor further the University mission.

University Facilities: all publicly owned or leased buildings and grounds, which are subject to the custody and control of the UW Board of Regents of the University of Wisconsin System and the University of Wisconsin-Green Bay.

University Business: any activity which directly services the academic or administrative function of the University; classroom / lab for credit instruction; meetings of governance committees, administrative groups, academic departments; regularly scheduled student organizational activities; session of student government.

University Mission: The University of Wisconsin-Green Bay is a multi-campus comprehensive university offering exemplary undergraduate, master's and select doctoral programs and operating with a commitment to excellence in teaching, scholarship and research, and service to the community. The University provides a problem focused educational experience that promotes critical thinking and student success.

The culture and vision of the University reflect a deep commitment to diversity, inclusion, social justice, civic engagement, and educational opportunity at all levels. Our core values embrace community-based partnerships, collaborative faculty scholarship and innovation.

Our commitment to a university that promotes access, career success, cross-discipline collaboration, cultural enrichment, economic development, entrepreneurship, and environmental sustainability is demonstrated through a wide array of programs and certifications offered in four colleges: College of Arts, Humanities and Social Sciences; College of Science, Engineering and Technology (including the Richard Resch School of Engineering); College of Health, Education and Social Welfare; and the Austin E. Cofrin School of Business, leading to a range of degrees, including AAS, BA, BAS, BBA, BM, BS, BSN, BSW, MS, MSW, MSN, and Ed.D.

University User Activities: all University User activities requested for facility use must be directly organized, controlled, and promoted by a University Department AND fulfill the mission of the University.

University Users:

Administrative or academic units: divisions, colleges, departments, budgetary units, academic disciplines, or functional equivalents at UW-Green Bay.

Recognized Student Organizations: a group of students who have organized, applied for, met the criteria for, and have been granted University recognition by the Student Engagement Center at UW-Green Bay. In circumstances where the RSO is bringing in outside participants, the liability changes and RSO students are no longer covered under the University's State Self-Funded Plan and a fee may be assessed.

Other Recognized Organizations: an entity which is not a University department/unit, does not account for its revenue/expenditure activity through the University, but has requested and been granted University recognition by the Chancellor on the premise that its mission is compatible with the mission of the University (e.g. – Founders Association, Alumni Association, etc.).

Program Facilitator: a UWGB employee responsible for ensuring all sponsored or co-sponsored programs adhere to the requirements under this SOP. In some cases, the Program Facilitator may also be the Program Sponsor.

Program Sponsor: A UWGB employee that has agreed to oversee a sponsored or co-sponsored program. This employee is responsible for ensuring all third-party agreements adhere to the requirements under the Facility Use Policy. In some cases, the Program Sponsor may also be the Program Facilitator.

University Sponsor: An event or activity shall be considered "university sponsored" if a UWGB academic, administrative unit or recognized student organization exclusively **initiates, plans, coordinates, and delivers the event or activity within the defined mission and purpose of the unit, and retains budgetary and fund control through the University.**

University Co-Sponsor: an organization legally distinct from UW-Green Bay, but whom works in conjunction with a University User or University Sponsor to benefit, and in support of, the University, and/or will conduct activities that advance the mission of the University. The co-sponsorship originates from a non-university profit or not-for-profit organization. The level of involvement with the University Co-Sponsored Users requires the administrative support of UW System personnel or students and hold a valid tax-exemption and corporate status under federal and applicable state law.

Waiver & Consent to Subsidize Approval: Waiver of facility use fees and authorize to subsidize within a budgetary unit. This does not waive ancillary costs. Consistent with business process, Cabinet level authority must approve any waiver.

Building Authority

The Building Authority of a given facility empowers Official Schedulers to schedule the applicable facilities using the priorities and guidelines established in this document. The Building Authority for each area will develop policy and procedures as they relate to the use of the space including “priorities of use.”

Requests for facility use require approval by the Official Scheduler and exceptions, special requests, or conflicting uses must be reviewed by the applicable Building Authority.

