FACILITY USE

1.0 INTRODUCTION

The authority, purpose, priorities and limitations associated with the use of university facilities by university or non-university groups or individuals are established in the following documents:

- Wisconsin Statute 16.845
- Wisconsin Statute 11.36 (3) & (4)
- Wisconsin Administrative Code Chapter UWS 21
- UW-Stout Policy 07-61, Criminal Background Checks
- UW-Stout Policy 13-72, Mandatory Reporting of Child Abuse and Neglect
- UW-Stout Policy 16-79, Minor Protection and Adult Leadership
- UW-Stout Policy 83-35, Alcohol Beverages in Non-Instructional Settings
- UW-Stout Policy 82-31, Establishment & Revision of Rate & Fee Structure

The documents describe in detail the state and UW System terms and conditions for using university facilities and provide the necessary context for UW-Stout’s policy on facility use.

2.0 DEFINITIONS

2.1 The university's facilities are defined as the publicly owned or leased buildings and grounds of the State of Wisconsin which are subject to the custody and control of the UW Board of Regents and UW-Stout.

2.2 A recognized student organization is a group which has been chartered and registered with the Stout Student Association and the Dean of Students office.
2.3 Administrative or academic units include divisions, schools, departments, or functional equivalents at UW-Stout.

2.4 Persons or organizations not associated with UW-Stout are those sponsored or invited by a UW-Stout department or organization in the belief that the meetings or activities of the non-university groups will serve the university's purposes of instruction, research or public service.

3.0 STATEMENT OF POLICY

3.1 Each university facility has been designed for a primary function of instruction, research, public service or support and the related programming and activities associated with each. It is the policy of the University of Wisconsin-Stout to preserve and enhance the primary functions of its facilities through the priorities, the guidelines established for individual facilities, and procedures established in this document.

3.2 To the extent resources permit, UW-Stout will recognize its commitment to the requests for facility use by the university community and residents of the state, subject to the conditions described in this policy and hierarchy of priorities for use of facilities as listed in Appendix A.

3.3 An official scheduler of each facility will be designated to assure compliance with the requirements of the state and System documents listed in Section 1. The official scheduler for each facility will determine appropriateness of facility use requests, schedule the facility based on established priorities, and determine whether charges should be assessed for the use of a facility. Requests for facility use require approval from the official scheduler (see Appendix B).

3.4 Because of the status of the Louis Smith Tainter (LST) House as a National Historic Place, it is the policy of UW-Stout to limit the use of Louis Smith Tainter.

4.0 APPROPRIATE USE CRITERIA

To assure that the proposed use of any UW-Stout facility will not interfere with or detract from the university's teaching, research, or public service missions, the official scheduler will evaluate appropriate use based on the criteria listed in Appendix C.

5.0 REQUIRED INFORMATION FOR FACILITY USE

Any request to use facilities for other than scheduled instruction and research requires the official scheduler to elicit the information described in Appendix D. Additional information may be required for certain facilities.

6.0 POSTING OR DISTRIBUTING MATERIALS

Use of bulletin boards, common exterior windows, and exterior doors in university buildings is controlled by the building supervisor of each facility. The building supervisor may designate specific bulletin boards on which authorized groups may post materials. The building supervisor must also approve any materials, except those that are part of all-university policies, such as window clings, placed on exterior doors or windows in common areas.
In addition, each building supervisor may designate locations in buildings where materials may be distributed if such distribution does not interfere with the normal operation of the building and services housed in it. See Appendix E for the criteria for posting or distributing materials.

7.0 CHARGING FOR FACILITY USE

7.1 Charges for facility use will be assessed as described in Appendix F.

7.2 Accounting of Funds Collected

7.2.1 Funds collected through the implementation of this policy are to be placed, as appropriate, in program revenue facility accounts, or in the Central Facility Utilization Account if GPR facilities are rented.

7.2.2 Funds from the Central Facility Utilization account will be used in the following ways:
   (a) Funds will be credited to the facility from which they are generated.
   (b) Direct personnel support charges incurred in the rental will be made against the account.
   (c) Rental receipts from the use of GPR facilities may be used to replace equipment, repair damages, make renovations, etc., in the facility which generates the rental income. Requests may not exceed the amount credited to the facility, however.

8.0 APPEAL

If a serious challenge of an official scheduler's decision is made, the building supervisor or division administrator may serve as an appeal agent. Appeals relative to the policy itself should be directed to the Office of the Vice Chancellor of Administrative and Student Life Services.

Appendix A  Priorities for use of facilities
Appendix B  Scheduling of Facilities
Appendix C  Appropriate Use Criteria
Appendix D  Required information for facility use
Appendix E  Criteria for posting or distributing materials
Appendix F  Determination of Charges
Appendix G  Guidelines for the Use of Clock Tower Plaza by Outside Groups

If you have questions or comments, email parq@uwstout.edu.

