



*University Centers’
Policy and Procedures
Manual*

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General Building Policy

Policy/Purpose

It is the policy of the Board of Regents that the facilities of the University are to be used primarily for purposes of fulfilling the mission of teaching, research, and public service. University facilities are not available for unrestricted use for other purposes. In order to preserve and enhance the primary functions of University facilities, the Board of Regents adopts the following policy to govern facility use on the River Falls campus.

Overview/Background

UWS-21 "Use of University Facilities" - Wisconsin Administrative Code

AP-01-103 "Use of University Facilities" – Administrative Policy

Access to Public Events Held at University Facilities

It is the policy of the board to ensure maximum access to public events held in university facilities, consistent with the legally recognized rights and interests of performers, lecturers, artists, and speakers.

Where a person or organization has secured the use of university facilities for a public event, any contemplated restriction or condition on access to the event must be made known prior to the events, and must be embodied in a written agreement with the institution, which agreement shall be open to public inspection. However, such agreements may not deny or restrict access to university facilities in a manner contrary to other applicable laws, regulations, or on any basis prohibited by law.

Institutional Procedures

The chancellor of each institution, in consultation with the appropriate staff and students, shall develop procedures for the administration of this chapter which shall, at a minimum, include the following:

1. Procedures for securing permission to use university facilities.
2. A schedule of the costs and rental fees, if any, assessed for the use of facilities.
3. A description of any institutional limitations concerning the time of availability and manner of the use of institutional facilities.

Use of Facilities by Organizations Associated with an Institution

The chancellor of each institution or their designee shall permit organizations associated with that institution to use university facilities for events for staff and students, where they determine that:

1. The proposed use will not interfere with or detract from the teaching, research and public service missions of the institution.
2. The institution has appropriate facilities available for the proposed use.
3. The organization seeking to use the facilities has complied with applicable institutional procedures adopted pursuant to Wisconsin administrative code.

Organizations using university facilities under this section may be required to reimburse the institution for the costs, if any, incident to the use of the facilities.

Organizations using university facilities under this section may be required to pay rental charges for use of the facilities where the use is revenue producing. (AP-01-103)

Use of Facilities by Persons or Organizations Not Associated with an Institution

The chancellor of each institution or their designee may permit persons, or organizations not associated with that institution, to use facilities at their institution where they determines that:

1. The proposed use is under the sponsorship or at the invitation of an organization associated with the institution.
2. The institution has appropriate facilities available for the proposed use.
3. The person or organization seeking to use the facilities has complied with applicable institutional procedures adopted pursuant to UWS 21.06, Wisconsin Administrative Code.

Use of University Facilities by University Groups

University departments and recognized campus organizations may use university facilities on a no-charge basis for those programs that are **identified as being part of the direct department/organization mission for** the University and is not revenue producing in nature.

Sponsorship or invitation by a University department/organization is required for the use of any University space by persons or groups from off-campus. The sponsorship of an off-campus group does not release the University department/organization from the responsibility of paying for direct costs and rental fees incurred with the facility being used. Sponsorship duties include the direct involvement (planning, organizing, and facilitation) for the event and include the monitoring of the event by the University department/organization.

Individual faculty or staff members associated with the University cannot sponsor an off-campus group. Sponsorship must be from a College, department or recognized faculty/student organization. The purpose of the sponsored event must be part of the direct mission of the College, department or recognized faculty/student organization.

Use of University Center's Facilities by Non-University Groups

University Center's facilities are intended primarily for university groups sponsoring social, recreational, cultural, and learning laboratory type events. They are not available for unrestricted use by non-university groups.

University Center facilities, when available, may be rented for the meetings and activities of a non-university group, but only upon the invitation of, or under the sponsorship of a university department or Recognized Student Organization and only if the use will not interfere with or detract from UWRF's teaching, research, and public service missions.

When facilities are available to non-university organizations, rates and arrangements are made through the Conference and Event Services Office, 715-425-4484, with support from the University Center staff. The University Center does not allow furniture and/or equipment to be taken outside of the building without prior approval from University Center staff.

The University Center is funded primarily through the collection of segregated fees from the student body. While the students are willing to help and loan out furniture and equipment on vary rare occasions where it is in the best interest of all; the students are not willing to subsidize the cost of this service when it should be supported from non-segregated fee funding.

