Policy
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, this policy paper was established to govern facility use on the River Falls campus.

Authority
The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process. The Assistant Chancellor for Business and Finance is responsible for the administration of this policy. To request an exception to this policy, mailto: administrative-policy@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Procedure
Requests by University Departments and campus organizations to utilize University facilities shall be directed to the Registrar’s Office for credit producing courses, or to the Campus Reservations Office for classroom related or general activities or events. The delegates of the Facility Use Task Force shall have responsibility for interpreting and enforcing University policies relating to the use of facilities.

Organizations and groups not affiliated with the University shall contact the Conference and Contract Services Manager. The Conference and Contract Services Manager shall handle all aspects of facility usage, and negotiate a contract that shall spell out the terms of the agreement. In those cases in which a group not affiliated with the University is invited to campus and sponsored by a University department, the group shall still enter into a contract with the University through the Campus Reservations Office.

Registrar’s Office Responsibilities
The Registrar’s Office is responsible for the following:

1. Schedule academic space for credit producing instructional units based upon established and agreed upon guidelines found in the Facility Use Task Force Document.
2. Oversee the distribution and collection of information from instructional units for the development of future term sessions.
3. Update all classroom assignment adjustments in the Dean Evans & Associates software system, EMS Enterprise.
4. Provide classroom and laboratory space use data to UW System per established guidelines.
Campus Reservations Responsibilities
The Campus Reservations Office is responsible for the following:

1. Ensure that space is scheduled according to UWS 21 policies for on-campus groups.
2. Ensure that space is used on campus based upon the guidelines in the Facility Use Task Force Document.
3. Assist with problem solving, enforcing and updating University Center policies and procedures and Facility Use Task Force documents.
4. Implement the interpretations of facility use based upon established Memorandum of Understandings (MOU) for various specialty spaces on campus.
5. Oversee the correct invoicing, collection and distribution of facility use fees based upon campus policies for on-campus groups.
6. Oversee the process for providing accurate, detailed facility use information to the campus community using the campus scheduling software system.
7. Communicate all academic space conflicts with all parties involved.

Conference and Event Services Responsibilities
The Conference and Contract Services Manager (or designee) is responsible for the following:

1. Ensure the space is scheduled according to UWS 21 policies for off-campus groups.
2. Ensure that space is used on campus based upon the guidelines in the Facility Use Task Force Document.
3. Assist with problem solving, enforcing and updating University Center policies and procedures and Facility Use Task Force documents.
4. Implement the interpretations of facility use based upon established Memorandum of Understandings (MOU) for various specialty spaces on campus.
5. Oversee the correct invoicing, collection and distribution of facility use fees based upon campus policies for off-campus groups.
6. Coordinate with Camp, Wedding, Tradeshow and Conference organizers for facility, dining, parking and housing requests.
7. Market to off-campus groups.
8. Manage contracts and fiscal resources, facility operations, and coordinate with service providers in the best interest of the University.

Falcon Center Scheduling Responsibilities
The Falcon Center Scheduling Office is responsible for the following:

1. Ensure that space is scheduled according to UWS 21 policies.
2. Use the policies and guidelines of the Facility Use Task Force Document when scheduling the Falcon Center related areas.
3. Assist with problem solving, enforcing and updating Falcon Center policies and procedures and Facility Use Task Force documents.
4. Implement the interpretations of facility use based upon established Memorandum of Understandings (MOU) for various on-campus or off-campus entities.
5. Oversee the correct invoicing, collection and distribution of facility use fees based upon campus policies for on-campus groups or off-campus groups using the campus scheduling software system.
6. Communicate all academic space conflicts with all parties involved.
7. Market to off-campus groups for improved revenue generation.
8. Manage contracts and fiscal resources, facility operations, and coordinate with service providers in the best interest of the University.

**Director of University Center or Falcon Center Responsibilities**
The Director of University Center or Falcon Center (or designee) is responsible for the following:

1. Use delegated authority to review and execute contracts in alignment with financial authority. Contracts larger than authority level must be reviewed and executed by the Assistant Chancellor for Business and Finance.
2. All signed contracts are sent to the Business and Finance Office for storage.

**Risk Management Responsibilities**
The Risk Manager (or designee) is responsible for the following:

1. Review contract language periodically whenever language is deleted or added to the contracts.
2. Approve Certificate of Insurance for off-campus groups.

**Related Documents**
- UWS 21 - "Use of University Facilities" - Wisconsin Administrative Code
- University Centers Policy and Procedure Manual
- Administrative Policy Paper AP-01-110 Segregated Fee Assessment/Waiver
  [http://www.uwrf.edu/Administration/Policy/Administration/Administrative/AP01110.cfm](http://www.uwrf.edu/Administration/Policy/Administration/Administrative/AP01110.cfm)
- Administrative Policy Paper AP-02-101 Business Activities
  [http://www.uwrf.edu/Administration/Policy/Business/AP02101.cfm](http://www.uwrf.edu/Administration/Policy/Business/AP02101.cfm)

**Contact**
To direct questions about this policy, mailto: administrative-policy@uwrf.edu.