| Policies on Use of University Facilities | II-900 |
1. **Use by Student Organizations.**
   
   A. A student organization may use university facilities for events which are primarily for students and faculty.
   
   B. If admission is charged, the student organization must arrange for the handling of ticket sales and submit in advance a budget to the office of the Student Organization Advisers, or its equivalent, indicating how proceeds will be used.
   
   C. Student organizations may invite candidates for political office to speak on the campus only when the meetings are for students and faculty. Publicity for such meetings must indicate that attendance is limited to students and faculty and that they are not open to the public.
   
2. **Use by Students and Nonstudents.** In the use of university facilities for the extra-curricular activities of students, student groups and nonstudents must observe the rules of the Committee on Student Organizations, or its equivalent.
   
3. **Use by Faculty and Employee Organizations.** Faculty and university employee organizations may use university facilities on the same terms as university departments.
   
4. **Use by Non-University Groups.** Facilities of the university are primarily for university purposes of instruction, research, and public service; they are not available for unrestricted use by non-university groups. If, in the judgment of a university department or organization, the meetings or activities of a non-university group will contribute to and serve the university’s purposes, university facilities, when available, and subject to necessary routine procedures administered by the chancellor or his or her designee, may be used by that group, but only upon the invitation of or under the sponsorship of a university department or organization.
   
5. **Use by Governmental and Public Educational Groups.** University facilities may be used by governmental and public educational agencies when they are available, subject to necessary routine procedures administered by the chancellor or his or her designee.
   
6. **Use by Political Parties or Candidates for Public Office.** Leaders of political parties and candidates for public offices may hold public meetings on each campus, if facilities are available, and subject to necessary routine procedures administered by the chancellor or his or her designee. During any election campaign, a university auditorium may be made available for one public meeting on behalf of each recognized candidate for public office. In a general election year, each political party may use a university auditorium for one public meeting on behalf of its candidates for national office, and for one public meeting on behalf of its candidates for statewide office. State conventions of recognized political parties may also use university facilities. Members of the audience should be given a reasonable opportunity, in appropriate situations, to ask questions at the end of the presentation.
   
7. **Use for Political Solicitations.** The use of State facilities for the purpose of making or receiving political contributions is strictly prohibited by State law.
   
8. **Use for Programs Which May Include Religious Topics.** Chancellors or their designees may authorize registered student groups, official campus committees, and outside groups under terms of this policy to sponsor programs which include religious topics in university facilities, and use of such facilities may be granted for the purpose of conducting religious worship services, which must be primarily for university students, faculty, and staff; provided such services shall not be conducted on a regular or continuous basis. This policy does not apply at University Hospitals.
9. **Conditions for Use.** The university regulates the use of campus facilities to prevent interference with its activities. If extra expense to the university is involved (e.g., for janitor service, policing, labor, and light), the sponsoring organization must accept responsibility for it, and deposit in advance with the university business office funds to cover estimated expense. The organization shall designate a representative to work with university officials in making arrangements.

10. **Revenue-Producing Activities.** Whenever an admission charge is made, or other revenue-producing activity is carried on in a university facility, the proceeds must be under the control of the university, of the governmental organization, or of the public educational agency sponsoring the activity.

11. **Freedom from Obstruction.** Those who attend a speech or program sponsored by student organizations, university departments, or other authorized groups, have the duty not to obstruct it, and the university has the obligation to protect the right to listen or participate.

12. **Contract Between University and Non-University Group.** Any contract drawn between the university and a non-university group under these policies shall:

   A. Provide for recovery of costs for such usage to ensure that the State will not be required to spend any public funds to accommodate those renting the premises during the period authorized.

   B. Note that authorized use of facilities does not in any way constitute University or State endorsement of the using organization, its views or objectives, or program content.

   C. Be limited to uses that do not interfere with primary university uses for which the facilities were intended.

13. **Requests for Use.**

   A. Colleges, schools and departments will handle assignments to their own students and staff of space under their own direct control for activities directly related to their own programs of teaching, research, or public service.

   B. Use of university facilities for instructional purposes will be processed by the Instructional Space Office.

   C. All other requests for organized use of university facilities for non-instructional purposes by university departments and faculty, student, and employee organizations must be made to the Central Reservations Office in the Memorial Union. Upon receipt of each request, the Central Reservations Office will make three determinations:

      1. Eligibility for use of university facilities.

      2. Availability of space.


   D. In determining eligibility to use university facilities, the following procedures are applicable:

      1. Eligibility to use university facilities is determined according to rules and regulations established by the faculty and approved by the Board of Regents as set forth in Section 8.04. of Faculty Policies and Procedures.

      2. If there is a question of eligibility for the use of university space involving a university department, or by a faculty organization or employee organization, or by or on behalf of a group or organization not directly affiliated with the university, it will be referred to the secretary of the faculty.
3. If there is a question of eligibility for the use of university space involving a University of Wisconsin student organization, it will be referred to the office of the dean of students. If the dean of students concludes that there is a serious question of eligibility, he will ask that the Committee on Student Organizations review the request and make a recommendation to the chancellor.

E. Availability of university facilities will be ascertained by the Central Reservations Office in conjunction with the appropriate university departments and offices before any commitment or before any announcement of the event.

1. The Central Reservations Office will clear requests for facilities through one of the following offices, depending on the specific space request: Instructional Space Office, Wisconsin Memorial Union, Division of Intercollegiate Athletics, College of Agricultural and Life Sciences, Wisconsin Center.

2. The Central Reservations Office will also clear reservation requests through the Division of Physical Plant to determine their ability to handle the necessary set-up and clean-up of functions.

F. After eligibility for use and availability of space has been determined, the conditions of use shall be established as set forth by university policy.

1. Student organizations must comply with all rules and regulations of the Committee on Student Organizations. These include approval by the student financial advisor of all budgets for revenue-producing events sponsored by student organizations depositing with the student financial advisor, in advance, sufficient funds to cover all financial obligations to the university, including any and all set-up, janitorial costs, and special equipment costs such as audio visual and public address equipment.

2. Faculty departments must have a properly authorized requisition to cover all university costs and university charges occasioned by the event or program.

3. Faculty organizations, university employee organizations, and non-university groups (including governmental and public educational groups, political parties, and candidates for public office) must make necessary financial arrangements in advance with the Bursar’s Office.

4. A rental agreement must be signed by the Central Reservations Office, representing the university, and the sponsoring faculty or student group for all admission events using major facilities, i.e., Union Theater and Great Hall, Field House, Stock Pavilion, and similar facilities.

5. The duly signed use agreement will be sent to the appropriate university offices, such as Physical Plant, Instructional Space Office, and the college, school, and/or departmental offices.