Priority for Approval for Use of University Center's Facilities

1. Student events of an "all-campus" nature
2. Recognized Student Organization (RSO) events
3. University Center's staff conferences, meetings, and events
4. Faculty/Staff/Student research and scholarly activities *
5. Outreach programs *
6. Off-campus groups/organizations

*Only academic events which are of a short-term nature and are not regularly scheduled classes which consume the major duration of the semester. Events of a 'short term nature' are defined as no more than three times per semester.

Candle use policy

Candles are not allowed on University premises. LED Electronic candles are allowed for these events needing this type of lighting.

Political Campaign Activities

Meetings and events that are political in nature or ones that host political candidates must follow additional guidelines:

1. Requests should be submitted minimum of 30+ days prior to the event or meeting date. Submit using the appropriate request form:
 - a. RSO sponsored event: go.uwrf.edu/orgevent

- b. University Department sponsored: forms.uwrf.edu/reservations/meetings
 - c. Off Campus Group sponsored: conferences@uwrf.edu
- 2. Recognized Student Organizations may sponsor political events within the University Center by following standard University Center scheduling procedures. (e.g., College Democrats, College Republicans, College Greens) Scheduling of political events in other campus facilities requires a contract and fee processed.
- 3. Candidates running for political office must be sponsored.
- 4. Neutrality must be maintained in the use of University facilities; opportunities to use facilities will be equally available to all candidates.
- 5. Please refer to UW System Government Relations for specific regulations pertaining to the following subjects:
 - a. The use of University facilities for campaign visits by candidates
 - b. Soliciting campaign donations
 - c. Posting of signs and other campaign materials
 - d. The use of computers and technology to distribute campaign messages
- 6. Signs or stickers in support of a political candidate may not be posted in classrooms or offices.
 - a. UWS 18.08 (9) states "No person may erect, post or attach any signs, posters, pictures or any item of a similar nature in or on any building or upon other university lands except on regularly established bulletin boards." According to a Department of Employment Relations bulletin on state employee political activity, a state employee is prohibited from "the wearing of a political identification while on duty where it could impair the effectiveness of the state agencies' operation."

General Space Use Policies

- 1. All reservation requests that comply with the written guidelines will be approved without consideration of the content or viewpoint of the expression so long as the space is available at the time requested.
- 2. Meeting rooms are locked when not reserved. A reservation must exist for use of any assigned space.
- 3. The first opportunity for Recognized Student Organizations to request a meeting room for the following year is on April 1.
 - a. Requests received after April 1 will be processed on a first in, first reserved basis.
 - b. Exception: The shared governance process is very important at the University of Wisconsin - River Falls. The Academic Staff Council, University Staff Senate, Faculty Senate, and Student Government Association will be allowed to request to schedule meeting room space on March 1 instead of waiting for the April 1 deadline.
- 4. Series reservations are not allowed during final exam week.
 - a. Recognized Student Organizations may request an event reservation during final exam week, with the approval from the Recognized Student Organization Coordinator.

- b. Finals Week begins 24 hours prior to the start of the first exam.
5. Recognized Student Organizations are generally not allowed to use space during the summer sessions unless special approval is received from the Recognized Student Organization Coordinator. It is in the best interest of UWRF Segregated fee-paying students to maximize the use of the University Centers' facilities during the summer sessions by renting the space to outside groups through the Conference and Event Services.
6. Groups in the process of becoming a Recognized Student Organization will be allowed to use a facility as approved by the Recognized Student Organizations Coordinator who will act as a sponsor for the group until it has reached an approved status.
7. If there is a conflict with the requested facility, and the organization representative wants to negotiate with the group who has the facility reserved, the reservationist may release the contact information to the group seeking to use the facility.

GPR Facility Reservations

General purpose classrooms in Agricultural Science, Centennial Science Hall, Davee Library, Hagestad Hall, Kleinpell Fine Arts, North Hall, South Hall, Wyman Education Building, including the Cooklock Room, North Hall Auditorium, Regional Development Institute conference room and other GPR spaces.

For more information about reserving classroom spaces, contact Campus Reservations.