Facility	Building Authority	Official Scheduler
Academic Classrooms	Academic Deans	University Reservations coordinates approval through applicable academic departments/units.
Kress Event Center & Athletics Event Spaces	Director, Athletics	Kress Center Events & Operations https://www.uwgb.edu/kress-events-center/ 920-465-2449
Residence Life Facilities	Executive Director, Housing & Residential Education	Housing & Residential Education 920-465-2040 housing@uwgb.edu https://www.uwgb.edu/housing/
Weidner Center	Executive Director, Weidner Center	Weidner Center https://www.weidnercenter.com/book-an-event/ weidner@uwgb.edu 920-465-2726
Cofrin Arboretum	Director, Cofrin Arboretum	University Reservations https://www.uwgb.edu/union/university-reservations/reservations@uwgb.edu 920-465-2462
Cofrin Library Plaza	Library Director	
Concourse Alcoves	Chief of Police	
General Grounds		
Outdoor Areas		
University Union	Executive Director, University Union & Auxiliary Services	
Manitowoc	Designated Location Campus Approver	Facilities Use Request
Sheboygan		
Marinette		

Reservations

All Users should review *Facility Use Standards* section to ensure University Policy and campus standards have been considered and requirements understood prior to initiating a reservation.

The **User Responsibilities Grid** of this section on the ensuing pages provides a summary of the registration process, liability requirements and fee charges for the various Users requesting facility space on campus.

University Scheduler Responsibilities

Facilities should be scheduled during the facility's normal building hours whenever possible, and each facility will have an advance scheduling timeline for accepting usage requests.

For facility usage requested beyond normal building hours, the Official Scheduler has the responsibility to determine if the request can be honored based on staffing, facility availability, and scheduled utility support. Uses scheduled during times when the facility is not normally open or staffed will require special coordinated efforts with Facilities Management, University Police, Parking Services, and various auxiliaries. The Building Authority, or their designee, is responsible for approval, and making any necessary arrangements.

- a. Process Facility Use Requests: Office Schedulers should use existing campus scheduling software to record and track facility usage and planning information. Two software programs are available, one for academic, instruction scheduling, and one for event/activity scheduling. These records also serve as references for the official campus calendar.
 1. Receive Reservation Request
 2. Confirm with University Police and/or Facilities additional facility use
 3. Comply with any other University policy or procedure requirements, such as the Youth Activities SOP
- b. Coordinate Facility Use Agreement: for non-University users only. All requests must have a Facility Use Agreement in place, with the appropriate documented insurance, prior to final approval. All agreements will have youth protection language for events with minors on campus.
- c. Reservation Posting: all reservations should be posted to the UW-Green Bay EMS Master Calendar after approval and/or completion of a fully executed contract. Each Official Scheduler is responsible for scheduling usage in all facilities and locations designated in the Available Facilities Section.

User Responsibilities

University Users must properly assess each activity to determine if the University Self-Funded Plan will provide liability coverage for the event, staff, and its participants or if special event insurance will be required.

Special Event Insurance is permitted for *Non-University User* organizations required per contractual obligation through Risk Management.

