

# Madison College Facility Use Guidelines

## Contents

Overview .....	1
Definitions.....	2
EVENT RESERVATIONS.....	2
CO-SPONSORED EVENTS .....	4
Cancellations .....	5
Internal Event Cancellation:.....	6
Athletic Rental Agreement Cancellation Notice: .....	6
Co-sponsored and External Event Cancellation:.....	6
EVENT RESPONSIBILITIES & RESTRICTIONS .....	6
Responsibilities for Athletics Facilities .....	9
Payment.....	10
Resources .....	10
Changes to Policy/Non-Compliance .....	10
Contact Information & Helpful Links.....	10
Contact Information:.....	10
Helpful Links: .....	11

## OVERVIEW

Madison College facilities are available for internal and external events. Events include programs, activities, meetings, protests, or gatherings. These guidelines outline our event procedures. These guidelines are not designed to prohibit individuals from exercising their constitutional rights. The College uses these guidelines to expand access to college properties without disruption to our mission.

Madison College’s offerings, reservations, and event services are managed as follows:

- a. All internal academic scheduling (i.e., Madison College courses and classes) should follow the [academic scheduling procedures](#).
- b. All Athletic events are scheduled through the [Athletics Department](#).
- c. All other events are overseen by [Event Services](#).

These Facility Use Guidelines govern the use of facilities owned and operated by Madison College. Anyone using College facilities for an event is bound by the conditions outlined in this

document. Furthermore, anyone using College facilities must observe the applicable city, state, and federal laws as well as the Madison College Code of Conduct.

### Definitions

**Attendee:** An individual present at an event hosted by the unit.

**Co-sponsored Events:** An event jointly offered by Internal and External Users for the benefit of Madison College students or community organizations. Liability for hosting the event rests with the internal department of the College. All direct costs to host the event will be the responsibility of the internal department

**Event:** An activity on campus (i.e., meetings, internal or other coordinated by an event planner to bring people together, outside of the formal classroom experience).

**Event Host:** The sponsoring unit (i.e., department, employee, or other connected entity). For the purposes of meetings, the event host is the convener. For internal events, the event host is a college employee from the sponsoring unit. For external events, the event host is the College's Event Services department.

**Event Planner:** The individual planning the event logistics (reserving space, ordering food, request space layouts, etc.) Every event must have a designated event planner

**Event Request:** An entry into 25Live requesting space for an event.

**External Users:** An event planner that is not affiliated with Madison College.

**Facilities:** College-owned or leased buildings, structures, or outdoor spaces.

**Internal Users:** An officially [recognized club](#), organization, department, or school of Madison College.

**Tabling:** Informational Tables placed in public areas for use by internal organizations and approved external users.

### **EVENT RESERVATIONS**

Classrooms may be scheduled for non-instructional purposes after classes schedules are established for each semester or term or during weekend hours.

1. Prioritization: Most facilities are reserved on a first-come, first-served basis. In the event of a conflict, the scheduling priority is as follows:
  - a. The academic schedule for courses, classes, and associated activities
  - b. Academic and college Events
  - c. External Student-Related Events
  - d. All Other External Events
  - e. For tabling, priority is given to:

- i. Career and Employment and Transfer Services departments.
  - ii. All other organizations are first-come, first-served.
  - iii. Tabling is limited to once per week per club/organization/department, except is the Veterinary Technician department's animal adoption events.
2. Timing a Request: Events in classrooms will not receive final approval and scheduling until the course schedules for the associated term are finalized.
  - a. All internal event requests should be made at least 5 business days before the event's start and no more than one year from the event's start.
  - b. All external event requests should be made at least 2 weeks before the event's start and no more than three months from the event's start.
3. Scheduling an Internal or Co-sponsored Event: To schedule an internal event on campus (not tied to academic class periods), department staff or club/organization leaders need to access the online room/reservation system, [25Live](#). This will kick off the event review and approval process. For questions, please email [events@madisoncollege.edu](mailto:events@madisoncollege.edu).
4. Scheduling an External Event: External event requests must be submitted using the [Event Requests Form](#). Event Services will book the event to ensure that any fees, insurance requirements, and guest accommodations can be met.
5. Rental Length: Set-up and take-down time must be included in hours rented.
6. Scheduling Limitations: The College reserves the right to approve, deny or modify the scheduling of an event to meet the needs or limitations of the College. The College will determine the best time and place for an event based on anticipated outcomes.
  - a. No event-related activity will be scheduled in classrooms the week of final exams. Exam weeks are published in the College's [Academic Calendar](#).
  - b. Recurring events (meetings, tabling, etc.) may only be scheduled on a semester basis. A student organization/club will designate one person to coordinate room reservations and the organization/club advisor must approve all requests.