Reservation Request Process:

1. Requests are processed in the order they are received. The standard turnaround time is three business days.
2. Requests should be submitted minimum of three business days prior to the event or meeting date. Submit using the appropriate request form:
 - a. RSO sponsored event: go.uwrf.edu/orgevent
 - b. University Department sponsored: forms.uwrf.edu/reservations/meetings
 - c. Off Campus Group sponsored: conferences@uwrf.edu
3. If the request is to use GPR space for a credit producing class, the request will be transferred to the Registrar's office for processing and may take longer than the standard processing time.
4. Please refer to [DOTS](#) for details on requesting audio/visual or technical assistance in GPR spaces.
5. Requests for special room arrangements, extra tables and chairs, or similar furniture needed in a GPR space may be sent directly to the Facilities Department. Costs may apply for this service.
6. Groups in the process of becoming a Recognized Student Organization will be allowed to use a GPR facility as approved by the Student Organizations Coordinator who will act as a sponsor for the group until it has reached an approved or denied status.

7. Recognized Student Organizations may use GPR space if it is used within the normal operational hours for the building. Groups requesting to use space outside normal building hours may be charged for extended building hours.

Space Blockage

It is expected that groups or departments will only request to reserve those facilities they plan on using for events. It is very important that facilities not be "blocked" just to eliminate competition from other events.

1. Groups or Departments are allowed to book up to 2 dates per event while still in tentative status.
2. The University Center Director or their designee may block spaces for maintenance, deep cleaning, or repairs as needed.

Late add policy

Late requests for additional spaces, room set ups, or equipment in the University Center may incur a \$25 fee. Customer may be charged additional fees for any damages or excessive cleaning associated with their event.

Outdoor Space Reservations

Outdoor Space includes: Amphitheater, University Center Mall, Hagestad East Mall, Hagestad West Mall, Hathorn Lawn, and other outdoor facilities (exception is the athletic facilities).

Back-up sites in case of inclement weather for events scheduled in outside facilities are allowed.

Additional policies related to outdoor events and conduct on university lands may be found in [UWS Chapter 18.](#)

Reservation Request Process

1. Requests should be submitted minimum of three business days prior to the event or meeting date. Submit using the appropriate request form:
 - a. RSO sponsored event: go.uwrf.edu/orgevent
 - b. University Department sponsored: forms.uwrf.edu/reservations/meetings
 - c. Off Campus Group sponsored: conferences@uwrf.edu
2. A tentative reservation is sent to the customer.
3. Before the tentative reservation is confirmed, the requestor will need to agree to appropriate parameters for outdoor facility use and limitations for the event. (Requestor pressing submit is considered a signature) Depending on the size and scope of the event, the room reservation could also remain in a tentative status until the group meets with staff to discuss/finalize the event details.
4. Larger events may require additional planning and time. If event details are needed, starting 30 days prior to the event, a \$5 per day fee will be assessed until the event details have been received.

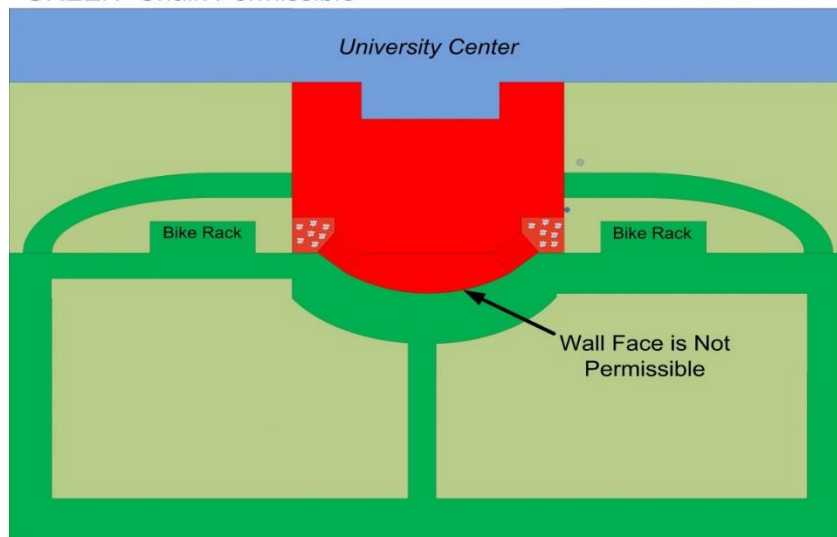
5. Campus Reservations will confirm the outdoor facility use and notify other departments on campus that need information about the activity including but not limited to Facilities Management, Grounds, University Police, Dean or Department in or near where the outdoor event will take place.