User	Registration Process	Liability Requirements	Facility Charges
Non-University User	<ul style="list-style-type: none"> ▪ The <i>Non-University User</i> will <ul style="list-style-type: none"> ○ Complete a Facility Use Request form with the University Reservations or a Facility Use Request for the Manitowoc, Sheboygan, and Marinette locations ○ <i>Co-Sponsored Program</i>: coordinate request with UWGB Sponsoring department/unit ○ Receive a Facility Use Agreement; sign and return to University ○ Comply with requirements noted within the Agreement ○ Comply with Youth Activities SOP, as applicable, and any other University policy or procedure requirements <p>The Non-University User may be required to purchase Special Event Insurance</p> ▪ <i>Department Administrator</i> will <ul style="list-style-type: none"> ○ Determine if program is co-sponsored by a University User ○ Forward any requests to the Official Scheduler ○ Comply with any other University policy or procedure requirements 	<p>To meet liability requirements, the Non-University User, per contractual obligation, is required to provide to the Official Scheduler the following:</p> <ul style="list-style-type: none"> ▪ Fully executed Facility Use Agreement ▪ Non-University User Certificate of Insurance ▪ All Fees through Invoicing <p>Regardless if the activity within the mission of the University, insurance from the Non-University User is required.</p> <p>The Non-University User will maintain Participant Hold Harmless Agreements pursuant to the Facility Use Agreement.</p>	<p>Usage of state supported (GPR) facilities by non-university organizations will be assessed a rental fee.</p> <p>Usage of auxiliary or student fee-supported facilities by non-university, non-sponsored organizations will be assessed a rental fee.</p> <p>This includes faculty, staff or students using facilities to conduct outside or as a representative of a non-university organization not associated with their role as an agent of the university.</p> <p><u>General Classroom Facilities</u> UWGB does not have a rate structure for general classroom spaces, so this section is developed with recommendations related to the initiation of a general rate structure with special requirements for high technology spaces. Incidental fees would be less the fair market value built into the rental fee structure.</p> <p><u>High Technology Classrooms</u> <i>Multiple Event Use</i>: all users must receive training prior to being able to use the full functionality of technology equipment. Training will consist of: power up procedures, login, control system orientation, AV equipment operation, shutdown. A 1-hour minimum tech support charge will be administered for training. <i>Single Event Use</i>: all users must receive in-room technical support at accost of \$12.00/hour for the length of time needed (minimum of 1 hour).</p> <p><u>Phoenix Sports Center</u> Maintain levels of incidental fees, and set rental fees for outside groups based on market comparison analyses. A minimum should be established.</p> <p><u>University Union</u> Maintain levels of incidental fees, but standardize them per room capacities, and set rental fees for outside groups based on market comparison analyses. The same standardization per room capacities should apply for rental rates.</p> <p><u>Weidner Center</u> Rental fees are lower than the average for weekdays and at the average for weekends compared to the market comparison analyses. They have a “non-profit” tier for outside groups that may have to be reviewed for changes.</p> <p><u>University Theatre</u></p>

User	Registration Process	Liability Requirements	Facility Charges
			Review and update the fee/rate structure because it is very complex and higher than the average per/seat cost for theatres based on the market comparison analyses. The structure should be standardized, and it must be clear when it is appropriate and available for non-university use.
Private User	<p>Any requirements of private users for use, e.g. weddings</p> <ul style="list-style-type: none"> ▪ The <i>Private User</i> will <ul style="list-style-type: none"> ○ Complete a Facility Use Request form with the University Reservations or Manitowoc, Sheboygan or Marinette locations ○ Receive a Facility Use Agreement; sign and return to Department Administrator ○ Comply with requirements noted within the Agreement ▪ <i>Department Administrator</i> will Forward requests to the Official Scheduler 	<p>Any requirements of private users for use, e.g. weddings?</p> <p>To meet liability requirements, the Private User, per contractual obligation, is required to provide to the Official Scheduler the following:</p> <ul style="list-style-type: none"> ▪ Fully executed Facility Use Agreement ▪ Non-University User Certificate of Insurance ▪ All Fees through Invoicing 	Same as Non-University user.
University User - Sponsored	<p>All UWGB Sponsors should review programs prior to requesting facility use to confirm the activity is in compliance with University policies and procedures and meet the mission of the University.</p> <ul style="list-style-type: none"> ▪ <i>Program Sponsor or Program Facilitator</i> will: <ul style="list-style-type: none"> ○ Contact the Department Facility Administrator for scheduling ○ Comply with Youth Activities SOP, as applicable, and any other University policy or procedure requirements ▪ <i>Department Facility Administrator</i> will be responsible for <ul style="list-style-type: none"> ○ Facility Use Costs unless Waiver is approved ○ Ancillary costs 	<p>Is the activity within the mission of the University?</p> <p>Yes: no other insurance is requirement No: Special Event Insurance is required.</p> <p>Participant Hold Harmless Agreements required for each participant.</p>	<p>If there is an extensive set up or other modifications to the facility to accommodate the usage, a fee may be charged to cover the additional costs beyond basic overhead for any circumstance where there is no facility charge.</p> <p>Administrative and Academic University Users</p> <ul style="list-style-type: none"> ▪ Credit-Producing Classroom Instruction allowed in state funded GPR facilities without charge. Usage which specifically relates to the university's credit-producing classroom instruction, and research/scholarly activities will <u>ordinarily</u> be allowed in state funded GPR facilities without charge. ▪ Credit-Producing Classroom Instruction in auxiliary, program revenue PR, or student segregated fee-support facilities will generally not be allowed. Usage that relates to the university's credit-producing classroom instruction will ordinarily not be allowed in auxiliary, program revenue PR, or student segregated fee-supported facilities on a regularly scheduled basis. However, usage is allowed and encouraged for special, period academic-related needs. In these cases, the facility's Building Authority can request energy credit from campus leadership and UW System. ▪ University mission and purpose usage will ordinarily be allowed in state-funded GPR facilities. Administrative and academic units that specifically relate to the university's mission and purpose will ordinarily be allowed in state funded GPR facilities without charge.

