



Facility Use Task Force Charge to the “Task Force Team”

1. Determine and implement the “best practices” for facility use (policy, procedures and guidelines) for the UWRF Campus.
2. Preserve and enhance the primary functions of University facilities.
3. Monitor and improve the centralized scheduling of space on campus for greater efficiency and effectiveness.
4. Rule upon issues or situations that develop whereas there are challenges to existing policy or procedures related to facility use.

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1.0 Centralized Room Reservation Guidelines and Recommendations: 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. Utilization rates are based upon UW – System guidelines as follows:

- Classroom planning anticipates that in aggregate, classrooms are used on average at least 35 scheduled periods per week for credit producing classes with a percentage of student stations occupied (seat fill) based on a sliding scale.
- Class Laboratory utilization must be at 24 periods per week of scheduled credit producing instruction before a second laboratory of the same type is justified. (UWSA Physical Planning Guide)
 - Scheduled instruction does not include preparation or take down time.
 - A standard week for purposes of this requirement is 8:00am to 10:00pm Monday through Friday.

In order to preserve and enhance the primary functions of University facilities, these guidelines were established to develop a centralized scheduling process for use on the River Falls campus.

2.0 OVERVIEW/BACKGROUND:

2.1 UWS 21 – “Use of University Facilities – Wisconsin Administrative Code see <http://www.legis.state.wi.us/rsb/code/uws/uws021.pdf>

2.2 AP-01-103 Use of University Facilities – UW – River Falls Administrative Policy <http://www.uwrf.edu/Administration/Policy/Administration/Administrative/AP01103.cfm>

3.0 UNIVERSITY RESPONSIBILITIES: These guidelines provide a framework for a centralized room reservation system: ensuring efficient use of facility space, providing communication links throughout the University community for facility usage, establishing parameters for charging for the use of facilities, and ensuring that the proposed use of facilities complies with UWS 21 and AP-01-103.

3.1 The Registrar’s Office and the Campus Wide Scheduling office shall work together to coordinate the responsibility for reserving all classroom space while paying attention to specific dates during the semester for priority scheduling.

Classification # 1) includes those facilities that will be reserved through the centralized room reservation specialist using the approved reservation software.

Classification # 2) includes those facilities that will be reserved through the centralized room reservation specialist with specific time limits placed on the facility by an appropriate department. These time limits are in place to ensure that the facility use will not detract from its primary purpose. (An example would be student lounges which are to remain available as open lounge space to students during the day hours, Monday through Friday; but may be reserved during weekend and evening hours for student organization use, etc.)

Classification #3) includes facilities that will be reserved on the centralized scheduling software but are subject to the prior approval of the department having responsibility for that facility. The initial reservation request should go to a person within the department that has responsibility over the use and facility set-up for that space. The department contact person shall forward the authorization for use of that space to the centralized room reservation office. The information will be entered into the reservation software from the centralized room reservation office.

Classification #4) includes those facilities that will be reserved by a person in the department and/or building in which the facility is housed. This departmental person shall have responsibility for putting the reservation on the centralized room reservation software program, and coordinating all aspects of the reservation.

*Note – some spaces are reserved by department staff using paper or a non-centralized scheduling software and are noted as such under classification #4.

The following matrix identifies those University facilities that fall within these four classifications:

Classification Matrix

Classification #1	Classification #2	Classification #3	Classification #4
Reserved on Central software	Central software with Time limits	Central software with Department Approval	Reserved by Dept. sometimes on Central software
Agriculture Science Building (AGS 099 faculty lounge not to be reserved)			
Classrooms	AGS117 Student lounge	Lab rooms	
	AGS326 Student lounge		*AGS210 Dean’s Conference room
	AGS420A Student lounge	AGS 329 Dist Ed	*FSA249 Conference room

Classification #1	Classification #2	Classification #3	Classification #4
Reserved on Central software	Central software with Time limits	Central software with Department Approval	Reserved by Dept. sometimes on Central software
Centennial (CSH 173 faculty lounge not to be reserved)			
Classrooms	CSH113 Student lounge	Lab rooms	
	CSH146 lounge by entrance.		
	CSH176 Student lounge		
	CSH201 Student lounge		
	CSH246 Glassed lounge		
Dairy Learning Center			*Classrooms
Davee Library (DL 133B ITS Conference Room not to be reserved)			
Classrooms 102 and 103			*DL 341 Breezeway
Cooklock room		DL 225 Conf.	DL 327C Lab
			DL 101 = Gray Lab
			DL 161 = Blue
			DL 170 = Green
			DL 162 = Red
Emogene Nelson Building			DL 169 = Orange
ENB 44 Classroom			
ENB Labs			
Facilities Management			*Conference room
Hudson Center			
Classrooms			
Hunt Arena			
Ice			
Karges			
Classrooms			
KG Labs			
Kleinpell Fine Arts			
Classrooms		KFA074 Student lounge	*KFA140 Dean's Conference room
	KFA234 Student lounge	Davis Theater	
Abbott Hall	KFA305 Student lounge	Syse Stage	
Band Lab	KFA353 Student lounge	KFA 112 - ITV	
Choir Lab	KFA363 Student lounge		*Gallery 101
KFA Lobby		KFA Lab spaces	

