To: All Union Staff  
From: Randy Hedge  
Re: Special Room Use  
Effective: May 1, 2002

The following information offers guidelines for certain rooms/areas that have special uses in Reeve Union because of the nature of the environment, and/or services offered in the area.

1. **Concourse** – The concourse is the main thoroughfare through the building and must remain passable during the academic year. Special events may be prior authorized provided that they allow passage through the area. Information tables along the edge of the concourse may routinely be reserved in advance.

2. **Titan Underground** – A gathering area with an entertainment/recreational atmosphere. Any special event scheduled in the Underground during regular operating hours cannot require an admission fee. Special arrangements for group programs in this area can be coordinated with the Assistant Director for Activities and the Reservation Coordinator.

3. **Green Room** – This area is located behind the Ballroom and is available to reserve for performers, entertainers, etc. that are scheduled in Reeve Union. The sponsoring organization for the event must schedule the use of this room through the Reservation Coordinator. The key for this room must be checked out from the Operations Key Box in the Building Operations Manager’s office.

4. **Lounge Areas** – Reeve Union has several designated lounge areas within the building. These areas serve several functions: television viewing areas, social meeting areas, and quiet reading areas. Because of the multi-use purpose and the open environment of these lounges, they generally may not be reserved during the academic year. The Pre-function lounge areas on the second and third floors may be reserved for special events with special permission through the Reservation Coordinator.

5. **Art Gallery** – The primary function of the gallery is to exhibit work by local, regional and nationally recognized artists as well as by the university’s students, faculty and staff. The gallery may be reserved for special events with special permission through the Reservation Coordinator and the Coordinator of Arts and Marketing.

6. **UW Oshkosh Foundation Board Room** – An elegantly furnished room that is equipped with state-of-the-art presentation equipment. The table is not to be moved or rearranged; the room accommodates the 24 chairs around the table. It is to be used for:
   - Events that would use the technology in the room.
   - Meetings of governance and university leadership organizations, as approved by the Director.
• Special catered events.
• When no other room is available.

7. **Marketplace Dining Area** – The primary retail dining service area for the campus (for students and other university community members). Due to the main dining function, this area cannot be reserved during scheduled meal times.

    • The area surrounding the fireplace is equipped with microphone jack inputs for small presentations.
    • Tables and chairs are not to be substantially moved or rearranged.

8. **Crescent Cafe** – The primary purpose of this area is dining for the university community. Special uses must not depart from this primary function and should use the food buffet line and dining tables and chairs without modification.

Reeve Union staff has the right to ask sponsors of events and tables to adjust volume levels, televisions and other sound/projection equipment used in all areas. Staff will make this request when it appears there is conflict with other uses in the facilities.

Exceptions to any of the above policies are at the discretion of the Director or designee.