User	Registration Process	Liability Requirements	Facility Charges
			<ul style="list-style-type: none"> ▪ <u>University mission and purpose usage will ordinarily be allowed in auxiliary, PR, or student segregated fee supported facilities.</u> Administrative and academic units that specifically relate to the university's mission and purpose will ordinarily be allowed in auxiliary, PR, or student segregated fee supported facilities without charge. Whether or not fees will be assessed will be dependent on the facility's funding source, purpose and attendees of the event, mission of the facility, and whether or not the use is revenue producing. The specifics for each facility will need to be proposed and approved through the fee development structure and process.
University User – Co-Sponsored	<p>Events that originate from a Non-University User requesting co-sponsorship from a University Unit or RSO must obtain the following prior to initiating a request:</p> <ul style="list-style-type: none"> ▪ <i>Non-University User</i> will confirm a co-sponsorship with a University User ▪ <i>Program Sponsor or Program Facilitator</i> will: <ul style="list-style-type: none"> ○ Contact the Department Facility Administrator for scheduling ○ Comply with Youth Activities SOP, as applicable, and any other University policy or procedure requirements ▪ <i>Department Facility Administrator</i> will be responsible for <ul style="list-style-type: none"> ○ Facility Use Costs unless Waiver is approved ▪ Be responsible for any applicable Ancillary costs 	<p>To meet liability requirements, the Non-University User, per contractual obligation, is required to provide to the Program Sponsor the following:</p> <ul style="list-style-type: none"> ▪ Fully executed Facility Use Agreement ▪ Non-University User Certificate of Insurance ▪ Any Fees through Invoicing <p>The Non-University User will maintain Participant Hold Harmless Agreements pursuant to the Facility Use Agreement.</p>	<p>Usage of state supported GPR facilities by co-sponsored organizations may be assessed incidental fees or rental depending on the level of involvement by the co-sponsoring academic or administrative unit, or student organization.</p> <p>Usage of auxiliary and/or student supported facilities by co-sponsored organizations may be assessed incidental fees or rental depending on the level of involvement by the co-sponsoring academic or administrative unit, or organization.</p>
University User – Recognized Student Organization (RSO)	<p>The Registered Student Organization should work with the Student Union Scheduler to confirm the activity is in compliance with University policies and procedures and meet the mission of the University. The RSO may use University space freely as they are covered as students of UWGB and an agreement is not requirement.</p> <p><i>If RSO bringing in outside participants, the following is adhered to:</i></p> <ul style="list-style-type: none"> ▪ The <i>Registered Student Organization</i> will <ul style="list-style-type: none"> ○ Coordinate approval with the Student Union Scheduler ○ Complete a Facility Use Request form ○ Submit Form to the Facility Department Administrator ○ Receive a Facility Use Agreement; sign and return to Department Administrator 	<p>The RSO may use University space freely as they are covered as students of UWGB and an agreement is not requirement.</p> <p>RSO bringing in outside participants, the liability changes and RSO students are no longer covered under the University's State Self-Funded Plan. If this occurs, The RSO must be under contractual obligation and provide to the Official Scheduler the following:</p> <ul style="list-style-type: none"> ▪ Fully executed Facility Use Agreement ▪ Non-University User Certificate of Insurance (or obtain special event insurance) ▪ Any Fees through Invoicing <p>The RSO will maintain Participant Hold Harmless Agreements pursuant to the Facility Use Agreement.</p>	<p>If there is an extensive set up or other modifications to a facility to accommodate the usage, a fee may be charged to cover the additional costs beyond basic overhead, regardless if usage requires a charge fee or not.</p> <p><u>Credit-producing classroom instruction will ordinarily be allowed in state funded GPR facilities without charge.</u> Usage which specifically relates to credit-producing instruction and research/scholarly activities by recognized student organizations will ordinarily be allowed in state funded GPR facilities without charge.</p> <p>Usage that relates to the university's <u>credit-producing classroom instruction will ordinarily not be allowed</u> in auxiliary, program revenue PR, or student segregated fee-supported facilities on a regularly scheduled basis. However, usage is allowed and encouraged for special, period academic-related needs. In these cases, the facility's Building Authority</p>