Classification #1	Classification #2	Classification #3	Classification #4
Reserved on Central software	Central software with Time limits	Central software with Department Approval	Reserved by Dept. sometimes on Central software
Knowles			
All Spaces			
Lab Farms			Classrooms
			*Labs see CAFES staff
North Hall			
Classrooms		NH Labs	*NH Conference room
NH Auditorium & balcony			
			*NH 114 Conf.
			*NH 317 Conf.
Outdoor Space			
Mall type areas			
Amphitheater			
Amph. Fire Pit			
UC Fire Pit			
Ramer			
I.M./Softball fields			
Picnic tables			
Tennis courts			
RDI Building			
RDI 129 Meeting room			
Residence Hall Meeting Rooms are not Reservable centrally.			*South Fork Suites *Lydecker Center
Rodli Hall			
Classrooms			
South Hall			
Classrooms			SH210 Stdy/lounge
SH 117 Conf. (Alumni Room)		SH Lab rooms	
University Center			
All spaces			

Classification #1	Classification #2	Classification #3	Classification #4
Reserved on Central software	Central software with Time limits	Central software with Department Approval	Reserved by Dept. sometimes on Central software
Wyman Education Building			
Classrooms		WEB Comp. Lab	*WEB Lobby area
Discovery Center at Pigeon Lake Field Station			
All spaces			

3.2 Priority for facility scheduling: The listing under each facility indicates the standard priority given to the activity or user group. However, these priorities are to be viewed as guidelines only, realizing that annual and long term commitments, and revenue producing activities by their nature may pre-empt priorities. Scheduling must also provide for adequate time to perform scheduled maintenance activity by the Facilities Management Department.

Classroom space (GPR)

1. Officially scheduled classes
2. Department specific educational programs
3. Faculty/Staff/Student research and scholarly activities
4. Programs offered by the Outreach and Graduate Studies Office
5. Student events of an "all-campus" nature
6. Recognized Student Organization events
7. Off-campus groups/organizations

Laboratory space (GPR)

1. Officially scheduled lab classes
2. Department specific education programs
3. Faculty/Staff/Student research and scholarly activities
4. Programs offered by the Outreach and Graduate Studies Office
5. Off-campus groups/organizations

Dairy Learning Center & University Lab Farms (GPR)

1. Officially scheduled classes
2. Department specific educational programs for CAFES
3. Faculty/Staff/Student research and scholarly activities
4. Programs offered by the Outreach and Graduate Studies Office
5. Student events of an "all-campus nature"
6. Recognized Student Organization events
7. Breed Associations (groups such as the American Hereford Association), Riding Clubs (groups such as River Riders Saddle Club), Livestock/Ag Events
8. Off-campus groups/organizations

Auditoriums & Theatres (GPR)

Abbott Concert Hall:

1. Officially scheduled classes and labs
2. Department specific educational programs for Music Dept.
3. Educational programs for Communications Dept.
4. Faculty/Staff/Student research and scholarly activities
5. Programs offered by the Outreach and Graduate Studies Office
6. Student events of an "all-campus" nature
7. Recognized Student Organization events
8. Off-campus groups/organizations

Karges Dance Studio: (GPR)

1. Officially scheduled classes and labs for Dance Department
2. Department specific educational programs for Dance Dept.
3. Recreational Programming
4. Programs offered by the Outreach and Graduate Studies Office
5. Recognized Student Organization events
6. Off-campus groups/organizations

Syse and Davis Theaters: (GPR) (See Theater Arts policy for specific information)

1. Officially scheduled classes and labs
2. Department specific educational programs for Communications Dept.
3. Department specific educational programs for Dance/Music
4. Faculty/Staff/Student research and scholarly activities
5. Programs offered by the Outreach and Graduate Studies Office
6. Student events of an "all-campus" nature
7. Recognized Student Organization events
8. Off-campus groups/organizations

North Hall Auditorium: (GPR)

1. Officially scheduled classes and labs
2. Faculty/Staff/Student research and scholarly activities
3. Programs offered by the Outreach and Graduate Studies Office
4. Student events of an "all-campus" nature
5. Recognized Student Organization events
6. Off-campus groups/organizations

University Center (PR)

1. Student events of an "all-campus" nature
2. Recognized Student Organization events and meetings
3. Student Affairs staff conferences, meetings, events
4. Faculty/Staff/Student research and scholarly activities*
5. Programs offered by the Outreach and Graduate Studies Office *
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.

Health & Physical Education Facilities

Emogene Nelson (GPR)

1. Officially scheduled classes and labs
2. Department specific educational programs for Physical Ed. Dept.
3. Faculty/Staff/Student research and scholarly activities
4. Recreational Programming
5. Programs offered by the Outreach and Graduate Studies Office
6. Recognized Student Organization events
7. Off-campus groups/organizations

Intramural fields (PR)

1. Intramural sporting events
2. Club sport events
3. Student events of an "all-campus" nature
4. Recognized Student Organization events
5. Officially scheduled classes and labs
6. Programs offered by the Outreach and Graduate Studies Office
7. Off-campus groups or organizations

Karges Center (GPR)