EVENT RESERVATION AND RELATED SERVICES REQUIREMENTS							
Event Host	Reserve Through	Facility Charges	EVS (Cleaning) Charges	AV Services Charges	Security Requirement	Food/Catering	Payment Method
<b>College Division/ Department or Office</b>	<a href="#">25Live</a>	No charge	No charge unless excessive	No cost for service	No cost for service	Must use Madison College Catering	Departmental p-card*
<b>Student Organization</b>	<a href="#">25Live</a>	No charge	No charge unless excessive	No cost for service	No cost for service	Must use Madison College Catering	Student Organization Account #*
<b>Tabling</b>	<a href="#">25Live</a>	No charge	No charge unless excessive	No cost for service	No cost for service	N/A	N/A
<b>Ticketed Internal Event</b>	<a href="#">25Live</a>	No charge	No charge unless excessive	No cost for service	No cost for service	Must use Madison College Catering	Departmental p-card*
<b>Co-sponsored Event</b>	<a href="#">25Live</a>	Based upon the co-sponsored event fee	Covered in facility rental fee	Contingent upon the use of equipment	Contingent upon Event Security	Must use Madison College Catering	Contract, Proof of Insurance, and Invoice
<b>External/ Non-College Organization</b>	<a href="#">Event Requests Form</a> , Event Services Office	Based upon facility rental rate schedule	Covered in facility rental fee	Contingent upon the use of equipment	Contingent upon Event Security	Must use Madison College Catering	Contract, Proof of Insurance, and Invoice

\*Payment is only required when using catering services

### CO-SPONSORED EVENTS

Madison College units or student organizations may co-sponsor educational programs and events that support the College's mission.

Before a college employee submits a request to co-sponsor an event, please ensure the event meets all the eligibility requirements below. If an External User requests the event, the event is not considered co-sponsored. External Users may request a fee waiver, which is granted on a case-by-case basis by the Event Services Manager, based on the criteria below.

### Criteria for Co-Sponsorship

1. The purpose of the event should complement the mission of the College. The educational or public service implications of the event must be evident. Corporate events are ineligible for co-sponsorship.
2. The co-sponsored event may not result in personal or financial gain, including fundraising or sales activities for any external group or a college employee.
3. If the organization is fundraising for a campus organization, a substantial portion of the sales (40% or more) must benefit the internal unit. The external group must hold a valid seller's permit (if required) and pay sales tax on all sales made on Madison College campuses.
4. The event must be apolitical.
5. Madison College departments and student organizations must materially participate in the event, including providing financial support and/or staff dedicated to the event.
6. The event should be open to the public.
7. The value to the college of hosting the event must be comparable to the foregone fee.

**Benefits of Co-Sponsorship:**

- Co-sponsored events' facility rental fee may be reduced by 50% with approval of the appropriate dean, director, vice president, or the president. Fees may be waived in full with the approval of the Vice President of Administration or the President. See the [Facilities Rental Rates](#) for current pricing. Pricing must be arranged before the Facilities Use Agreement is issued.
- All other charges will be incurred as they would for any external event; however, the costs may be paid by the internal co-sponsor.
- The co-sponsoring department may assist with event promotion.
- The College's insurance policy covers co-sponsored events. For certain events, additional insurance may be required. The External User must sign Madison College's [Facility Use Agreement](#).
- Co-sponsored events may play music under the College's music license agreements.

**CANCELLATIONS**

The College reserves the right to substitute an alternative space for any facility reserved for a co-sponsored or external event if deemed necessary to conduct official college business or special programs.

Due to factors beyond the reasonable control of the College, the College may cancel a previously scheduled event without penalty.