Outdoor Posting

Chalking, flagging, and posting of banners are permitted only in designated area of the campus (see diagram below). The designated area of the campus that has been established after review by UCC is the main campus mall extending from 3rd to 6th Street. Any chalking, flagging, or posting of banners done outside of this area may be removed and the organization(s)/individual(s) responsible may face disciplinary sanctions.

1. Chalking and posting of banners is not allowed on the sides of the patio entrances of the University Center.
2. Chalking is not allowed on the patios of the University Center.
3. Chalking and posting of banners is not permitted on the side of the University Center.

University Center – North Patio Chalking Areas
RED = No Chalk Permissible
GREEN=Chalk Permissible



Policies Applicable to the University Center Only

Balloon Policy

Helium filled balloons are prohibited in the University Center.

Large Event Space Reservations (Riverview Ballroom and Falcon's Nest)

The Riverview Ballroom and Falcon's Nest are the University Center's largest event spaces. Because of the dynamic nature of these spaces, additional guidelines and procedures are in place.

Reservation Request Process

1. Requests are processed in the order they are received.
2. Requests should be submitted minimum of three business days prior to the event or meeting date. Submit using the appropriate request form:
 - a. RSO sponsored event: go.uwrf.edu/orgevent
 - b. University Department sponsored: forms.uwrf.edu/reservations/meetings
 - c. Off Campus Group sponsored: conferences@uwrf.edu
3. The room reservation will remain in a tentative status until the group meets with staff to discuss/finalize the event details.
4. Starting 30 days prior to the event, a \$5 per day fee will be assessed until the event details have been received.
5. If the event is cancelled within 2 weeks of the event date, the \$5 per day fee will still be assessed.
6. Groups will be notified of the fee assessment via e-mail.
7. Standard room set-up for this facility is empty. All groups pay a base fee for the use of this space due to its dynamic nature.
8. Fees are estimates until after the event takes place.

Falcon's Nest Only:

1. University Center staff maintains the management and operations for the pipe grid in the Falcon's Nest. No outside contractors are allowed to perform work in the Falcon's Nest without prior approval from University Center staff.
2. Falcon's Nest Posting Policy
 - a. Nothing can be hung on the walls.
 - b. Items can be posted on the cement pillars.
 - c. Items may be posted on portable dividers if the dividers have been requested (and are available) with the 30 days prior to the event.

Riverview Ballroom Only:

1. To use the bridge, the ballroom will need to be reserved.

2. The Riverview Ballroom is not available for series type events, generally defined as weekly or regularly scheduled meetings.
3. Riverview Ballroom Posting Policy
 - a. Nothing can be hung on the walls.
 - b. Items may be posted on portable dividers if the dividers have been requested (and are available) with the 30 days prior to the event.

Fundraising

Recognized Student Organizations and University Departments may use the University Center for fundraising activities. Other organizations and off-campus vendors must be sponsored by a recognized student organization or campus department and have prior approval from the University Center Director or their designee before reserving space for events of a profit-making nature.

1. Food Fundraising Events
 - a. There will be no food fundraisers in the University Center or on the North or South Patios.
 - b. Food fundraisers are allowed in other buildings, see [here](#) for more information. To reserve tables for selling items in buildings other than the University Center, please contact the Dean's office responsible for that building.
2. Non-Food Fundraising events: Merchandise sales, and/or any program in which an admission will be charged.
 - a. Recognized Student Organizations and university departments may sponsor three non-food events each semester with a maximum length of three days each (nine times total). Exceptions will be determined by the University Center Director or their designee.
 - b. Fundraisers may not include clothing or merchandise items that may conflict with vendor contracts (Falcon Shop or Chartwells).
3. Off Campus Vendors
 - a. All sales of merchandise by off-campus vendors (for all university buildings except in the residence halls) must meet special requirements.
 - b. Off-campus vendors will be allowed to use university facilities to sell merchandise only if they are sponsored by a Recognized Student Organization, or the Conference and Event Services Office.
 - c. The University Center Director or their designee is responsible for the approval or denial of the off-campus vendor based on the following conditions:
 - i. A copy of the written agreement between the vendor and the sponsoring organization or department is made available at the Campus Reservations Office. This is to ensure that the university is not misrepresented and that all insurance/legal aspects are in order.
 - ii. The sponsoring organization must supply the exact times/dates the vendor will be on campus (a maximum three consecutive days and no

more than nine days in one semester). In addition, the description of merchandise, names of three references where vendor has sold merchandise before (preferably universities), and list of requested equipment.