1. Officially scheduled classes and labs
2. Department specific educational programs for Physical Ed. Dept.
3. Intercollegiate athletics games and practices
4. Recreational Programming (ie. Intramural sports)
5. Programs offered by the Outreach and Graduate Studies Office
6. Student events of an "all-campus" nature
7. Recognized Student Organization events
8. Off-campus groups/organizations

Knowles Center (GPR built, GPR and PR funded)

1. University Commencement
2. Officially scheduled classes and labs
3. Department specific educational programs for Physical Ed. Dept.
4. Intercollegiate athletics games and practices
5. Recreational Programming
6. Student events of an "all-campus" nature
7. Programs offered by the Outreach and Graduate Studies Office
8. Recognized Student Organization events
9. Off-campus groups/organizations
10. Community recreation center

Hunt Ice Arena (PR)

1. University Commencement
2. UWRF Hockey games and practices
3. Officially scheduled classes and labs
4. Open Skating
5. Hunt Arena Skating School
6. Student events of an "all-campus" nature
7. Ice Rentals
8. Dry Floor Rentals
9. Recognized Student Organization events
10. Programs offered by the Outreach and Graduate Studies Office
11. Off-campus groups/organizations

Ramer Complex including Pavilion, Concession Stand, Team Room (GPR and PR funded)

1. Officially scheduled classes and labs
2. Department specific educational programs for Physical Ed. Dept.
3. Intercollegiate athletics games and practices
4. Intramural sporting events
5. Programs offered by the Outreach and Graduate Studies Office
6. Student events of an "all-campus" nature
7. Recognized Student Organization events
8. Off-campus groups/organizations

Tennis Courts (GPR)

1. Officially scheduled classes and labs
3. Department specific educational programs for Physical Ed. Dept.
4. Intercollegiate athletics games and practices
5. Intramural sporting events
6. Programs offered by the Outreach and Graduate Studies Office
7. Recognized Student Organization events
8. Off-campus groups/organizations

Other Outside Grounds (GPR)

1. Department specific education programs
2. Intercollegiate Activities
3. Student events of an "all-campus" nature
4. Programs offered by the Outreach and Graduate Studies Office
5. Off-campus groups/organizations

Amphitheater (GPR)

1. Department specific educational programs
2. Faculty/Staff/Student research and scholarly activities
3. Programs offered by the Outreach and Graduate Studies Office
4. Student events of an "all-campus" nature
5. Recognized Student Organization events
6. Off-campus groups/organizations

3.4 Lab Classroom Scheduling: Laboratory spaces are scheduled centrally, and are to be approved and forwarded to Campus Reservations office by the specific department responsible for the operation of the laboratory, or are reserved directly into the centralized scheduling software by the responsible department. Laboratory spaces are represented in the “Classification Matrix”. The following is a list of contacts for scheduling specific Laboratory spaces on campus.

Contacts for Lab Spaces Grid

Key:

DCMLB = Department Specific Computer Lab Spaces

CMLB = Computer Lab space

LAB = Lab space

ITV = Lab space with special distance ed. communications equipment

Lab Classroom Scheduling					
Building	Room #	Type	Contact	Description	seats
AEA	167	LAB	staff of Ag Econ/Engin		18
AEA	169	LAB	staff of Ag Econ/Engin		18
AEA	170	LAB	staff of Ag Econ/Engin		24
AEA	179	LAB	staff of Ag Econ/Engin		24
AEA	184	DCMLB	staff of Ag Econ/Engin		22
AEA	187	LAB	staff of Ag Econ/Engin		30
AEA	194	LAB	staff of Ag Econ/Engin		24
AGS	120	LAB	staff Animal & Food Sci		24
AGS	201	LAB	staff Physics Dept	PLANETARIUM	50
AGS	213	LAB	staff Plant & Earth Sci		20
AGS	214	LAB	staff Animal & Food Sci	Animal Science	24
AGS	217	LAB	staff Plant & Earth Sci	SOILS LAB	40

