

Facilities Use Form

1006 Connie Road - Baraboo, Wisconsin 53913

Phone: (608) 355-5222 | Fax: (608) 355-5290

Please submit 30 days before event.

Please complete the following, then sign on pages 1, 4 & 5, date and forward with A COPY OF YOUR INSURANCE LIABILITY CERTIFICATE to riviereg@uwplatt.edu

Organization Legal Name: Sauk County Land Resources and Environment Department Tax Exempt? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please attach document.	Organization Address (for invoicing): 505 Broadway St. Baraboo, WI 53913
Organization Contact Person: Justine Bula	Contact Phone Number(s): 608-355-4842
Contact Person E-mail Address: justine.bula@saukcountywi.gov	Event Name: Grazing Workshop with Jim Gerrish
Event Date(s): Tuesday, June 11, 2024 Circle Days: M <input checked="" type="radio"/> T <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F <input type="radio"/> Sat <input type="radio"/> Sun	Estimated Attendance (each day if needed): 130
Reservation Time(s) (Time you would like room access): Start: 7:30 am End: 2:00 pm	Event Time(s) (Time of actual event): Start: 9:00 am End: 1:00 pm
Please list technical needs (computer, projector, microphone, etc.): Computer, projector, large screen for projector, lectern/podium, microphone	
Please select catering and/or beverage service request (onsite food & beverage dept requirements): <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Appetizers or Snacks (All food/dining requests must first be run by campus catering before using outside vendors) <input type="checkbox"/> Alcohol (must be cleared with UWP BSC and dispensed by an agent with a Wisconsin bartender's license.) Once the form is filled out and returned, it will be sent through an approval process.	
SPACE REQUESTED (room names): Giese Lecture Hall (room A001), common area outside of the Giese Lecture Hall, Bluff View Cafe for lunch Room Set Up – Please describe (or attach description or images): <small>For the Giese Lecture Hall, we will need all screens setup for a presentation by our keynote speaker. For the common/lounge area outside the lecture hall, we would like to serve coffee, fruit, pastries, and morning refreshments in this area as well as have a check in table (6' or 8' long table) for registration setup.</small>	
I have read the Facility Use Policy and Procedures, the Uniform Statement of Responsibility, the Alcohol Policy, and the Adult Leadership (Minors Protection) Policy. On behalf of the organization I represent, I assume responsibility for the use of the facility and payment of fees. Please sign here and at the end of each policy below. Signature: <u></u> Title: <u>ADMINISTRATOR</u> Date: <u>1/23/2024</u>	

Facility Use Costs

1. Organizations/departments associated with the university are, in general, not charged for facilities usage. Associated university organizations may be charged rental fees for revenue producing activities.
2. Cancellation without notice or within 72 hours of event, can result in loss of deposit.
3. The campus reserves the right to cancel events, normally prior to 72 hours, when an urgent campus, county, or city space need occurs to meet the mission of the University.
4. Weekend costs may vary.
5. For more information about room rentals contact the Administrative Office at 608-355-5222.

Room Rental Rates

Room	Capacity (max)	Public sector, non-profit, non-commercial uses (≤ 4 hours)	Public sector, non-profit, non-commercial uses (daily)	Commercial & For-Profit Purposes (≤ 4 hours)	Commercial & For-Profit Purposes (daily)
Classrooms	32 to 42	\$25	\$50	\$30	\$60
Leo G. Rodems Room	40	\$25	\$50	\$40	\$80
Computer Lab A216 or A118	32	\$40	\$80	\$90	\$175
Student Commons A Building	70	\$25	\$50	\$50	\$100
Student Welcome Center-Lange Building	30	\$30	\$60	\$45	\$75
Conference Rooms	10 to 20	\$25	\$50	\$50	\$100
Dance Studio	1400 sq. ft.	\$20/hour	\$20/hour	\$50/hour	\$50/hour
Outdoor Terrace*	Seating for 400	\$50	\$100	\$100	\$200
Kenyon E. Giese Lecture Hall A104	120	\$70	\$120	\$100	\$200
Jenny Eddy Lecture Hall A001	60	\$60	\$100	\$100	\$200
Gymnasium L130	300 seats bleacher	\$100	\$200	\$250	\$475
Joe Wankerl Bluffview Café L226	75	\$50	\$100	\$100	\$200
R. G. Brown Theatre B123 Conference usage/meetings	220	\$40/hour	\$40/hour	\$50/hour	\$50/hour
R. G. Brown Theatre – Rehearsal usage	N/A	\$30	\$75	\$100	\$200
Science Lab: Biology A005			\$200		\$400
Science Lab: Chemistry A008			\$200		\$400