During inclement weather, public emergencies, or acts of God, the College may close regardless of any scheduled events. Event Planners, Event Hosts and External Users are responsible for

monitoring for closures. Information about campus closures can be found on the college website or by calling (608) 246-6606.

If an event needs to be cancelled, Event Services will contact the Event Planner on the Agreement to discuss the cancellation and opportunities for rescheduling.

Internal Event Cancellation:

Event Services requests 48 hours' notice of cancellation (excluding weekends or holidays) before the start of any event to avoid unnecessary setup and ensure the space is available for other uses

Athletic Rental Agreement Cancellation Notice:

Athletic events must be cancelled at least 24 hours prior to the start of an event. Any cancellation received with less than a 24-hour notice will be charged the entire fee without the option to reschedule.

Athletic Rental Agreement Cancellation Fee:

If an athletic facility rental is cancelled more than six months prior to the event, the entire fee, except for the \$100 Administrative Fee, can be refunded. If the event is cancelled within the six-month period, the fee can be transferred to a new rental within the same season of the original reservation.

Co-sponsored and External Event Cancellation:

Event Services requires a 48-hour cancellation notice (excluding weekends or holidays). If the cancellation is within the 48-hour policy a refund of half the total agreed upon in this Event Addendum will be refunded. No refunds shall be made if the cancellation is after the 48-hour policy or if there is a no-show for the event.

**EVENT RESPONSIBILITIES & RESTRICTIONS**

All External Events require a completed Facilities Use Agreement. This agreement is not required for Internal or Co-sponsored Events.

All events, whether internal, co-sponsored, or external must comply with the following:

- 1) Termination: The College reserves the right to terminate any event, suspend any activity, or expel any person associated with an event from the campus if the event/activity presents a danger to participants, the facility, or poses an eminent risk to the College.
- 2) Conduct: The Event Host is responsible for the conduct of all people associated with an event. Conduct must be within standards defined by the [Student Rights and Responsibilities](#) (Code of Conduct) and the [Madison College Employee Handbook](#).
  - a) Event Hosts are expected to be on-site for the entirety of the event or have a designated individual on-site in their absence.
  - b) In the event an incident occurs, users must complete the [Incident Report Form](#) for all incidents that occur on Madison College property.
- 3) Minors: Minors must always be supervised.
- 4) Food: Per Dane County public health regulations, leftover food items from a catered event may not be removed by staff or guests of Madison College. Removal of any items is prohibited due to liability risk to Madison College.
- 5) Restrictions:

- a) Smoking and smokeless tobacco are prohibited on campus including the grounds and parking lots.
  - b) Madison College Dining Services offers catering and as such has the first right of refusal for all food services. Please view the catering website to review our services.
    - i) Any food, materials, or equipment to be brought into the building must be approved in advance and indicated on the permit.
    - ii) Any food items sold or distributed must be pre-packaged from the original manufacturer. No home-made items or unwrapped goods. The only exception would be food provided by Madison College Catering.
    - iii) Users will adhere to all Wisconsin Department of Health Services' food regulations. College staff will monitor and enforce all applicable codes.
  - c) Soliciting is prohibited on college property.
    - i) Users who wish to solicit, canvass, vend, promote, or advertise on campus may distribute materials (no consumable products are allowed) on the public sidewalks.
    - ii) Selling materials associated with an approved event is allowable with prior approval. The college must receive 15% any sales by the speakers/vendors.
  - d) Postings may only be placed on designated boards, areas, or surfaces. All other postings shall be removed. Building entrance and exit areas are reserved specifically for emergency information related to building or weather conditions, or any other information that may affect the operations of the facilities, or the health and safety of the building occupants. Such notices shall only be posted by Facility Services authorized staff.
  - e) Political contributions are prohibited on District premises.
  - f) The use of open flame, pyrotechnics, smoke, or chemical fog is prohibited.
  - g) The noise level will be kept to a level that will not interfere with other people or activities in and around the campus. Any amplified effects or music will be limited to an output of no more than 95 dB, but that limit may be lower if the noise interferes with campus operations.
- 6) Safety/Security:
- a) For some high-risk events, the User may be required to issue liability waivers for all event participants. Specific language will be crafted by the Madison College Legal Counsel based on the event and activity involved.
  - b) Depending upon the location, type of event, and number of attendees, security and/or Emergency Medical Services may be required. The need for security and/or EMS will be determined on a case-by-case basis and mandated. If required, Madison College Public Safety Services will assign uniformed or non-uniformed officers and/or EMTs for any College event with alcohol or private function. The Event Hosts/Planners, or their organizations, will be responsible for the cost of the security staff provided.
  - c) Users will adhere to all fire codes and applicable regulations regarding the environment, health, and safety.
    - i) College staff will monitor and enforce all applicable codes. Failure to comply with the staff enforcement or the willful neglect of these regulations will result in immediate termination of the event and any associated agreements, and forfeiture of all deposits and/or fees for special purpose rooms and equipment.
    - ii) Flammable or combustible liquids, open flames, pyrotechnics, and cooking in event spaces are prohibited.