User	Registration Process	Liability Requirements	Facility Charges
	<ul style="list-style-type: none"> ○ Comply with requirements noted within the Agreement <p>The Registered Student Organization may purchase Special Event Insurance through the Official Scheduler</p>		<p>can request energy credit from campus leadership and UW System.</p> <p><u>University mission and purpose usage will ordinarily be allowed in state funded GPR facilities without charge.</u> Whether or not rental fees will be assessed will be dependent on the facility's purpose, attendees of the event, and whether or not the use is revenue producing.</p> <p>Student organizations; however, are encouraged to use <u>segregated fee-funded facilities before GPR funded facilities</u> for their needs. Refer to the Student Organization Sales/Solicitation Policy available from the Office of Student Life for more information pertaining to fundraisers and charitable drives.</p> <p><u>University mission and purpose usage will ordinarily be allowed in student segregated fee-supported facilities for no charge.</u></p> <ul style="list-style-type: none"> ▪ <u>Credit-Producing Classroom Instruction in auxiliary, program revenue PR, or student segregated fee-support facilities will generally not be allowed.</u> Usage that relates to the university's credit-producing classroom instruction will ordinarily not be allowed in auxiliary, program revenue PR, or student segregated fee-supported facilities on a regularly scheduled basis. However, usage is allowed and encouraged for special, period academic-related needs. In these cases, the facility's Building Authority can request energy credit from campus leadership and UW System. <p>See also University Users Co-Sponsored, if applicable.</p>

Facility Use Standards

The proposed use of any UW-Green Bay facility will not interfere with or detract from the University's teaching, research, or public service missions, appropriate use of facilities will be based on and measured to the following criteria, as supposed in UW System Chapter 21 and state statutes:

User Appropriateness

Facilities are first and foremost appropriately used by administrative and academic units, recognized student organizations, and other recognized organizations for university activities, and secondly for non-university activities.

Type of Use

The type of facility scheduled for an activity must be suitable for the requested or required use.

Size

The size of the facility scheduled for an activity must be able to reasonably accommodate the requested or required need.

Purpose of Use

The purpose for which a facility is requested to be used can be limited and restricted as not to conflict with the University's or unit's primary mission, or for safety and security reasons in compliance with state statutes.

Timing

Neither the timing nor the duration of the activity in the requested facility can conflict with the university's primary missions.

Facilities Exempt from General Usage

Some facilities are not to be scheduled for general requested use due to the nature of their primary functions (i.e. offices, rest rooms, storage rooms, physical plant support areas, retail/financial areas, department-specific conference rooms, etc.).

Liability

Non-University or Private Users are required to show proof of insurance for both participants and spectators. Prior to event approval, the Campus Risk Manager will require a certificate of insurance to be provided with appropriate coverages, limits, and endorsements pursuant to the facility use agreement.

If the User does not have current insurance, application for Special Event Insurance (TULIP) may be made. To request a quote for your event refer to [INSERT LINK](#) for more information or contact Campus Risk Management at 920-465-2210.

Other Considerations

Consideration must be made for any event that:

- Involves use of any outdoor area on campus for a period in excess of two hours at which 10 or more people will be continuously congregated;

- Involves an organized run, walk or other physical activity;
- Will be open to members of the non-University community or general public as invitees to the event;
- Interferes with the usual flow of traffic (auto or pedestrian) or requires any additional regulation of traffic on streets or walkways;
- Incorporates the use of sound amplifying equipment or instruments;.

Sponsors of special events must comply with all applicable city ordinances, traffic rules, University of Wisconsin System regulations, state health laws, fire codes, and liquor licensing regulations.