Lab Classroom Scheduling					
Building	Room #	Type	Contact	Description	seats
AGS	218	LAB	staff Animal & Food Sci		18
AGS	221	LAB	staff Plant & Earth Sci	SOILS LAB	30
AGS	329	ITV	OUTREACH/TV Services	INTERACTIVE TV	35
AGS	332	LAB	staff Plant & Earth Sci		35
AGS	335	LAB	staff Plant & Earth Sci		30
AGS	336	LAB	staff Plant & Earth Sci	ROCK	24
AGS	416	LAB	staff Biology Dept	BIOLOGY	30
AGS	417	LAB	staff Biology Dept	BIOLOGY	30
AGS	418	LAB	staff Biology Dept	BIOLOGY	30
AGS	419	LAB	staff Biology Dept	BIOLOGY	30
AGS	420	LAB	staff Biology Dept	BIOLOGY	30
AGS	421B	LAB	staff Biology Dept	BIOLOGY	12
AGS	422	LAB	staff Biology Dept	BIOLOGY	30
AGS	423	LAB	staff Biology Dept	BIOLOGY	30
CSH	102	LAB	staff Physics Dept	PHYSICS	24
CSH	103	LAB	staff Physics Dept	PHYSICS	12
CSH	105	LAB	staff Physics Dept	PHYSICS	3
CSH	106	LAB	staff Physics Dept	PHYSICS	4
CSH	107	LAB	staff Physics Dept	PHYSICS	16
CSH	110	LAB	staff Physics Dept	PHYSICS	18
CSH	112	LAB	staff Physics Dept	PHYSICS	12
CSH	114	LAB	staff Physics Dept	PHYSICS	30
CSH	154	LAB	staff Psychology Dept	PSYCHOLOGY	20
CSH	156	LAB	staff Psychology Dept	PSYCHOLOGY	8
CSH	160	LAB	staff Psychology Dept	PSYCHOLOGY	2
CSH	162	LAB	staff Psychology Dept	PSYCHOLOGY	2
CSH	164	LAB	staff Psychology Dept	PSYCHOLOGY	2
CSH	166	LAB	staff Psychology Dept	PSYCHOLOGY	1
CSH	168	LAB	staff Psychology Dept	PSYCHOLOGY	1
CSH	176	LAB	staff Psychology Dept	PSYCHOLOGY	10
CSH	178	LAB	staff Psychology Dept	PSYCHOLOGY	6
CSH	178F	LAB	staff Psychology Dept	PSYCHOLOGY	2
CSH	178H	LAB	staff Psychology Dept	PSYCHOLOGY	1
CSH	200	LAB	staff Chemistry Dept	CHEMISTRY	17
CSH	207	LAB	staff Chemistry Dept	CHEMISTRY	10
CSH	210	LAB	staff Chemistry Dept	CHEMISTRY	12
CSH	218	LAB	staff Chemistry Dept	CHEMISTRY	24
CSH	250	LAB	staff Chemistry Dept	CHEMISTRY	32
CSH	258	LAB	staff Chemistry Dept	CHEMISTRY	30
CSH	262	LAB	staff Chemistry Dept	CHEMISTRY	30
CSH	266	LAB	staff Chemistry Dept	CHEMISTRY	24
DL	101	CMLB	DoTS staff	GRAY LAB	29
DL	161	CMLB	DoTS staff	BLUE LAB	34
DL	162	CMLB	DoTS staff	RED LAB	34
DL	169	CMLB	DoTS staff	ORANGE LAB	40

Lab Classroom Scheduling					
Building	Room #	Type	Contact	Description	seats
DL	170	CMLB	DoTS staff	GREEN LAB	30
DLC	100	LAB	Staff Animal Fd Sci	FARM MGR.	47
DLC	101	LAB	Staff Animal Fd Sci	FARM MGR.	47
ENB	150	LAB	staff H&HP& RSF	HEALTH PHYS/ED/RSF	157
ENB	25	LAB	staff H&HP& RSF	HEALTH PHYS/ED/RSF	15
ENB	27	LAB	staff H&HP& RSF	HEALTH PHYS/ED/RSF	4
ENB	45	LAB	staff H&HP& RSF	HEALTH PHYS/ED/RSF	50
FSA	144	LAB	staff Animal & Food Sci	ANIMAL SCIENCE	24
FSA	151	LAB	staff Animal & Food Sci	ANIMAL SCIENCE	1
FSA	152	LAB	staff Animal & Food Sci	ANIMAL SCIENCE	1
FSA	155	LAB	staff Animal & Food Sci	ANIMAL SCIENCE	1
FSA	158	LAB	staff Animal & Food Sci	ANIMAL SCIENCE	25
FSA	159	LAB	staff Animal & Food Sci	ANIMAL SCIENCE	25
ICE	104	LAB	Rec & Sport Fac. staff	HUNT ICE ARENA	
ILF	101	LAB	staff of CAFES	LAB FARMS	
KC	10	LAB	staff of H&HP & RSF	DANCE	60
KC	13	LAB	staff of H&HP & RSF	RACQUET BALL	50
KC	14	LAB	staff of H&HP & RSF	RACQUET BALL	50
KC	23	LAB	staff of H&HP & RSF	SPORT PHYSI	40
KFA	108	LAB	staff Communications/Theater	BLACK BOX THEATRE	30
KFA	112	ITV	Outreach/TV Services	INTERACTIVE TV	18
KFA	119	LAB	staff Communication/Theater	CSTA	40
KFA	129	LAB	Central Scheduling	BAND LAB	100
KFA	131	LAB	Central Scheduling	ABBOTT LAB	400
KFA	134	LAB	Central Scheduling	CHOIR LAB	60
KFA	150	LAB	staff Art Dept	ART	15
KFA	163	LAB	staff Art Dept	ART	12
KFA	165	LAB	staff Art Dept	ART	12
KFA	167	LAB	staff Art Dept	ART	20
KFA	284	LAB	Staff Modern Languages	MODERN LANG.	30
KFA	301	Computer Lab-GIS Software	staff Geography Dept	GEOGRAPHY	15
KFA	301A	LAB	staff Geography Dept	GEOGRAPHY	3
KFA	305	LAB	staff History Dept	HISTORY	6

