

Thank you for choosing University Housing at UW-Madison. For questions regarding your event, please contact:

Housing Event Services

Phone: (608) 262-3671

Email: reservespace.mailbox@housing.wisc.edu

By reserving space through Housing Event Services, the signatory agrees to follow Housing and Campus policies and procedures.

Once contract has been signed by signatory and returned to Housing Event Services, any changes will incur additional fees:

- Change in set up 1-30 day(s) before event: \$30
- Changes in set up, day of event: \$60
- Room resources added or subtracted the day of event, will be charged an additional full price with no group discount.

The signatory(s) shall be responsible for the supervision and control of the agents, employees, guests and contractors and their activities on University premises.

General Facility Use Policies

All facility users and customers must abide by UW-Madison Facilities Use Policies and Guidelines as outlined at <https://finadmin.wisc.edu/facility-use-guidelines/>.

All groups using Housing Facilities must also be in compliance with University and Housing policies.

Activities and events in University Housing facilities which may involve demonstrations, protests, or large gatherings must abide by UW System policies outlined in UWS 18.11(4). Failure to comply may result in action by University Housing and/or involve UW-Madison Police as defined in UW-Madison Police policy (46.6). University Housing reserves the right to take action to ensure the interests of the campus community, university guests, and property are protected. University Housing reserves the right to approve operating procedures and attendance limits for all functions.

ADA Compliance

Compliance with applicable provisions of the Americans with Disabilities Act (ADA) is required for events held in University facilities.

Alcohol

Alcohol use is not permitted during most events in University Housing. Alcohol is specifically prohibited during activities organized by Registered Student Organizations. University Housing catered events that do permit alcohol will only occur in the Non-Residential Hall Spaces.

In order to serve alcohol at an event, Housing Catering must be used, as they hold the Alcohol Beverage Permit.

Animals

Animals are not permitted in Housing facilities, with the exception of service animals and pre-approved and licensed programs.

Arts and Crafts

Arts and crafts activities are permitted in University Housing event spaces under the following guidelines.

Groups are responsible for taking precautionary measures (i.e. table/floor covering, cleanup supplies, etc.) to prevent damages.

Arts and craft activities may be limited to non-carpeted locations within Housing.

Activities with tie-dye and spray paint must be done outside on an approved green space location. An inclement weather site may be planned for tie-dye activities in Sellery Hall if Beehive arts and craft room is available. There is no inclement weather location for spray painting.

All damages or excessive cleanup needs resulting from arts and crafts activities will be the responsibility of the group.

Cancellations

Catering - Cancellations and/or changes to the reservation pertaining to food and catering services, must be made at least 14 days in advance in order to not be charged. There are no refunds for cancellations less than 14 days prior to the event.

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 signatory 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.

Décor

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.

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 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.

Financial Obligations

Groups will be financially responsible for any damages or extra cleaning required and may be denied future use of space for this reason.

Any organization, group, department, or office with outstanding financial obligations to the Division of University Housing may be denied future use of space.

Fire Safety

Groups, during the course of setting up, taking down, or during the event, shall not block aisles or fire exits.

Food and Beverage

No outside food or beverages may be carried into the meeting or event space, unless given permission by an Event Coordinator. Outside vendors must be insured and approved by the Procurement process and ShopUW+ Supplier Contract Module (<https://policy.wisc.edu/library/UW-3049>). Due to University food policies, Housing Catering cannot allow groups to take away leftover food from an event.

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.

Liability Insurance

All groups not sponsored by a campus department or unit, need to get event insurance if they have a stage or physical activities (i.e. dance performance, outdoor bounce house, etc.) For instructions on how to purchase TULIP Insurance, please see: <https://businessservices.wisc.edu/managing-risk/facilities-events/>

Parking

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.

Rental Equipment/Tents

Groups requesting rental equipment (such as tents) for outdoor events must work with University

Housing to make sure equipment meets Housing's guidelines.

When rental equipment is requested, Housing Event Services needs to ensure that equipment is appropriate for the space.

The payment to the rental company will be handled on a case-by-case basis. At times, the customer will pay the company directly and at other times, the company will bill Housing who will in turn bill the customer.

Sales in Housing Facilities

Sales in University Housing shall be limited to selected items and memorabilia type items in designated locations and in a manner defined by this policy:

1. Prior approval is required of all items to be sold. A Sales Request Form will be provided.
2. The Director of Conference, Event & Desk Services shall grant approval for the sale.
3. As guidelines in determining what can be sold, the Director of Conference, Desk & Event Services will consider the following criteria:
 - (a) the item is low cost
 - (b) the item is not demeaning or embarrassing to the Division, the University or conference attendees
 - (c) the sale would improve the community feeling of the program or is appropriate to the purpose of the program (e.g. sports drinks for sports camps)
 - (d) there is no unreasonable profit incurred in the sale
 - (e) the sale does not violate any University or State guideline

Memorabilia items are examples of items acceptable for sale. This includes T-shirts, hats, caps, clothing and other items printed with the program name or slogan.

4. Door-to-door sales are prohibited.
5. Profits from a sale intended for the University or sponsoring department must go to the treasury or budget of the University recognized group program.
6. The sale of food items is not permitted.
7. Groups are responsible for withholding and remitting appropriate sales tax for any item sold.
8. Individuals who are serving as speakers and presenting at a scheduled program may sell books, CDs, videos and similar items provided that sales and solicitations comply with the provisions of UWS 18.06(16). University Housing will not handle any of the sales transactions.

Security

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.

Sound/Noise

Sound amplification must be contained to the reserved room and/or space and must not present a disruption to other customers and residents. If sounds will be above what is contained, then buffer rooms on either side must be reserved and paid for.

Built-in speakers are presentation-grade, not performance-grade. Performance-based events are required to use portable speakers (available through University Housing or an outside vendor).

Youth Compliance

This event is subject to the definition of “Program” in the UW-Madison Minor Protection and Adult Leadership Policy, and such, by entering into this agreement signatory hereby warrants that its employees and agents shall fully comply with the UW-Madison Minor Protection and Adult Leadership Policy, a copy of which is available at <https://policy.wisc.edu/library/UW-1045>.

Signatures are required only for events including admission charges, catering, room fees, or charges for special equipment.

Signature of Authorized Representative: _____ Date_____

Please Print Name: _____

Relationship to Dept/Organization: _____