- iii) Extension cords should be in good condition and taped/covered to prevent tripping hazards.
  - d) If an event involves a dignitary, an event plan needs to be submitted to [Madison College Public Safety](#), detailing how this individual will be protected on campus during the event. Public Safety will review and establish evacuation routes, EMS response, and other safety precautions accordingly. Certain large-scale events may also require a safety plan, Event Services will assist in the development of this plan.
- 7) Parking: Daytime events during the academic year will require special parking instructions from Events. For questions, please contact [events@madisoncollege.edu](mailto:events@madisoncollege.edu). For general information about parking, please see [Madison College Parking Regulations](#).
  - 8) Alcohol: Requests to serve alcohol must be reviewed and approved by the Vice President, Administration, and a [Special Event Permit Beer and/or Wine On Campus](#) must be issued in compliance with [College policy](#).
  - 9) Music/Performances: Music, movies, and dramatic performance require license agreements.
    - a) Event Hosts are requested to get licensed for any movie showings or dramatic performances.
    - b) Madison College has licensing agreements with ASCAP, BMI and SESAC for the performance or playback of music.
  - 10) Raffles: Raffles require recording and reporting all revenues per state law. Student clubs/organization should work with Student Life to arrange raffles.
  - 11) Tickets/Box Office: Users may coordinate and manage their own ticketing services. Event Services can provide in-house ticketing solutions as needed for an additional fee.
  - 12) Technology Use:
    - a) Madison College will not permit Users to install software on any College-owned computer or in a computer lab.
    - b) Anyone using Madison College computers, or the wireless network requires a login and password. Network access must be requested on the Room Reservation form in advance. The login and password will be supplied by Dining & Event Services on the day of the event.
    - c) Anyone connecting to the College network must follow the [Student Computer System Guidelines](#). All employees of Madison College must also adhere to the [Employee Handbook](#).
    - d) Madison College is not responsible for any connectivity issues, computer corruption or the interception of data transmitted when using a privately owned computer on the College network.
  - 13) Equipment and Furniture:
    - a) If any of the College's equipment is unavailable, a solution will be developed to satisfy both parties.
    - b) Equipment and furniture to be used in assigned areas only.
    - c) Pianos and other musical equipment should not be moved without permission.
    - d) Pianos and other musical equipment required by the User are provided as is. If the User requires an instrument to be tuned, the cost of tuning will be billed to the Internal or External User as appropriate.
    - e) Any external equipment must be approved in advance of the event.
    - f) Equipment loading and unloading shall always be attended. Parking in fire lanes is prohibited.



- g) Any broadcasts, telecasts, recordings, etc., using the Madison College brand logo, require prior consent from the College's Marketing department.
- 14) Decorations, Exhibits, Displays, Signage:
- a) Any decorative materials used in the building must be made of or treated with flame resistant materials and/or not pose a fire hazard itself.
  - b) The use of glitter is prohibited. Confetti is permissible unless the event is held on a carpeted floor.
  - c) Internal Users will adhere to all [Madison College guidelines](#) regarding mounting signs, posters, or other items. Painters (Blue) or theater (Gaffer) tape is preferred on all surfaces.
  - d) No objects, materials or mascots bearing a sponsor's name, logo or image will be permitted on the outside of the building or in the public hallways. College Transfer Fairs are exempt.
  - e) All rigging, signage hanging, etc. must be coordinated in advance and adhere to all rigging guidelines as provided by Event Services.
  - f) Exterior signage must be approved in advance in coordination with Facilities, Event Services, and Public Safety as appropriate.
  - g) Motorized vehicles that are to be displayed must be pre-approved with Event Services, special permitting and conditions may be required.
- 15) Cleaning/Damage:
- a) It shall be the responsibility of the Event Host to restore the area to pre-event condition. Please place garbage in waste containers, remove any decorations and adhesives, and turn off all lights and other electronic equipment.
  - b) Fees, dependent upon excessive cleanup, will be charged if reserved spaces are not returned to pre-event condition.
  - c) Any materials abandoned will be disposed of in accordance with Madison College's disposal policy.