Lab Classroom Scheduling					
Building	Room #	Type	Contact	Description	seats
				LOUNGE	
KFA	B18	LAB	Staff Communications/Theater	COSTUME ROOM	1
KFA	B61	LAB	Music Dept	MUSIC	38
KFA	B62	LAB	Music Dept	MUSIC	10
KFA	B63	LAB	Music Dept	MUSIC	1
KFA	B64	LAB	Music Dept	MUSIC	1
KFA	B65	LAB	Music Dept	MUSIC	1
KFA	B66	LAB	Music Dept	MUSIC	1
KFA	B67	LAB	Music Dept	MUSIC	1
KFA	B68	LAB	Music Dept	MUSIC	1
KFA	B69	LAB	Music Dept	MUSIC	1
KFA	B70	LAB	Music Dept	MUSIC	1
KFA	B71	LAB	Music Dept	MUSIC	1
KFA	B72	LAB	Music Dept	MUSIC	1
KFA	B75	LAB	Music Dept	MUSIC	1
KFA	B76	LAB	Music Dept	MUSIC	1
KFA	B77	LAB	Music Dept	MUSIC	1
KFA	B78	LAB	Music Dept	MUSIC	1
KFA	B81	LAB	Music Dept	MUSIC	1
KFA	B82	LAB	Music Dept	MUSIC	1
KFA	B83	LAB	Music Dept	MUSIC	1
KFA	B84	LAB	Music Dept	MUSIC	1
KFA	B85	LAB	Music Dept	MUSIC	1
KFA	B87	LAB	Music Dept	MUSIC	1
KFA	B88	LAB	Music Dept	MUSIC	1
KFA	B93	LAB	staff Art Dept	ART	15
KFA	B101	LAB	staff Art Dept	ART	5
KFA	B108	LAB	staff Art Dept	ART	25
KFA	B111	LAB	staff Art Dept	ART	15
KFA	B114	LAB	staff Art Dept	ART	24
KFA	B115	LAB	staff Art Dept	ART	15
KFA	B116	LAB	staff Art Dept	ART DRAWING	1
KFA	B119	LAB	staff Art Dept	ART	3
KFA	B120	LAB	staff Art Dept	ART	10
KFA	B122	LAB	staff Art Dept	ART	28
KFA	B123	CMLB	staff Art Dept	ART	8
KNO	150	LAB	Rec & Sport Fac. staff	KNOWLES Field House	
NH	309	LAB	staff Journalism Dept	JOURNALISM	1
NH	320	CMLB	staff Journalism Dept	JOURNALISM	19
SH	14	LAB	staff Art Dept	ART	12
SH	16	LAB	staff of CBE	CSIS	30
SH	218	LAB	staff of CBE	CBE	20
SH	219	DCMLB	staff of CBE	CBE	6
SH	220	DCMLB	staff of CBE	CBE	10

Lab Classroom Scheduling					
Building	Room #	Type	Contact	Description	seats
SH	221	DCMLB	staff of CBE	CBE	30
WEB	B3	LAB	Director of Pre-School	TED	20
WEB	113	LAB	Teacher Education	TED	20
WEB	130	CMLB	DoTS Staff	ED TECH CTR	64

3.5 Calendar for the scheduling of facilities:

Summer Classroom Space:

- February 15 The final entry for summer courses are entered into eSIS.
- February 16 All course changes are made only after searching information in the centralized scheduling software to make sure revenue producing events are not displaced by course changes for summer session.

Fall and Spring Classroom Space:

- April 1 Events can be scheduled in academic classrooms for that **Fall semester**. (All events are subject to being moved if a room is needed for a class.
- November 6 Events can be scheduled in academic classrooms for the **J-term and Spring term**. (All events are subject to being moved if a room is needed for a class.)

Courses in classrooms will be scheduled by the Registrar's office. Events to be held in classrooms will be scheduled by the Campus Reservations Office.

Memorandum of Understanding for the scheduling of Karges Center

Due to the dynamic use of the Karges Center, it is agreed that the academic, athletic and Recreational entities will work together in a collaborative and cooperative process.

Special dates for Karges Center scheduling:

Who is Requesting	When do they want to reserve the space	Date they are able to make the reservation
HH& P Credit Courses	Summer	February 1
	Fall	May 15
	J-term	December 1
	Spring	December 1
Athletics	Summer	February 2-February 15
	Fall	May 16-August 1
	J-term	December 2-December 15
	Spring	December 2-December 15
Recreation Sports	Fall	August 2-August 15
	Spring	December 16-January 10
Recognized Student Organizations	Summer	February 16
	Fall	August 16
	Spring	January 11
Off-Campus Groups	Summer	February 16
	Fall	August 16
	Spring	January 11

This schedule will allow for improved communications with those other groups and organizations that would like to use the Karges Center. This will give the schedulers of Karges Center the ability to clearly know what date the priority for space use has been concluded, and back filling with open recreation scheduling, Recognized Student Organization groups and other users can be confirmed.

Please see addendum for further information on the scheduling of recreational spaces (commonly referred to as the space use matrix).

3.6 Special consideration for increased savings in heating/ventilation/air condition (HVAC) for classroom space:

An attempt will be made to place teachers in class rooms they request. There may be climatic seasons however, in which this is unadvisable in order to save on energy costs. The financial implication of keeping all buildings at full HVAC capacity may prohibit teachers from being able to teach in rooms they prefer. The University reserves the right to "shut down" certain buildings or zones within buildings, as deemed reasonable by Facilities Management and the Registrar's office.

3.7 Process for hosting an off-campus group: All off-campus groups must be sponsored by an officially recognized University department or student organization. The organization sponsoring the off-campus group takes responsibility for the behavior, content and fees associated with the program.