- iii. The name of the sponsoring organization must be clearly posted at the site of the sale.
 - iv. The sponsoring organization is expected to be present at the time the vendor is setting up, tearing down the display, and checking the vendor periodically. It is the responsibility of the sponsoring organization to maintain the cleanliness surrounding the table throughout the sale.
4. Silent Auctions
- To hold a silent auction on campus, groups should:
- a. Submit a comprehensive list of items to be approved prior to the event
 - b. No alcohol related items
 - c. No weapon related items
5. To reserve tables for selling items in buildings other than the University Center, please contact the Dean's office responsible for that building.

Indoor Posting Policy

The University Center Director will approve or deny the installation of special awards & plaques. Any recognized Student Organization may submit a request for an award posting.

Bulletin boards in the University Center are available for persons to post items. No prior approval is required for posting on bulletin boards. It is requested that persons date the posted items so they can be removed when expired.

Sandwich boards and poster display cases exist for promotional purposes and are by University Center staff approval only.

1. Sandwich boards are to be used only on the inside of the South entrance or the outside of the North and South entrances.
2. No more than three sandwich boards at any one time can be used at a location.
3. Due to traffic congestion, all promotional materials located inside the North entrance must be in the display cases.
4. Sandwich boards and display cases cannot be reserved. They are for internal use only.
5. Any external department sandwich boards must be placed outside of the building.

Public Performance Licensing Policy

It is illegal to show a movie on campus for public viewing outside of the classroom environment without licensing.

1. Groups are required to submit proof that they have obtained/purchased the public performance license(s) for any movie showing in the University Center.

2. Campus Reservations must receive this proof a minimum of 72 hours before the movie showing start time, or the event will be cancelled.

Reservation Frequency Maximum

The maximum number of times an organization or department can reserve a meeting room for "ongoing, week-to-week use" is three times per week.

1. Three times a day, once per week
2. One time a day for three days within the week running Sunday to Saturday.

Robert G. Sievert Fireplace Lounge

This space can only be reserved by University Center staff. It can be used for displays which must be approved by the University Center Director or their designee.

Solicitation

Campus policy prohibits solicitation in the University Center.

1. Upon approval from the University Center Director, groups are allowed to disperse information to students **from behind a vendor table**.
2. Groups/Individuals are not allowed to approach students or others using University Centers facilities.
3. This policy applies to material for sale, materials to be given away (handed out) and to verbal conversations aimed at persuading students to a particular point of view.

Solicitation on University grounds must abide by time, place, and manner guidelines. Generally, this means that a group must be sponsored through a Recognized Student Organization, Campus Department or the Conference and Event Services Office.

Groups not abiding by these policies are prohibited from using University grounds and facilities, but may utilize state owned areas (i.e. 15 feet within non-University sidewalks and streets).

Table Tents –Please direct groups to the Involvement Center Desk if they inquire about table tents.

Taping Policy

Tape on the walls is prohibited. In meeting rooms, tape can only be used on the whiteboards and cement pillars. For taping policies specific to the Falcon's Nest and Ballroom, see the "Large Event Spaces" section. If posting on the walls is necessary in meeting rooms, only putty or Post-It Note paper can be used. Items may also be posted on portable dividers as long as the dividers have been requested and are available.

Reservations for vendor tables located in the University Center

All reservation requests that comply with the written guidelines will be approved without consideration of the content or viewpoint of the expression so long as the space is available at the time requested.