If the University Police or University Facilities Department deem that additional services are required, an assessment of the actual cost will be required and due prior to the event.

Fee Structure & Guidelines

As described within the **Facility Use Policy**, the application of fees is determined by the Administrative Director of the area which controls the facility request or unit/organization requesting use. Fees may include Facility Use and/or Ancillary Costs.

Fee charges by facility are noted in Section Reservations - User Requirements. All costs and fees must be paid prior to the event being scheduled. In limited circumstances, outside vendors may be retained for services upon the approval by the University.

Non-University or Private User costs are contractually listed in a Facility Use Agreement.

Facility Fees

Fee schedules for each facility will be based upon a formula that includes the operating costs of the facility, mission and funding source of the facility, and other market based factors.

Fee schedules for each facility will be updated and reviewed for approval during the annual budget/operating plan development process and posted for reference and planning purposes. A facility's fee schedule includes incidental, rental and additional fees.

Ancillary Costs

Fees collected to ensure the operation of the event is maintained and facility is put back to its original setting. These fees may include facilities set up, room cleaning fees, audio/visual equipment/staff, trash removal, EMS services, etc. These fees cannot be waived.

Classroom Fees

A tiered and standardized rental fee structure based on the market comparison analysis is assessed to each user. All equipment and personnel costs would be additional unless the needs are minimal and the equipment is non-technical in nature and standard in the room (like a flip chart or overhead projector).

*Single event users will require in-room technical support for the length of time needed (minimum of 1 hour). Multiple Event users will receive training prior to being able to use the technology equipment

to consist of: power up procedures, login, control system orientation, AV equipment operation, and shutdown.

Fee Exception

Pursuant to the Facility Use Policy, facility fees can only be waived or modified with approval from the Building Authority. Approved waivers should be documented for auditing purposes.

Accounting of Funds Collected

Funds collected through the implementation of the Facility Use Policy and this SOP are to be placed in the appropriate program revenue accounts associated with each applicable facility or unit per the Facility Use Policy. If GPR facilities are utilized and revenue is generated from the use the funds collected are placed in the appropriate facilities management account that shall be administered by the Business and Finance division of the University.

Accounting Cost Descriptions

Ancillary Costs: The real and actual expenditures by any operational area needed to facilitate the facility use. Examples include but are not limited to; overtime, additional staffing for set up and clean up, use of University consumable resources.

Additional Costs: costs that may include, but are not limited to damage repair, additional labor costs due to overtime, or special or excessive set up needs, equipment usage, ancillary services, directional or promotional signage support, planning services, etc. These costs may be recovered through itemized fees that would be charged in addition to the rental or incidental fee (if applicable).

Facility Use Fee: The established and published fee which a user is charged for the use of any university facility or grounds. This fee excludes ancillary costs and other costs which may be associated with the Event (for example additional sanitation stations, trash pick up, etc).

Revenue Producing Activity / Event: Functions or events where participants are charged a fee to attend the event or there is revenue generated by the event via outside support, including any event in which the University is charging a fee to a Non-University Organization for the use of space, equipment or services which are owned by the University or funded by the University.

Non-Revenue Producing: functions or events where participants are not charged a fee to attend the event, nor is there outside support.

Available Facilities & Reservation Priority

Because the priorities for facility usage vary according to type, purpose, and funding support source, the University has established the following hierarchy of priorities for use of most facilities and outdoor spaces. This hierarchy primarily guides the academic year usage, and the priorities may shift periodically dependent on the time of year, university calendar, and university long-term commitments.

The number listed next to each use under each facility indicates the priority level given to the use or user group, with “1” being the highest priority.