Category 1 – No or Low Charge: If the off-campus group is providing a program or service that is clearly a part of a department's mission to the University, the department may sponsor the off-campus group with no overhead charge or rental fees, and no contract of agreement in GPR spaces. (There would be fees charged if using PR spaces where the majority of the participants are coming from off-campus). Such programs must be deemed as being fully covered by the University Self Insurance program for liability purposes by the UWRF Risk Management Officer. These events shall be hosted and coordinated by the University department sponsoring them. All revenues are deposited into University account(s). If fees are charged, they are designed to cover the direct cost of the program only. The publicity is initiated by the respective university organization or department. All contact information is through the respective university organization or department.

Category 2 - Overhead Charge: In GPR or PR spaces, a contract and overhead charge will be assessed for events not directly associated with a department's mission and primary responsibilities. Events that involve off campus groups or participants may have an affiliation with a University department and may possibly be covered by the UWS self insurance program; however the event may fall outside specific job responsibilities or involve the generation of dollars. Such events may involve collaboration with an organization outside of the UW or involve significant numbers of participants other than UW-RF students & staff. A fee may be charged to participants with the fees being deposited into University account(s). Fees charged may be in excess of the direct cost of the specific program. The department or organization hosting the event will initiate the publicity and act as the contact for the event. The overhead charge will be based on a square footage basis. In addition to utility costs, the overhead charge shall also include labor charge backs that are incurred specifically to support the event such as maintenance, custodial, AV support, or Grounds staff. The sponsoring University department may provide all services involved with hosting and coordinating the event on campus. This may include making room reservations, detail the room set-up needs, food service arrangements, audio visual needs,

parking-custodial-security arrangements, signage, registration, and communication with the University Community. The Campus Reservations office will require the University Department sign off on a Category 2 agreement form a minimum of 3 days prior to the event start date. If the University department desires to use the services of the Conference and Event Services office to coordinate the event, it may do so at an additional cost to the off-campus group for services rendered. The Conference and Event Services office shall invoice the off-campus organization and make deposits in the appropriate University accounts.

Category 4 - Rent and Overhead Charge: If the off-campus group is not affiliated with a University department, they shall be sponsored by the Conference and Event Services Office. This office will execute a contract and make all necessary arrangements to host the group. Fees shall include contract administration, overhead, and services rendered for hosting the event.

Note: Category 3 is an internal designation used for calculating the fees payable by the Conference and Event Services office to the PR funded spaces on campus. This is for internal calculations only.

Category Example Events

The following list gives examples of events that this task force has determined belong in each grouping based on the definitions listed in 3.7

Category 1 – No/Low Charge	Category 2 - Overhead Charge	Category 4 – Rent & Overhead Charge
<ul style="list-style-type: none"> -Must be University department or organization initiated program in a GPR space -PR space use does have fees. -Clearly part of the individual department's responsibilities and mission -Department coordinates and conducts program -All revenues are deposited into University account(s) -Fees charged are designed to cover the direct cost of the program only -All publicity is initiated by the respective university organization or department -All contact information is through the respective university or department -No contract required 	<ul style="list-style-type: none"> -Affiliation with a University Department, however may fall outside specific job responsibilities, -May involve collaboration with an organization outside of the UW or involve significant number of participants other than UW-RF students & staff -May or may not charge a fee to participants -Fees collected are deposited in a University account(s) -Fees charged may be in excess of the direct cost of the specific program -All publicity is initiated by the respective university organization or department -All contact information is through the respective university or department -Work being performed by UW staff must fall within the scope of UW department/organizational mission -Contract needed -Pays overhead charge and related fees -May elect to use services provided by Conference and Event Services Office for a fee. 	<ul style="list-style-type: none"> -Not affiliated with the University -Must go through the Conference and Event Services Office, -A contract is required -Pays rental fee that includes overhead and services provided by the Conference and Event Services Office.
Category 1	Category 2	Category 4
ACT Testing	Ag Technology Contest	4-H County Groups
Alumni Events	Camps/Conf for UWRF Dept.	Boy/Girl Scouts
Career Fair	Cheese-makers Workshop	Camps/Conf for non-UWRF Dept.
College Visit Days	Cooperative Extension	Chamber of Commerce
Credit Producing Courses	Discover U Youth Program	Chippewa Technical College
Commencement	Gear Up Get Ready Visit	City of RF Planning Commission
Health Fair	Food Microbiology Symposium	Church/Religious Orgs
New Student Registration	Government Agency events	Economic Development

Category 1 – No/Low Charge	Category 2 - Overhead Charge	Category 4 – Rent & Overhead Charge
		Boards
Placement Testing	High School Art Day	Gov. Agency charging events
Praxis Tests	High School Chemistry Day	Graduation parties
Pre-College Program	High School Forensics contest	Humane Society
Student Org Sponsored Program	High School History Day	Kansas City Chiefs
Student Affairs Events	High School Music Day	Kinnickinnic Land Trust
UWRF Athletic Department	High School Theater Day	Parks & Recreation Events
UWRF Department meetings	Higher Ed. Prof. Association	Public Schools/School Board
UWRF staff retirement receipt.	Horse Institute	St. Croix Tourism Alliance
Public Voting Site	Livestock Sales/Judging	Retirement Receptions
	Pasteurization Workshop	Weddings
	Outreach Adult Enrichment	Whole Earth Coop
	Outreach Senior Program	
	Outreach Conferences & Workshops	
	Political visit sponsored by UWRF	
	Sausage Making Workshop	
	St. Croix Valley Summer Theater	
	St. Croix Symphony Orchestra	
	UW system meetings	
	Youth Leadership Congress	