Reservation Request Process

1. Requests are processed in the order they are received. The standard turnaround time is three business days.
2. Requests should be submitted minimum of three business days prior:
 - a. RSO : go.uwrf.edu/orgevent
 - b. University Department: forms.uwrf.edu/reservations/meetings
 - c. Off Campus Group: conferences@uwrf.edu
3. Organizations or departments requesting a table to sell goods (no food or apparel sales), or disperse information must meet other requirements found in this policy manual (see [Solicitation policy](#)).
4. Vendors selling or promoting tobacco products or credit cards will not be allowed in University Centers Facilities.
5. Any outside vendors are required to go through Conference and Event Services.

Window covering in meeting rooms

Groups are allowed to cover the door windows in the meeting rooms; however, the manager on duty is allowed to enter the meeting room at any given time to check on the group as needed.

Special Equipment Considerations in the University Center

University Center staff maintains the management and operations of all event and special equipment. Items and equipment may include but are not limited to:

1. Live Music
 - a. Any live music in the University Center must be coordinated by University Center staff.
 - b. Groups generally are limited to the Riverview Ballroom and the Falcon's Nest for any live music performance, but exceptions may be granted by University Center staff.
 - c. Groups generally will not be allowed to plug their own instruments into house sound systems either without the prior approval or support of University Center staff.
2. University Center staff maintains the management and operations for the any hanging of objects in the University Center. No outside contractors are allowed to hang any objects without prior approval from University Center staff.
3. Conference Phones
 - a. Groups may request to use a conference phone in meeting rooms to either send or receive a telephone call during meetings. The groups must contact the Reservations Office to request this equipment a minimum of five business days before the event.

- b. The group must know how many people will be called during the event in order to properly size the conference call equipment that need to be used.
- c. Groups will be able to dial ONE telephone number using any of the conference call equipment.
- d. If a group is planning for multiple locations to conference call, separate arrangements for a WIS line must be ordered from an off campus entity.

It is understood that sponsors not providing sufficient time will not have the support of University Center staff and the equipment will not be available.

Food and Beverage Service Policy in the University Center

The University of Wisconsin-River Falls contracts its food and beverage service to a food service contractor, which has exclusive privilege of this service in the University Center as well as the North and South Patios. As a matter of clarification, the following guidelines have been established to govern the consumption and disbursement of food and beverages within the University Center.

Food and Non-Alcohol Beverage Service

1. Recognized student organizations (*only*) will be allowed to provide pre-packaged and/or prepared and delivered food (no homemade items) and non-alcoholic beverages in connection with authorized meetings and events held in the University Center as long as the total value does not exceed \$100.
2. If the total value exceeds \$100, the Recognized Student Organization is required to cater the event through the food service contractor via catering@uwrf.edu.
3. Any group/department other than a Recognized Student Organization is required to cater events through the food service contractor via catering@uwrf.edu.
4. Brown bag lunch meetings/programs are permitted if the brown bag lunches are consumed by the individual bringing the lunch.

Alcohol beverage service

At UW - River Falls, the University Alcohol Beverage Service has been established to provide faculty, staff, alumni, and students an additional social alternative for official functions sponsored by the University. The use of intoxicating beverages with an alcohol content of more than 0.5% by volume has been regulated by the Board of Regents and the responsibility of this policy delegated to the Chancellor.

Approval for catering alcohol beverage service is subject to the discretion of the Chancellor or their designee provided that such sales are at suitable times under decorous conditions and meet all provisions of UWS 18.09.

All requests for alcohol beverage service must be approved by the University Center Director or their designee.

Groups authorized to reserve facilities for activities that will include the consumption of alcohol are as follows:

1. Those student organizations/activities that receive segregated fees
2. Officially Recognized Student Organizations

3. University departments
4. Other organizations as approved by the Chancellor
 - a. University facilities cannot be reserved by individuals for private use, except when arranged through the Conference and Event Services Office.