Indoor Facility	Priority
Instructional Spaces (GPR) Includes labs, auditoriums, classrooms	<ol style="list-style-type: none"> 1. Classes (credited institutional use) through the second week of semester 2. Campus-administered testing programs 3. University-sponsored summer camps and programs 4. All others on a first-come, first-serve basis (any non-instructional reservations made prior to the second of week of classes are tentative)
Cofrin Library Plaza and Alcove Areas	<ol style="list-style-type: none"> 1. Academic and Administrative Units 2. Recognized Student Organizations 3. Non-University Groups
Kress Event Center	<ol style="list-style-type: none"> 1. Classes (credited instructional use) 2. Intercollegiate Athletics 3. Recreation 4. Intramurals 5. University-sponsored camps and clinics 6. Recognized Student Organization 7. Major campus events 8. Academic and Administrative Units (non-classroom use) 9. Alumni 10. Non-University Groups
Office of Outreach Spaces	<ol style="list-style-type: none"> 1. Outreach sponsored programs 2. First come, first-serve non-classroom (credited instructional) use
Residence Life Facilities	
Residence Hall & Apartment Facilities	<ol style="list-style-type: none"> 1. Private Use of Students Residing in Building 2. Private Use of Summer Guests Residing in Building 3. Residence Life related Users (RHAA, etc.) with approval from appropriate Area Coordinator
Community Center Public Spaces	<ol style="list-style-type: none"> 1. Residence Life-related or Residence Hall and Apartment Association (RHAA) related groups 2. Private or individual residents
Shorewood Park	<ol style="list-style-type: none"> 1. University Groups 2. All others on a first come, first serve basis
Theatres – University Theater	<ol style="list-style-type: none"> 1. Classes (credited institutional use) through the second week of semester 2. University Groups 3. All others on a first-come, first-serve basis

University Union	<ol style="list-style-type: none"> 1. Recognized Student Organization 2. Major student-focused event use 3. Academic and Administrative Units (non-classroom use) 4. Alumni and other Recognized Organizations associated with the University mission 5. Non-University Groups
Weidner Center for Performing Arts	
Cofrin Family Hall	<ol style="list-style-type: none"> 1. Resident Tenants (includes Green Bay Symphony Orchestra, UW-Green Bay Events, Weidner Center programming, 2. Annual or bi-annual users 3. Other requests
Fort Howard Hall	<ol style="list-style-type: none"> 1. Resident Tenants (includes Green Bay Symphony Orchestra, UW-Green Bay Events, Weidner Center programming, 2. Other requests
Studio One	<ol style="list-style-type: none"> 1. UW-Green Bay dance classes 2. Weidner Center programming 3. Other requests
Studio Two (scheduled by COA)	<ol style="list-style-type: none"> 1. UW-Green Bay music/theatre departments 2. Other requests
Lobbies, Lounges, Balconies	<ol style="list-style-type: none"> 1. All requests on a first-come, first-serve basis

Outdoor Space Location	Priority
Athletic and Intramural Fields	<ol style="list-style-type: none"> 1. Classes (credited instructional use) 2. Intercollegiate Athletics 3. Recreation 4. Intramurals 5. University-sponsored camps and clinics 6. Recognized Student Organization 7. Major campus events 8. Academic and Administrative Use (non-classroom) 9. Alumni 10. Non-University Group
Cofrin Arboretum	<ol style="list-style-type: none"> 1. First-come, first serve – all groups <p>Special Considerations</p> <ul style="list-style-type: none"> ▪ Must respect the intentions of the original contribution which includes that there can be no restrictive use so all can use and enjoy. ▪ The tract of land was purchased with stewardship grant dollars, and a portion of the arboretum is land actually owned by the city of Green Bay so a rental fee is not appropriate. ▪ The arboretum is NOT reservable for sole use by a group or individual need, but is open for all even when there may be an event of some type using the trails, etc. ▪ Organized events with large groups cannot reserve for sole use but can obtain approval and authority to hold their event within the arboretum. Authority for the event is approved by Public Safety in consultation with the Director of the Cofrin Arboretum and Center for Biodiversity. Some organized events would not be appropriate for this area, thus the need for approval. ▪ Organized events need to be scheduled within the campus scheduling software for information and calendaring purposes.

