

**UNIVERSITY OF WISCONSIN-MADISON
FACILITIES USE GUIDELINES**

SUBJECT: Revenue Producing Events in University Facilities and Grounds
FROM: Facilities Use Committee
DATE: September 2004

Revenue Producing activities in University facilities and on grounds may be allowed when the event is sponsored by a University Department, a governmental agency, a Registered Student Organization (RSO), or a non university group at the invitation of a Dean, Director or Chancellor (or his/her designee) subject to the following conditions established in the UW-Madison policy on Use of Facilities and Grounds.

A. REGISTERED STUDENT ORGANIZATION SPONSORED EVENTS

RSO's may raise money to support their own activities according to the rules and regulations set forth in the Student Organization Office (SOO) handbook.

RSO's may use University facilities/grounds to raise funds on campus for the benefit of a 501© (3) not for profit charitable organization (Non-profit Charity) provided that:

- They comply with all applicable University policies and guidelines.
- Attendance at these events is limited to students, faculty and staff.

Such events/activities may be open to the public IF:

- The on campus event/activity is sponsored by an RSO and is in support of a specific Non-profit Charity, provided that:
 1. The event will not include sales of any products.
 2. All or a portion of the fee/donation will go to the Non-profit Charity.
 3. The exact amount of the individual fee/donation that will go to the Non-profit Charity will be specified in all promotions.
 4. If the RSO wants to hold the event the following year, they need to demonstrate that the funds from the previous year were received by the given Non-profit Charity.
- The event is co-sponsored by a University Department, in which case the funds must be deposited in the appropriate University account.
- The Chancellor or his/her designee authorizes an exception.

B. UNIVERSITY DEPARTMENT AND GOVERNMENTAL AGENCY SPONSORED EVENTS

University departments and governmental agencies may sponsor revenue-producing events, but monies collected must be deposited in an appropriate University or State account.

C. NON-UNIVERSITY GROUP SPONSORED EVENTS

Non University groups using University facilities at the invitation of a Dean, Director or Chancellor (or his/her designee) may sponsor a revenue-producing event. Authorization to use University facilities for such an event must be approved by the Chancellor or his designee. The Dean, Director or Chancellor (or his/her designee) requesting use of the University facilities for such an event must explain how the event will further the mission of the University.