**NOTE: Outdoor space – rental of tables, chairs or tents will be an outside vendor.
Please inquire regarding trash receptacles and trash removal.*

Custodial services	\$35/hour
Dedicated technical support services (to this event)	\$35/hour
R. G. Brown Theatre booth technician	\$35/hour
Other:	\$
Other:	\$

Facility Use Policies and Procedures

Reservations Procedure

1. Facilities use will be authorized that is consistent with and supports the mission of the University of Wisconsin – Platteville.
2. Facilities Rental Form will be completed and submitted to the campus Administrative Office 30 days prior to event.
3. An authorized representative of the organization will sign the form with attached insurance liability waiver, indicating that s/he has read and understands the policies and procedures governing the usage of campus facilities and agrees to comply with the policies and procedures.
4. All cancellations will be received at least one week in advance of the event. The University reserves the right to change or cancel the arrangements, in an emergency, upon 72-hour notice to the User.
5. Upon approval, one copy of the Facilities Use Form will be returned to the person responsible for the event. Any subsequent modifications require an updated Facilities Use Form.

Cancellation Policy

For reservations requiring attendance or work by campus personnel outside of regular campus hours (M-F 8 am to 5 pm), cancellations made 7 days or less before the event will be subject to a fee of \$100, or the expected cost of the reservation, whichever is less.

For reservations requiring attendance or work by campus personnel during regular campus hours (M-F 8 am to 5 pm), cancellations made 3 days or less before the event will be subject to a fee of \$100, or the expected cost of the reservation, whichever is less.

For events not requiring participation of UWP-BSC personnel, cancellations made 1 day or less before the event will be subject to a fee of \$50, or the expected cost of the reservation, whichever is less.

Scheduling Priorities.

Scheduling priorities are as follows: 1) University needs; 2) City of Baraboo and Sauk County departments; 3) other government and public education agencies. Other requests are treated on a first-come, first-served basis.

General Conditions of Use

1. The renting organization assumes responsibility for all additional expense to the University. Examples include custodial services, security, labor, utilities, damage.
2. The activity will not obstruct, hamper, or endanger the normal functioning of the University.
3. The activity will remain within the overall educational and public service objectives of the University System.
4. Religious services or instruction may not be conducted on a regular or continuing basis on the campus.
5. University regulations prohibit the selling, peddling, or solicitation for the sale, of goods or services or contributions, on University property by persons not associated with the University, unless by or under the sponsorship of a University or registered student organization pursuant to a contract with the University for the allocation or rental of space for such purpose.
6. The University name may be used to indicate event location. Please consistently use the correct campus name: UW-Platteville Baraboo Sauk County or University of Wisconsin-Platteville Baraboo Sauk County. The posting of flyers, directional signage, and event information around campus, will be utilized so it will not harm campus facilities, and will be dated, with the user organization name, and must be removed upon the event ending.
7. When an admission charge is made, or approved sales of goods or services occur, the organization assessing admission charges or selling goods or services assumes full responsibility for collecting, reporting, and transmitting all applicable taxes to appropriate State or Federal agencies.

8. Use of the University name or logo is encouraged; an official logo will be provided upon request. The University reserves the right to review advertising and promotion of any event held on the grounds and will approve all advertising posted on or off campus grounds.

Use-Specific Provisions

Supervision and Security. The facilities and grounds will not be made available for community use unless a member of the University staff is on-duty during the period requested. The City of Baraboo Police Department is responsible for general campus security. If the renter deems that security must be provided for its event and its patrons, the renter must contract for its security and pay directly. Security vendor must be approved by the University.

Food Service. All food/beverages should be catered through the University's food service provider which has the right of first refusal. Contact is Food Services Director, Brad Wilson, at wilsonbrad@uwplatt.edu or 608-355-5205. Arrangements for other approved caterers can then be secured if campus food service is not able to accommodate the event.