	<ul style="list-style-type: none"> ▪ No rental fee for organized events, but groups must cover other additional costs resulting from the event (example, extra University Police staff that may be required, physical plant costs resulting from event, etc.).
Communiversity Park	<p>Due the nature and function, this is a space is non-reservable and available to the general public, on first-come, first serve basis.</p> <p>Special Considerations</p> <ul style="list-style-type: none"> ▪ There are no restrooms, limited parking, and no rain site option in close proximity to the park. ▪ Reservable, sole use is NOT an option due to these factors. ▪ Large, organized events are discouraged because the park is open to all, but approval and authority for organized events would need to go through University Police. ▪ Organized events need to be scheduled within the campus scheduling software for information and calendaring purposes. ▪ No rental fee for organized events, but groups must cover other additional costs resulting from the event (example, extra University Police staff that may be required, physical plant costs resulting from event, etc.).
General Grounds	<ol style="list-style-type: none"> 1. Academic and Administrative Units 2. Recognized Student Organization 3. Non-University Group <p>Special Considerations</p> <p>If sole reservable use is a capability in a requested area, Student Union Department Administrator serves as the authority for determining appropriate use and any applicable fees.</p>
Phoenix Park	<p>Special Considerations</p> <p>If sole reservable use is a capability in a requested area, Student Union Department Administrator serves as the authority for determining appropriate use and any applicable fees.</p>
Mary Ann Cofrin Hall – Lenfesty Family Courtyard	<p>Usage needs to be sensitive to the contribution terms from the Lenfesty family and to the academic mission of the sample plots. All scheduling to be at the discretion of University Union Official Scheduler.</p> <ul style="list-style-type: none"> ▪ There are limited appropriate times for reservable use as to not interfere with or disrupt the academic mission of the facility. ▪ The established rental fee is comparable to other like areas or like-size areas. Because restrooms in MAC Hall would need to be available, and MAC Hall would serve as a rain site, the fee factors in these costs as well. ▪ Reserved, organized events need to obtain approval and authority to hold their event by University Police in consultation with the Director of the Cofrin Arboretum and Center for Biodiversity. Some organized events would not be appropriate for this area, thus the need for approval. ▪ Organized events need to be scheduled within the campus scheduling software for information and calendaring purposes.
Residence Life Outdoor Spaces	Same priority use as Indoor Spaces for Residence Life
Student Service Patio	See also Section 8 Specific Facility Usage Considerations
	Same priority use as Indoor Spaces for University Union

Related Documents

- [UW-Green Bay Facility Use Policy](#)
- [Third-Party Insurance Requirements](#)
- [UWGB youth Activities SOP](#)

Appendix – Event Planning Guide & FAQ

The Event Planning Guide shall serve as a guide for those looking to host an event, conference, or meeting at the University of Wisconsin Green Bay, Green Bay campus location. This document is meant to be a quick reference guide of applicable services, policies and resources. The current version of this document may be found here: <https://www.uwgb.edu/union/about/forms/>

Reference - Waiver & Subsidize Consent Example



UWGB University Reservations
 University Union Room 203
 2420 Nicolet Drive
 Green Bay WI 54311
 1-920-465-2462 / 1-920-465-2020

Confirmation

Client	Reservation: 195XXX
Event Coordinator	Event Name: Event Name
Department Name	Confirmed
UW - GREEN BAY	Status: (920) 465-2886
GREEN BAY, WI 54311	Phone: -
	Fax: Special Event
	Event Type:

Bookings / Details	Quantity	Price	Amount
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Friday, January 19, 2024

7:00 AM - 2:00 PM Event Name (Confirmed) Phx ABC
 Tables & Chairs - Oval Tables*
 Room-Space Charge: (7 hours @ \$100.00/hr) 1 \$700.00 \$700.00
 Less 89.2857% Discount -\$625.00
^Sponsored Discount Rate with Ancillary Costs^

7:45 AM - 12:00 PM Event Name (Confirmed) Cloud Lounge
 See Setup Notes

7:45 AM - 1:30 PM Event Name (Confirmed) Phx Concourse
 See Setup Notes

Setup Notes:
 Where high top tables are outside of Phoenix C by staircase, move high top tables in front of Bookstore between UTIC desk and Bookstore entrance.

 C/S two tables and put 4 chairs where the high top tables used to be (stair railing). These will be check in tables for volunteers/panelists

8:00 AM - 11:00 AM Event Name (Confirmed) 1965 Room
 Theatre Style for 60
 Room-Space Charge: (3 hours @ \$40.00/hr) 1 \$120.00 \$120.00
 Less 79.1667% Discount -\$95.00
^Sponsored Discount Rate with Ancillary Costs^

A-Equipment - Union:
 Setup Notes:
 2 tables within the room set up in the front for a panel with 6 chairs facing the audience