3.8 The Conference and Event Services office and the Campus Reservations office shall work together to determine whether groups fit into category 1, 2, or 4. Contracts shall be used for short term, non-recurring space use agreements. Leasing arrangements will be negotiated for other space use agreements that may be long term or recurring in nature. An appeals process through the Business and Finance Office shall be utilized if there are conflicts in regard to the parameters being used in hosting off-campus groups.

4.0 **Departmental/Unit Responsibilities:** University Departments shall have responsibility for sponsoring those off-campus groups that perform programs or services that are related to the mission of the University. The word “sponsor” means to invite, take responsibility for, and coordinate all aspects of the program.

If the sponsoring organization desires assistance in hosting an off-campus group, they may elect to use the Conference and Event Services office for a fee.

- 4.1 These guidelines shall be reviewed annually to evaluate effectiveness and make changes as needed.

Addendums

Addendum A-1 Review of Category groupings reflecting use of PR or GPR space

Program Revenue Space (PR space):

Category 1	Category 2	Category 4
No room rental* (no fee for standard setups)	Discounted room fee is charged	Rental fee is charged
Will pay for special equipment	Will pay for special equipment	Will pay for all equipment
Will pay for special setup labor	Will pay for special setup labor	Will pay for special setup labor
Will pay for extended building hours	Will pay for extended building hours	Will pay for extended building hours
No overhead fees for utilities	No overhead fees for utilities	Will pay overhead fees for utilities \$100 **
*UC ballroom and Falcon's Nest use incur minimum room rental fees for all groups		See web site for Hunt/Knowles overhead fees.
No Parking fees	Discounted Parking fee	Parking fee is charged
No contract needed	Contract fee is \$25	Contract fee is \$25

General Program Revenue Space (GPR space):

Category 1	Category 2	Category 4
No room rental and no fee for basic equipment	No room rental and no fee for basic equipment	Rental fee is charged
Will pay for special equipment	Will pay for special equipment	Will pay for all equipment
Will pay for special setup labor	Will pay for special setup labor	Will pay for special setup labor
Will pay for extended building hours **	Will pay for extended building hours	Will pay for extended building hours
No overhead fees for utilities	No overhead fees for utilities	Will pay overhead fees for utilities \$100
		See web site for Hunt/Knowles overhead fees.
No Parking fees	Discounted Parking fee	Parking fee is charged
No contract is needed	Contract fee is \$25	Contract fee is \$25

****Special Exemption: ACT/MCAT/PPST testing will not incur extended building hours fees.**

Addendum A-2 **Memorandum of Understanding**
Scheduling of Multi-function Spaces at the
University of Wisconsin River Falls
Updated: December 2009
Approval received: Facility Use Task Force

It is agreed that various entities need to schedule spaces in Academics, Athletics, and Recreational (Multi-use) spaces on campus in a collaborative and cooperative process. All areas will work together to make sure the use of these multi-use spaces are handled efficiently and effectively. The review of “best practices” from sister institutions has provided the foundation for the agreement below.

Academic scheduling in the multi-use spaces for credit producing courses and lab work will be entered into the EMS scheduling system by:

- February 1 (for summer session)
- May 15 (for Fall term)
- December 1 (for Spring and J-Term)

Athletic scheduling in the multi-use spaces for games and practices will be entered into the EMS scheduling system:

- After February 2 and completed by February 15 (for summer session)
- After May 16 and completed by August 1 (for Fall term)
- After December 2 and completed by December 15 (for J-term and Spring term)

Recreational Programming in multi-use spaces will be entered into the EMS scheduling system:

- After August 2 and completed by August 15 (for Fall term)
- After December 16 and completed by January 10 (for Spring term)

This will allow for improved communications with those other groups and organizations that would like to use multi-use spaces on campus. This will give the schedulers of multi-use space on campus the ability to clearly know what date the priority for space use has been concluded, and back filling with open recreation scheduling, Recognized Student Organization groups and other users can be confirmed.

Addendum A-3 **Space Allocation Rankings Rubric**

Categories & Ranking Rationale

1. Is the group a recognized student organization?

- a. Yes, the club/organization is recognized by Student Life = 10 POINTS
- b. No, the club/organization is not recognized by Student Life = 0 POINTS

If the group/organization is not recognized by Student Life, then space cannot be allocated to the group. As such, this is the highest priority and therefore receives the highest weight (**a factor of 10**) when calculating the group's overall score.

2. Was the facility request submitted on-time?

- a. Yes, the RSO submitted the request by the deadline = 10 POINTS
- b. No, the RSO did not submit the request by the deadline = 0 POINTS

If the group/organization has not submitted a facility request by the deadline, then space cannot be allocated to the group with the same priority as those groups who submitted a request in a timely manner. As such, this is the next highest priority and therefore receives the next highest weight (**a factor of 9**) when calculating the group's overall score.