Alcohol. Pursuant to UWS 18.09, the use or possession of alcoholic beverages is prohibited on all university premises, except as permitted by the Chancellor or the Chancellor's designee, subject to statutory age restrictions and the conditions described in the UW-Platteville General Policies - Alcohol Policy.

1. "Carry-in" alcohol beverages are never allowed.
2. Alcoholic beverages will be dispensed by employees of the University or its approved agents who are of legal age and have received proper training. In general, an approved agent will have a Wisconsin bartender license. In general, training includes that training necessary to attain license and orientation to campus facilities related to serving alcohol (e.g., storage, cordoning of space for consumption for local ordinance, etc.). Persons serving alcohol will be informed that state law prohibits sale of alcohol to an intoxicated person. (see Wis. Stat. Sec. 125.07(2) and/or other relevant statutes).
3. Alternative, non-alcoholic beverages and food must be available and in evidence at every event at which alcohol is served. Water is not by itself an acceptable alternative.
4. The sale of alcoholic beverages will cease one-half hour before the end of the event.
5. Activities co-sponsored by student organizations, at which alcohol will be served, may have additional requirements.

Fees

1. Rental Charges. Organizations not associated with the University, City of Baraboo, or Sauk County, are subject to facility rental charges.
2. Incidental Costs. State law requires that organizations not associated with the University reimburse the University for costs incident to the use of facilities. The costs may include maintenance, utility usage, supplies used, security, and indirect costs. If the University deems that additional security must be provided for its facility or the event, the University will contract for the security, and charge the renter.
3. Exceptions. Any exceptions to these guidelines should have documentation to be included with this form.

Liability. The facility user hereby agrees to hold harmless the State of Wisconsin, the Board of Regents of the University of Wisconsin, the University of Wisconsin-Platteville Baraboo Sauk County, City of Baraboo, Sauk County, their officers, employees, and agents from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required arising out of the actions of the facility user in the course of their use of the facilities.

The institution can request proof of commercial general liability insurance (\$1,000,000 liability and \$30,000 damages), naming the Board of Regents of the UW-System, as additional insured for events or activities, and other types of insurance deemed necessary by the institution. For example, such proof of insurance would be expected for athletic activity, large group events, etc., or any activity for which the University Risk Manager requires such proof of insurance.

The user may in no way construe or imply use of facilities as University endorsement of an organization, its program, or any viewpoint.

Liability Waiver. My signature on this document indicates that I, on behalf of myself or the group, or the organization I represent, have accurately described our event and its needs, that I have read and understand the above regulations regarding the use of campus facilities, that I accept responsibility for all University equipment used, that I guarantee payment of all state costs and rental charges, and that I accept the liability clauses above. I also declare that our organization does not discriminate because of race, color, religion, creed, sex, age, disability, sexual orientation, national origin, marital status, or any other basis protected by applicable state or federal law.

Signature  Title ADMINISTRATOR Date 1/23/2024

Uniform Statement of Responsibility, Release and Authorization For Use of University Facilities

Whereas the named organization desires to use University facilities at the University of Wisconsin-Platteville Baraboo Sauk County for non-university sponsored activities and/or programs, and the University has approved the use of these facilities, the undersigned does hereby agree as follows:

- 1) To assume full legal and financial responsibility for any and all damages to University buildings, facilities and/or equipment used while conducting this program, and to be responsible for removal of all personal materials prior to leaving the building or facility at the completion of each program/event. Charges will be assessed to the undersigned for restoration and property removal if applicable. The use of confetti and/or affixing tape to any painted surface is prohibited;
- 2) To grant the University, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve the health and safety of participants during the use of these facilities including authorizing medical treatment on behalf of participants at the participants expense and of returning the participant to their home;
- 3) To conform to all applicable policies, rules, regulations, and standards of conduct as established by the University, including the Minor Protection and Adult Leadership, Criminal Background Checks, Child Abuse and Neglect Reporter, The Jeanne Clery Act, EO54, and Children [Dependents] in the Workplace. (addendum);
- 4) To waive any claim for damages or compensation resulting from fire, casualty or other circumstances rendering the fulfillment of this agreement impractical or impossible, and understands that the University shall not be liable for any loss whatsoever as a result of such changes, with or without notice;
- 5) To voluntarily indemnify and to hold harmless the University of Wisconsin-Platteville, the Board of Regents of the University of Wisconsin System (Board of Regents), their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney fees) arising out of the use of University buildings/facilities which do not arise out of the negligent acts or omissions of an officer, employee, or agent of the University and/or Board of Regents;
- 6) Acknowledges reading this document and understands and accepts the terms as stated:

Minor Protection and Adult Leadership Policy

PURPOSE

To provide for appropriate supervision of minors not enrolled or accepted for enrollment at a UW institution who are involved in University-sponsored programs, programs held at the University via written agreement or sponsorship and/or programs housed in University facilities at all geographic locations. Supervision of minors who are subjects in University research is addressed by the Institutional Review Board process and is not addressed by this policy.

