

Administrative Policy 18: Facilities Use Policy	Issued: 7/27/2005 Revised: 4/3/2013	Reference: Facility Usage Rates Policy 4 Alcohol Use Policy 21 Food Service
	Institution Approval:	
	Reviewers: Facility Use Advisory Committee	Maintained By: Student Center / D Casey

18.01 Background

The authority, purpose, priorities and limitations associated with the use of university facilities by university or non university groups or individuals is based on the following policies:

- UW-Parkside Mission
- Wisconsin Statute 16.845
- Wisconsin Administrative Code Chapter UWS21
- Wisconsin Administrative Code Chapter UWS18.06
- Wisconsin Statute 11.36 (3) and (4)
- Wisconsin Administrative Code Chapter UWS 8.025
- Financial and Administrative Policies - Financial of Auxiliary Operations (F43)
- UW System Regent Policy Document - Competition with the Private Sector (12-1)

18.02 Definitions

18.02.00 University Facilities – All publicly owned or leased buildings, parking lots and grounds of the State of Wisconsin, which are subject to the custody and control of the UW Board of Regents and UW-Parkside.

18.02.01 Internal Group is made up one or more of the following:

- Administrative or academic units – divisions, colleges, departments/units or functional units at UW-Parkside.
- University Recognized Student Organizations- a student organization that is recognized by the Student Activities Office.
- Other Recognized Organizations – an entity that is not an administrative or academic unit but is directly related to the mission of the institution (e.g. Alumni Association, Parkside 200 Booster Club, UW-P Foundation Board, Governance groups).

18.02.02 Sponsored Group– an organization or group that is not recognized by the university but is authorized to use the facilities because of sponsorship by an Internal Group. The primary contact for the event must be a member of the university community and all costs for the event must be paid through a university account, Foundation account or student organization private account.

18.02.03 External Group – All other groups, businesses or individuals that do not meet the criteria listed above including state, county or local governmental units or agencies.

18.02.04 Internal Event- Any event coordinated by an Internal Group where the primary audience is university faculty, staff or students.

18.02.05 Sponsored Event- Any event cosponsored by an Internal or Sponsored Group whose primary audience is not university faculty, staff or students. This includes any meetings and events where admission, registration or membership fees are required. The primary contact for the event must be a

member of the university community. A university account, Foundation account or a student organization private account must be used to pay costs associated with the event. In addition, all advertising and promotion must clearly identify the Internal Group.

18.02.06 External Event – Any event coordinated by an External Group.

18.02.07 Building Schedule – A schedule that defines the designated hours of operation for a building.

18.02.08 Scheduler – The individual designated as having authority and responsibility to schedule assigned facilities in accordance with the conditions described in this document.

18.02.09 Facility Use Advisory Committee – A committee appointed as an advisory committee to the Chancellor's Cabinet.

18.03 Appropriate Use of University Facilities

18.03.00 The primary purpose of the University of Wisconsin-Parkside is to provide a learning environment in which faculty, staff, and students can discover, examine critically, preserve, and transmit the knowledge, wisdom, and values that will help ensure the survival of this and future generations and improve the quality of life for all. The University seeks to help students to develop an understanding and appreciation for the complex cultural and physical worlds in which they live and to realize their highest potential of intellectual, physical, and human development. Facilities of the University are dedicated to serve these purposes and are thereby primarily for University instruction, research, and public service. University facilities are not available for unrestricted use by non-University groups, especially those purposes that conflict with the University's mission.

18.03.01 To the extent resources permit, UW- Parkside will recognize its commitment to the local and regional community it serves by allowing requests for facility use. If, in the judgment of the Chancellor or his/her designee, the meetings or activities of a non-University group will contribute to and serve the University's mission and purposes, University facilities, when available, and subject to necessary routine administrative procedures, may be used by that group. The Chancellor or his/her designee may authorize the use of University facilities for the purpose of conducting religious worship services, which must be primarily for University students, faculty, and staff. University facilities may not be used for political solicitation.