Guidelines for those groups requesting alcohol service at events/programs

1. The administration of alcohol beverage service is the responsibility of University Center Director or their designee. Once the approval has been granted, no changes to the alcohol request may be made.
2. The University of Wisconsin-River Falls and its food service contractor are the sole providers of alcohol beverages on campus. The University of Wisconsin System is the holder of the "Special Tax Stamp" which must be displayed whenever alcohol beverages are being dispensed. The University is legally responsible for paying State and County sales tax and recording all sales. A University employee and/or food service contract employee must be present at and supervise all events in which alcohol beverages are served.
3. Alcohol beverages must be served in accordance with statutory limitations of the State of Wisconsin. No person under the legal drinking age will be served. Identification will be verified by a photo ID with a date of birth indicated. Identification will be verified at the point of sale or at the entrance to the facility in which alcohol beverages will be available.
4. The University is responsible for determining those facilities in which alcohol beverages may be served for catered events. Only those areas on campus that have appropriate and adequate facilities for the service of alcohol beverages shall be utilized.
5. All alcohol beverages must be consumed within the room in which they are sold, catered, or served.
6. The length of alcohol beverage service will be determined by the sponsoring organization and the University Center Director or their designee. For events in which a cash bar precedes a meal, a time period of one hour before and one hour after the meal shall be considered reasonable.
7. Sponsoring organizations must be familiar with all University alcohol beverage service guidelines and accept responsibility for assisting in proper identification, restricting consumption to authorized areas, and accepting financial responsibility for any vandalism/damage associated with the event when alcohol beverages are served.
8. All alcohol beverages must be purchased by the glass/bottle, one at a time, on a cash basis upon presentation of a valid ID. The sponsoring organization may not furnish alcohol beverages to minors. University Police will be notified of any violation of this policy.

9. In all University facilities, beer and wine shall be the only alcohol beverages provided unless an exemption is granted for alcohol beverages over 0.5% by volume.
10. No organization shall be allowed to supply their own alcohol beverages.
11. There will be no free beverage or modified price unless special conditions exist.
Approval must be obtained by the University Center Director or their designee.
12. Alcohol beverage service will not be permitted for student meetings unless special conditions exist.

Supervision

The sponsoring organization must provide adequate supervision within the premises to ensure that malicious damage and abusive behavior do not occur. The following guidelines must be followed:

1. Supervisors may be required to wear and display identification.
2. There shall be one supervisor for every 100 guests at any event where alcohol beverages are served.
3. The supervisors shall immediately call University Police (Pierce County Dispatch 715-273-5051) if it is determined that a situation needs additional assistance.
4. Alcohol beverages shall not be furnished to minors by legal adults.

Special Supervisory Provisions for Student Organizations

The sponsoring organization is responsible for providing a security person (as defined below) in all facilities (including outdoor spaces) in which alcohol beverages are being served. Proper security for events shall be maintained in accordance with University expectations as determined by the University Center Director or their designee. The following form of security is required by the University:

1. The security person must be briefed as to the security provisions required by the University. This person must be of legal drinking age, and must be authorized by the institution to provide security and to check identification for admittance.
2. In addition to checking legal identification, the security person is responsible for seeing that:
 - a. Alcohol beverages are not carried onto University premises.
 - b. Alcohol beverages which are being served on the premises do not leave said premises.
 - c. Alcohol beverages are not furnished to minors.

Condition for provision of service

1. The University Center Director or their designee may request additional terms and conditions not stated above. The sponsoring organization shall ensure that properly certified security and supervisory personnel are in attendance and in proper position at

the event / program (as required by the terms and conditions required by the University Center Director or their designee). Alcohol beverage service shall not begin until beverage service personnel verify that conditions for the service are met and that the appropriate security is present. The beverage service personnel may discontinue service at any time if such is in the best interest of the University.

2. For all events in which alcohol beverages are served, a non-alcohol beverage option must be available for sale.

Requesting Alcohol Beverage Service

Student Organizations

1. Complete the request form: go.uwrf.edu/orgevent
2. The University Center Director or their designee may meet with the sponsoring organization to discuss policies and regulations. The University Center Director or their designee may approve or deny the request.

University Departments

1. Complete alcoholic beverage request form: forms.uwrf.edu/reservations/meetings
2. The Director of the University Center may approve or deny the request.

Off Campus Groups

Off campus groups sign a contract through the Conference and Event Services Office agreeing to abide by all University and UWS alcohol beverage policies.

Appeals Policy

Any student, faculty or staff person wishing to appeal a University Centers' Policy may outline the concern in writing to the University Center Director. The University Center Director will form an appeals committee which will hold an appeal hearing. No person shall serve on the appeals committee who holds a conflict of interest with the issue(s) at hand.

The appeals hearing must be held within seven business days of receiving the written letter.