Return to sequential index.
Appendix A. PRIORITIES FOR USE OF FACILITIES

Because the priorities for use of UW-Stout facilities vary according to the type of facility, the university has established the following hierarchy of priorities for use of most facilities. The number listed under each facility indicates the level of priority given to the activity or user group, with "1" being the highest priority and "6" being the lowest.

Instructional Space

1 – Officially scheduled lectures and labs
2 – Open labs and independent study
3 – Educational programs such as conferences and workshops
4 – Campus organizations
5 – Persons or organizations not associated with UW-Stout

Harvey Hall Auditorium

1 – Speech and drama instruction
2 – Plays and speech activities that are part of university program
3 – Other instruction
4 – University activities
5 – Activities of persons or organizations not associated with UW-Stout

Student Center/Price Commons/Tainter Dining

1 – Dining Services functions in assigned dining service areas
2 – University-recognized student groups and organizations
3 – University and administrative groups and/or organizations
4 – Non-recognized student groups
5 – Persons or organizations not associated with UW-Stout

Recreation/Athletic Complex

1 – Physical Education classes
2 – Varsity games and practices
3 – University Recreation
4 – Administrative/Faculty/Student events
5 – Other events affiliated with Stout
6 – Persons/Groups not affiliated with Stout

*Priorities may vary for individual facilities within Recreation/Athletic Complex. See Specific facility guidelines:
http://www.uwstout.edu/reccomplex/use.htm

Housing and Residence Life Facilities

1 – User fee students under contract for use of residence halls
2 – University recognized student groups and organizations
3 – University and administrative groups and/or organizations
4 – Persons or organizations not associated with UW-Stout

Louis Smith Tainter House

1 – Administrative functions of Stout University Foundation and Stout Alumni Association
2 – Special guests of UW-Stout
3 – Visiting alumni
4 – Promotional activities of Stout Foundation

University Grounds

1 – Normal traffic and lounging
2 – Recreational Activities
3 – Instruction-related activities
4 – Other activities
### Appendix B. SCHEDULING OF FACILITIES

Under authority delegated by the building supervisor of a given facility, official schedulers are authorized to schedule the facilities listed on the left, using the priorities established in Appendix A. Official schedulers are the individuals who hold the titles listed on the right.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Official Scheduler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>Registrar (in consultation with appropriate department administrator and building supervisor)</td>
</tr>
<tr>
<td>Laboratories</td>
<td>Registrar’s office</td>
</tr>
<tr>
<td>Harvey Hall Auditorium</td>
<td>Chair of Speech Communication, Foreign Languages, Theatre and Music Department</td>
</tr>
<tr>
<td>Student Center/ Price Commons/ Tainter</td>
<td>University Reservationist – Memorial Student Center</td>
</tr>
<tr>
<td>Recreation/Athletic Complex</td>
<td>Recreation/Athletic Complex Manager</td>
</tr>
<tr>
<td>Academic Year</td>
<td></td>
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<tr>
<td>Individual Residence Halls</td>
<td>Hall Directors</td>
</tr>
<tr>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>North and Red Cedar Halls</td>
<td>Hall Directors</td>
</tr>
<tr>
<td>Other Halls</td>
<td>University Conference Coordinator</td>
</tr>
<tr>
<td>Louis Smith Tainter House</td>
<td>LST Office Manager</td>
</tr>
<tr>
<td>University Grounds</td>
<td>University Conference Coordinator</td>
</tr>
<tr>
<td>Clock Tower Plaza</td>
<td>See Appendix G for Guidelines and Criteria</td>
</tr>
</tbody>
</table>
Facilities should be scheduled during normal operating hours whenever possible. Activities scheduled during times when the facility is not ordinarily open or staffed require special coordinative efforts with appropriate Physical Plant and Security, Police & Parking Services personnel. The official scheduler is responsible for contacting Physical Plant or Police & Parking Services to arrange for needed staff.

For questions about scheduling any facility not listed above or for referral to the appropriate scheduler, contact the University Conference Coordinator.
Appendix C. APPROPRIATE USE CRITERIA

- Facilities are most appropriately used by organizations associated with the university for activities of students or staff, or secondly, for public events. The LST House is an exception: Regular meetings or social functions of campus committees or groups are not appropriate for Louis Smith Tainter.
- The type of facility must be suitable for the requested use whether the user is a university or a non-university group.
- The amount of space requested must be reasonable for the requested need.
- Neither the timing nor duration of the activity in the requested facility can conflict with the university's primary mission.
- Certain facilities are not appropriate for scheduled use beyond their primary function for reasons of safety or security. Examples include the General Services Building, Administration Building, University Services Building, Robert S. Swanson Learning Center, Heating Plant, and administrative areas of Bowman Hall and academic buildings.
Appendix D. REQUIRED INFORMATION FOR FACILITY USE

The following information is required for facility use:

- Facility requested, date, beginning and ending time
- Name of organization, contact person's name, phone number
- Signature of individual requesting facility
- Signature of official sponsoring-organization or department representative when appropriate
- Approval signature of official scheduler
- Any applicable fees or charges
- Certificate of insurance
- Acknowledgement of sponsorship/Invitation
- Set up requirements
- Personnel support requirements
- Food or alcohol needs (Exclusive Pouring Rights)
Appendix E. CRITERIA FOR POSTING OR DISTRIBUTING MATERIALS

- Distribution is prohibited if a building does not have an area that can accommodate the distributed materials. Materials may be distributed outside buildings and around the campus so long as this activity does not interfere with the orderly operation of the university. Time limits for posted materials may vary by building.