This policy also does not apply to general public events or locations that are generally open to the public, such as arboretums and unions, and where parents/guardians are invited and expected to provide supervision of minors.

The University System has adopted the following policies for the safety and well-being of minors that attend our various programs for minors. These policies are primarily for the protection of minors; however, they also serve to protect adult employees and volunteers.

DEFINITIONS:

Authorized Adult - Any person eighteen (18) years of age or older in a paid or unpaid supervisory or leadership position.

Minor - A person under the age of eighteen (18) who is not enrolled or accepted for enrollment at the University.

One-on-One Contact – Unsupervised interaction between an Authorized Adult and a participant in a program without at least one other Authorized Adult, parent, guardian, family member or another minor being present.

Programs - Programs and activities offered by various academic or administrative units of the University. Non-University groups that use University facilities for programs must have an agreement. This includes but is not limited to workshops, sport camps, academic camps, conferences, and similar activities. Outside groups or organizations, that contract with the University to use University facilities for programs must warrant that they follow the Minor Protection and Adult Leadership Policy.

University Facilities - Facilities owned by, or under the control of, the University. University daycare and preschool services or services provided by a licensed health care provider (or employee or volunteer acting under the direction of a licensed healthcare provider) are not included in the definition of university facilities and will follow applicable laws, regulations, and separate policies that reflect the unique activities that occur in those locations.

POLICY:

One-on-one contact between an adult and a minor is prohibited. A group setting must always be maintained which means that one-on-one contact between adults and minors is not permitted during the duration of the program. Exceptions:

- The case of a child and parent, guardian, or family member relationship.
- Instructional settings where one-on-one tutoring ensues. In such settings, free access to the instructional setting by authorized persons to and from any space must always be maintained.

Examples to achieve this include no window or door coverings that would restrict or eliminate visibility into the room and ensuring doors that are used to enter and exit the space are unlocked and accessible. In such settings it is strongly encouraged to leave doors open when feasible.

- **Authority of Risk Manager or Human Resources Director.** An institution's risk manager or human resources director (or their designee) may grant limited exceptions to this policy. Factors to be considered in evaluating an exception are:
- One-on-one contact should not be permitted unless it would fundamentally alter the nature of the service being provided. If one-on-one contact is permitted, free access to and from any space must be maintained.
- The number of adults present must always be enough to ensure adequate supervision of minors.

Supervision. An appropriate ratio of staff members (adults) to campers (minors) must be maintained. See Appendix for recommended ratios for campers.

Overnight events. In the case of adults supervising minors overnight, other than the minor's own parent, guardian or family member, an Authorized Adult should not enter a minor's room, bathroom facility, or similar area without another Authorized Adult in attendance, consistent with the policy of not having one-on-one contact with minors.

Privacy of youth respected. Adults must respect the privacy of minors in situations such as changing clothes and taking showers, whenever possible. Intrusions are permitted only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Inappropriate use of cameras, imaging, or digital devices prohibited. Use of such device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants is prohibited.

Emergency Exception. The two-deep leadership requirement may be suspended if an emergency warrants it (e.g., one adult accompanies a minor to the emergency room, is summoning law enforcement, or is searching for a missing minor). An alternative adult must join the group to reestablish leadership as soon as feasible.

Violations. Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

This section is completed by UW-Platteville Baraboo Sauk County Staff

Room Rental _____	\$ _____
Technical Services _____	\$ _____
Custodial Services _____	\$ _____
Catering _____	\$ _____
Total Estimated Cost \$ _____	

The fee will be determined following the event and the user organization will be invoiced. Additional support required will increase fee, however, the cost of set-up and clean-up has been estimated and included in the estimate.

Campus Authorization

Signature: _____ Title: _____ Date: _____

Additional Stipulations: _____