### Tabling

Informational table can be requested using the Events Reservation Process. Student clubs and organizations should work with the Student Life Office to make tabling reservations.

- 1) Reservations are required to use tables, even if the table appears available/unoccupied.
- 2) Tables must be staffed (with exceptions for short breaks) for the duration of the event. Materials left on unstaffed tables may be disposed of.
- 3) Tables are provided as is. Any additional equipment/materials must be requested on the Room Reservation form, including tablecloths.

### Responsibilities for Athletics Facilities

- Concessions for any/all events will be handled through the Athletic Department and will be included in the rental Agreement.
- If an event runs beyond the actual time reserved, facility rental rates will be doubled for any additional hours used.

- Rental groups will be required to perform basic clean-up of facilities, including picking up trash and removing any personal items brought to the event. All other clean-ups will be included in your rental fee.

## **PAYMENT**

For all groups, full payment is due upon signing the Facility Use Agreement. This fee is deemed earned when paid and is non-refundable for any reason other than default by Madison College in not providing the facilities and services as agreed herein, or cancellation of an event up to 48 hours prior to the event date. Non-payment may result in cancellation of the event.

Payments made by check or money order shall be made payable to Madison College. Please see the [Rental Rates](#) for costs.

Any additional event charges incurred during the event for security, room cleanup, AV requirements, equipment usage or lost or damaged property will be billed after the event is completed. Balances are due within 30 days of invoicing.

## **RESOURCES**

Requests for additional equipment must be made when completing the Room Reservation form. Equipment is provided based on availability. See Event Responsibilities and Restrictions, section 12, for more detail regarding equipment.

## **CHANGES TO POLICY/NON-COMPLIANCE**

All guidelines presented in this document are subject to review and change without notice. Facilities and service fees will be reviewed on an annual basis to assess and establish market costs for all internal, co-sponsored, and external charges. New fees go into effect on July 1<sup>st</sup> of each year.

Failure to comply with the guidelines and policies may result in the assessment of charges to recover the costs of services scheduled and/or performed, the suspension or revocation of scheduling privileges, and/or the closing of an event requiring restitution for expenses or damages.

## **CONTACT INFORMATION & HELPFUL LINKS**

### Contact Information:

#### **Event Services**

Contact: Bill Reed  
Title: Manager, Event Services  
Phone: 608-243-4004  
Email: [wreed@madisoncollege.edu](mailto:wreed@madisoncollege.edu)

#### **Dining Services/Catering**

Contact: David Dorst  
Title: Executive Chef  
Phone: 608-243-4228  
Email: [dbdorst@madisoncollege.edu](mailto:dbdorst@madisoncollege.edu)

#### **Facility Operations**

Contact: Wes Marquardt

Title: Facilities Engineering/Operations Manager  
Phone: 608-243-4040  
Email: [wmarquardt@madisoncollege.edu](mailto:wmarquardt@madisoncollege.edu)

**Public Safety**

Contact: John Flannery  
Title: Public Safety Director  
Phone: 608-246-6052  
Email: [jflannery1@madisoncollege.edu](mailto:jflannery1@madisoncollege.edu)

**Athletics**

Contact: Bill Kegler  
Title: Sports Complex & Enterprise Coordinator  
Phone: 608-245-2126  
Email: [bkegler@madisoncollege.edu](mailto:bkegler@madisoncollege.edu)

Helpful Links:

- [Catering Services](#)
- [Event Services Page](#)
- [Facilities Use Agreement](#) (for co-sponsored and external events)
- [Facilities Rental Rates](#)