

Title: Reservation and Facility Use Policy

Last Revised: November 2015

Recognition

Student groups and organizations must be recognized by the Oshkosh Student Association (OSA) in order to use Reeve Memorial Union facilities and equipment at student rates. They must also be in good standing with OSA and Reeve Memorial Union.

Responsible Use

Groups and organizations scheduled to use the Reeve Memorial Union facilities are responsible for the actions of their members and guests. This includes proper use of the facilities, furnishings and equipment in the scheduled areas by anyone attending the function.

Reservations

All reservations for meeting rooms and lounge areas must be made with the Reservation Office in the Union Administrative Office during regular office hours. Reservations made within 72 hours of the actual event will be made only on a space/staff available basis.

Special Events

Depending on the type of event scheduled a pre-event meeting may be required. Special events that may require this type of meeting include one or more of the following: outdoor event, more than 250 guests, live performance/non-seated active crowd, event time past normal building close (11 pm) and/or a potentially controversial topic/speaker. Depending on the type or nature of the student organization event, the group's campus advisor may be required to attend the planning meeting and event.

Extended Hours

Events scheduled in Reeve Memorial Union requiring extended building hours (early or late) will be assessed an hourly rate in addition to any rental and service rates. Student organizations will be required to pay half the posted department rates for rooms and equipment when fewer than 50% of the event's attendees are current students of UW Oshkosh.

Late Cancellations/No-Shows

The sponsoring group agrees to cancel reservations as soon as possible if plans are changed so the space can be made available to other groups. A rental charge will be assessed for cancellations when other reservations have been refused and space is unused. Labor charges will be assessed when a specific room/equipment set up has been requested and has occurred prior to cancellation. It is the student group's responsibility to cancel reservations. Right to reserve rooms will be revoked for the semester if a group fails to cancel reservations more than three times.

Right to Cancel

Reeve Memorial Union reserves the right to cancel or alter any reservation if it conflicts in any way with the general policy and educational mission of the University.

Deposit

A deposit is required for non-student organizations (university departments or state agencies).

Financial Responsibility

Groups or organizations with past due accounts beyond 30 days will not be able to reserve rooms for future events and any current reservations may be canceled until the balance due is paid in full.

Cleaning/Damage Fees

Charges, in addition to rental fees, will be assessed for labor when an excessive amount of cleaning is required to return the reserved areas to a condition adequate for continued use. There will be extra charges assessed for damages resulting from chewing gum, candle wax, posting tape or misuse of any furnishings and/or equipment where repairs or replacement is required.

Audio-Visual Equipment

Reeve Memorial Union will supply standard audio-visual equipment at posted rates if equipment is available. Audio-visual equipment is available on a "first come, first served" basis. If an event requires special setup or equipment for any campus building other than Reeve Memorial Union, please contact the Facilities Management Office. For audiovisual equipment needed outside of Reeve Memorial Union, contact Classroom Technology (classroomtech@uwosh.edu).

Food Service/Catering

All food served in Reeve Memorial Union must be provided by University Dining services (retail operations or catering) or in accordance with Policy 3C.2, Approved Off Campus Vendors. Arrangements for food (snacks and beverages) are to be made with the catering staff at least one week in advance of the event. Final arrangements must be completed and guarantee numbers for catered events confirmed 72 hours before the scheduled event.

Alcohol

All events and activities taking place in Reeve Memorial Union must abide by campus alcohol policies. Copies of the UWO Code of Conduct regarding the Possession & Consumption of Alcoholic Beverages are available at the Reeve Memorial Union Reservations Office. Alcoholic beverages may be served on a catered basis as requested by University organizations, or other functions, and must be approved by the University. Alcoholic beverages cannot be carried out of beverage serving areas.

Decorations

Decorations, displays or exhibits that require flame, smoke, fog or water cannot be used in Reeve Memorial Union. Hurricane candles are permitted when special arrangements have been made through the Reeve Memorial Union Reservation Office. Open flame candles, confetti and glitter are prohibited. The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, door frames, columns or staging for attaching any material is typically not permitted. If needed, building staff will assist your organization with alternative ways to hang materials that will not damage walls or finishes.

Storage of Materials/Equipment

Reeve Memorial Union does not assume responsibility for damage to or loss of any materials or equipment left in the building on display or in storage. All items will be given the same care and protection given to Reeve Memorial Union property.

Fire Safety

In the interest of personal safety, we ask users of the building to follow all fire safety regulations, including not exceeding rated seating capacities for meeting rooms, and keeping aisles and doorways clear and unobstructed.

Smoking

Reeve Memorial Union is a smoke-free facility. Smoking areas are available near entrances to the building (required 20 feet away).

Parking

Parking permits are required on campus during weekdays and may be purchased at the University Parking Office (Blackhawk Commons-lower level) or by calling 424-4455. Parking in campus lots is free from 4:30 p.m. Friday through 6:00 a.m. Monday.