3. Identifying the primary competitive/performance season

- a. Yes, the season in question is the RSO's primary season = 10 POINTS
- b. The RSO's primary season wraps into the season in questions = 5 POINTS
- c. No, the season in question is not the RSO's primary season = 0 POINTS

Priority needs to be given to those RSO's who are practicing and competing within their primary season. To give preference to an RSO who is not in its primary season is contradictory to the students' best interest; therefore of the remaining categories, identifying the primary competitive or performance season is the highest priority and therefore weighted accordingly (**a factor of 8**).

4. Is the space in question the RSO's "primary" preference, "secondary" preference, "other" preference, or a non-useable space?

- a. The space is the PRIMARY space for the RSO = 10 POINTS
- b. The space is the SECONDARY space for the RSO = 7 POINTS
- c. The space is ANOTHER space that could be used by the RSO = 3 POINTS

- d. The space is a NON-USEABLE space for the RSO = 0 POINTS

Next, priority should be given to those RSO's who only have one option for space. Allocating the only useable space for CLUB A to CLUB B, when CLUB B can utilize another space is contradictory to the students' best interest; therefore of the remaining categories, categorizing the spaces available is the highest priority and therefore weighted accordingly (**a factor of 7**).

5. How many students are currently members of the organization?

- a. Over 40 members in the RSO = 10 POINTS
- b. 16-40 members in the RSO = 7 POINTS
- c. Six to 15 members in the RSO = 3 POINTS
- d. Five or less members in the RSO = 0 POINTS

Of the remaining categories in the rubric, it is the mission to assist as many students as possible. It is with this in mind that we borrow a page from the University of Minnesota and award points for the number of members an RSO has. As such, the membership category is the highest remaining priority and therefore weighted accordingly (**a factor of 6**).

6. At what level does this group compete/perform (i.e. on-campus only, across Wisconsin and Twin Cities, throughout the Midwest, or nationally)?

- a. National visibility/recognition in the previous year = 10 POINTS
- b. Midwest visibility/recognition in the previous year = 7 POINTS
- c. Wisconsin/Twin Cities visibility/recognition in the previous year = 3 POINTS
- d. On-Campus Only visibility/recognition in the previous year = 0 POINTS

Expanding the brand of the University is a high priority, and when it comes to clubs and organizations, they are no exception. Some RSOs increase the visibility of UWRF more than others. It should be the objective of everyone to continue to expand the UWRF Brand. That is why the decision was made to rate this category as the sixth most important and was weighted accordingly (**a factor of 5**).

7. Is this group completely inclusive/exclusive or partially inclusive/exclusive?

- a. 100% Inclusive = 10 POINTS
- b. 100% Inclusive based on equal and opposite RSO (i.e. Men's & Women's Rugby) = 7 POINTS

- c. Partially Inclusive based on a National Governing Body's qualifications (i.e. Dance Team) = 3 POINTS
- d. 100% Exclusive = 0 POINTS

Exclusivity within RSOs is prohibited, unless it is for a specific and qualified reason. While most of our clubs will receive full points for this category, it is still necessary to recognize the fact that clubs and organizations need to be open and inclusive TO ALL. Rewarding those RSOs whose doors are open and welcoming should be a factor and it has been weighted accordingly (**a factor of 4**).

8. Does the group need to utilize the entire space in question or can the space be shared?
- a. All of the space is needed by the RSO = 10 POINTS
 - b. The space can be split between two or more RSOs = 5 POINTS
 - c. The group does not need the space in the facility = 0 POINTS

Not all of the space available for clubs and organizations can be shared. Understanding which spaces can be shared by the RSOs in question will help distinguish one club's priority over another. For this reason, this category is much lower on the list and therefore weighted accordingly (**a factor of 3**).

9. How many years has the group/organization been active at UWRF?
- a. 10 years or more recognition of the RSO = 10 POINTS
 - b. Six to nine years of recognition of the RSO = 7 POINTS
 - c. Three to five years of recognition of the RSO = 5 POINTS
 - d. One to two years of recognition of the RSO = 3 POINTS
 - e. New RSO during the current academic year = 0 POINTS

Giving recognition to RSOs who have been around for several years should be good thing, but not a deciding factor in who has priority for space reservations. Being able to include longevity within the rubric will allow for close-calls and tiebreakers to be decided fairly and equitably. For this reason, this category is the second lowest on the list and therefore weighted accordingly (**a factor of 2**).

10. Does the group/organization support the UWRF, Student Affairs, Student Life or RSF Mission(s)?
- a. Fully support UWRF/SA and/or Student Life/RSF = 10 POINTS
 - b. Partially support UWRF/SA and/or Student Life/RSF = 5 POINTS

- c. None support UWRF/SA and/or Student Life/RSF = 0 POINTS

Finally, an RSO should help support the mission of the University and Department(s) to which they report. Every RSO should receive some points in this category and while it is important, when compared to the other nine categories in this rubric, it was determined that the other categories should have a greater weight on space, whereas this category should have the greatest weight when recognizing an RSO. This category, while valuable, is ranked the lowest in the rubric and weighted accordingly (**a factor of 1**).