18.03.02 Any person or group using University facilities or grounds must during the period of use adhere to applicable University policies and procedures and to federal, state and local statutes, regulations and ordinances. Conference and Event Services reserves the right to suspend eligibility or deny applications for facilities or grounds use if the prior conduct of a group or entity did not comply with these requirements.

18.04 Conditions for Use of University Facilities

The university regulates the use of campus facilities to prevent interference with its activities or the overall mission of the institution. Internal events and sponsored events will be given priority related to use of the facilities since these events align more closely to the University's mission.

The University requires the use of authorized names for buildings, named rooms, laboratories, etc.; and named exterior areas on the University of Wisconsin-Parkside campus on all event promotion. These are the only names that should be used when referring to these buildings and areas. Always use the full name of a specific area (i.e., Darshan Dhaliwal Modern Languages Laboratory, Frank J. Petretti Fieldhouse, etc.). Any questions related to these requirements should be directed to University Relations and Advancement.

The serving of food and alcoholic beverages on university property is governed by Administrative Policies #21 and #4.

18.05 Scheduling of Facilities

All reservations for facilities must be made through the Event Management System (EMS). Reservations for facilities may be made for any date except for when the university is officially closed.

After term (academic class) scheduling has been completed and the information has been downloaded to the Event Management System, instructional space is available for general use. Generally speaking, instructional space is available for scheduling according to the following schedule:

- Fall semester – After April 1st
- Winterim – After November 1st
- Spring semester – After November 1st
- Summer Session – After February 1st

18.06 Priorities for Use of Facilities

Priorities for use of university facilities vary according to the type of facility. The university has established the following hierarchy of priorities for use of most facilities. Requests for an exemption from the established priorities should be directed to the University Reservations/Conference and Event Services who will consult with the Facility Use Advisory Committee and others as appropriate.

18.06.00 Instructional Space

- Officially scheduled class and labs (including but not limited to: studio, galleries, and theatres)
- Open labs, independent study and lab preparations
- Faculty research and scholarly activities
- Internal group
- Sponsored group
- External group

18.06.01 Rita Tallent Picken Regional Center for Arts and Humanities

- Officially scheduled classes and labs
- Fine Arts productions and rehearsals
- Arts Alive! and other internally sponsored arts programs
- Internal group
- Sponsored group
- External group

18.06.02 Parkside Student Center

- Dining service operations (regularly scheduled hours)
- Internal group
- Sponsored group
- External group

18.06.03 Wyllie Hall Main Place

- Commencement
- University recognized student organizations

- Internal group
- Sponsored group
- External group

18.06.04 Sports and Activity Center

- Commencement
- Officially scheduled HESM classes
- Intercollegiate athletic events
- Intercollegiate athletic practices
- Intramurals/club sports
- Internal group
- Sponsored group
- External group

18.06.05 Outdoor Space

- Officially scheduled classes and labs
- Internal group
- Sponsored group
- External group

The University reserves the right to make changes at any time to accommodate the greatest number of requests or to assign the most appropriate facility for the event.

Although Internal, Sponsored and External Groups may request use of a specific room, facility, or other location, University Reservations/Conference and Event Services shall make final space assignment decisions.

18.07 Facility Use Advisory Committee

The Facility Use Advisory Committee shall be comprised of representatives from the following areas:

- College of Arts and Humanities
- College of Business, Economics, and Computing
- College of Natural and Health Sciences
- College of Social Sciences and Professional Studies
- Center for Community Partnerships
- Facilities Management
- Parkside Student Center: University Reservations/Conference and Event Services
- Police Department
- Registrar
- Residence Life
- Sports & Activities Center

18.08 Policy Review

The University Facility Use Advisory Committee shall review the University's Facility Use Policy and Facility Use Charges annually. At that time each respective scheduling entity will update rate schedules and make recommendations to the Advisory Committee. Recommendations for changes, including updated rate schedules, will be forwarded to the Chancellor's Cabinet for approval no later than March 1st.