- Posted or distributed materials may not promote the sale or consumption of alcohol, whether implied or stated.

- The university assumes no obligation or responsibility for the content of materials distributed on its campus and reminds those who distribute materials to be aware of applicable laws regarding libel, defamation, obscenity, or fair labor relations.

- Questions about banners, sidewalk chalking, or exterior posting of materials should be directed to the University Conference Coordinator.

- Applications of window clings and other materials to exterior doors and to windows in common areas must be authorized the by the building supervisor and must not significantly restrict visibility or otherwise affect safety.

- Questions about posting and designated posting areas within buildings should be directed to the individual building supervisor (see Policy 82-33 rev. for listing of building supervisors).
Appendix F. DETERMINATION OF CHARGES

- Events which relate specifically to classroom instruction and/or university administrative operations will ordinarily be allowed to use state-funded facilities without facility use charge. Self-sustaining (program revenue) facilities generally are not to be used for specific classroom functions. However, set-up, clean-up, and other special charges may be assessed.

- Events relating specifically to the purpose of a recognized student organization or university department will not result in charges unless set-up, clean-up, staffing, special charges, and/or off-hours are involved. Scheduled events which do not relate to specific program purposes may result in rental or other charges.

- Sponsored non-university groups will be charged. When the activity is defined as a community service by the facility's official scheduler, a division administrator or the chancellor, these fees may be adjusted or waived.

- Rental, set-up, and other appropriate charges will be assessed when, for the purpose of using university facilities, University Department or recognized student organization acts as a representative for a non-university organization or individual.

- Activities which require above-normal staffing for maintenance, security, or other purposes during or outside of regular operating hours will be charged. However, direct pay to any university staff member from the renter is not permitted.

**Rental Charges and Costs Incident to Facility Use**

Academic Building and Facilities: A basic rate will be charged at an hourly rate to cover incidental costs (i.e. heat, electricity, water, etc.). Physical Plant is responsible for the rate development and approval in accordance with UW-Stout Policy #82-31 on determination of rates and fees.

- A special facilities rate, plus the basic rate, will be charged hourly to cover costs associated with special facilities such as laboratories, auditoriums, physical education and athletic facilities. The special facilities rate will be developed by personnel in charge of a given facility and approved by the Vice Chancellor for Administrative and Student Life Services and the Chancellor.

- The rates charged for use of UW-Stout facilities will include such costs as heat, electricity, insurance, and water, as well as reimbursement of all costs incident to use of a facility such as set-up, clean-up, security, damages, or moving equipment from one facility to another.

- Activities which require above-normal staffing for any purpose during or outside of regular operating hours will be charged the average current rate for the employee classification, including overtime and fringe benefits, for each additional staff needed. Direct pay to any university staff member is prohibited.

- A deposit may be required to reserve facilities.
Appendix G. GUIDELINES AND CRITERIA FOR USE OF CLOCK TOWER PLAZA BY OUTSIDE GROUPS

1. Groups and organizations wishing to use Clock Tower Plaza must write a letter on the organization’s stationery to the University Conference Coordinator with the following information: a) name and description of the event; b) time and date; c) any special needs such as electricity or physical plant setups.

2. The coordinator will review the request to determine if it meets the requirements set forth in Chapter UWS 21 of the Wisconsin Administrative Code (Use of University Facilities). Response to the request will be in writing from the coordinator. If the request is granted, copies of the letter are sent to the Director of the Physical Plant and the office of University Relations. If electricity or physical plant set up is required, the Director of the Physical Plant will determine the estimated amount that will be charged back to the participating organization.

3. Non-university organizations sponsoring events at this facility must carry their own casualty and liability insurance and must comply with all federal and state statutes, city ordinances, administrative rules and university policies that apply to the event. Sale or promotion of alcoholic products is prohibited. Further, groups and organizations using this facility must comply with the contractual obligation the university has with Pepsi Cola for exclusive pouring rights. Sponsors of the event will be required to sign a liability waiver and, in some cases, provide a certificate of insurance.

4. Normally, use of this facility will be for non-profit and community organizations. However, commercial use will be permitted on a limited basis if it is clearly in the interest of the university to do so.