



Summary

It is the intent of University Recreation & Wellbeing (Rec Well) to make our facilities available for rental to interested parties within the following regulations. This document outlines various policies and practical considerations that guide Rec Well in its efforts to respond to requests for permission to use facilities. These guidelines and procedures are intended to promote consistency in decisions regarding use of facilities and the possible assessment of rental fees and costs for such use. Changes to these guidelines and procedures can be made by the Director of University Recreation & Wellbeing.

Policies and guidelines for renting space, equipment or requesting private classes with Rec Well are listed below. The general Rec Well policies apply to all guests that use space, equipment or schedule private classes. These general policies can be found at:

<https://recwell.wisc.edu/policies/>.

Priority Schedule

University Recreation & Wellbeing serves as the base for campus-wide recreational program and Rec Well facilities house the Department of Kinesiology. The priority use of the facilities shall support the mission of University Recreation & Wellbeing.

It is very important to acknowledge that the highest priority for scheduling is the use of facilities for general recreation needs by UW-Madison Students and paying members. Thus, Rec Well will always make every attempt to offer open recreation space for our primary users.

The priority use system is as follows:

A. Indoor Facilities

1. University Recreation & Wellbeing requests
2. Academic Classes*
3. Registered Student Organization (RSO) requests
4. Campus Department/Program requests
5. Non-University requests (Schools, Community Organizations, etc.)

B. Outdoor Fields

1. University Recreation & Wellbeing requests
2. Academic Classes*
3. Registered Student Organization (RSO) requests
4. Campus Department/Program requests
5. Non-University requests (Schools, Community Organizations, etc.)

*Academic Class Times in Rec Well Managed Facilities are:

Monday-Friday 8:00 a.m. - 11:30 a.m. and 1:30 p.m. - 4:30 p.m. Priority will be given to Rec Well users during the 11:30 a.m. - 1:30 p.m. and the 4:30 p.m. - 12:00 a.m. time periods each weekday.

General Space Reservations

Small Group Reservations (3 or less participants)

Individuals or small groups (3 or less) are allowed access to studio or racquetball courts for general recreational activities when the areas are not scheduled or being used by the designated activities. Groups larger than 3 people are required to go through the Event Request Process.

Use of space for any other activity than its designated sport are not to displace users of the designated sport. If they come to play, those using the space for any other activity must vacate the space.

Large Group Reservations

Groups of four or larger can reserve space through the Event Request Process. Review the guidelines below and submit the Event Request Form.

Space cannot be reserved for anything other than the sport it is designed. Activities that may endanger you or others or damage the facilities are strictly prohibited. Use of facilities for paid instructing, coaching, and personal training or fitness classes by those who are not employed by Rec Well is not permitted. Rec Well is the sole provider of individual and group programming within the facilities.

Indoor Rentals

The gyms may only be rented on Fridays, Saturdays and Sundays to accommodate informal recreational use and Rec Well programming throughout the week.

The studios can be used for a variety of events. However, equipment including mats, fitness, audio and visual is not available for use unless a Rec Well Group Fitness instructor is present.

Event Guidelines

Adjustment to Reservation Times

Events ending earlier than the reserved time will be charged the full rental and staffing fee per contract.

If the event exceeds the reservation time, additional rental and staffing fees will be charged. Any event that impedes on another scheduled event, in the same space, will end at the time of the next scheduled event.

Advertising Your Special Event / Tabling / Sponsorships

Tabling:

University Departments and Registered Student Organizations (RSO) can table if space is available at the facilities. Fill out an Event Request Form to start the reservation process.



Non-University groups may table at the facilities. The non-university group must align with the Rec Well Play Hard. Get Fit. Live Well. Mantra or to the campus experience. Cost is \$100 per hour (approximately \$.20 per impression per hour). Groups cannot encroach on members and guests and must stay within the designated area.

Additional information about Photography, Video and Marketing Requests can be found at: <https://recwell.wisc.edu/media/>.

Belongings

All users must remove their belongings and any non-Rec Well equipment from the facilities after use. Rec Well is not responsible for any lost or stolen items. Leaving items unsecured is done so at the individual's own risk. It is strongly recommended to not bring valuables into the facilities.

Cancellation Policy

Event cancellations must be submitted one full week prior to the event. To cancel your event, email events@recwell.wisc.edu with your name, the reserving group's name, the date of the event and the reason why you wish to cancel. Within three business days you will receive an email acknowledging your cancellation for no cost. Advance payments will be refunded in this case.

Groups attempting to cancel less than one week in advance will be responsible for any staffing charges that would have accrued and may be subject to partial or full payment for their event. Cancellations occurring less than one week prior to the event will result in a forfeiture of any advance payments that have been made.

Conduct

The following is prohibited in Rec Well facilities:

- > Use of obscenities and insulting language
- > Spitting
- > Harassment and/or hazing of other members, staff or guests
- > Vandalism
- > Fighting
- > Verbal altercations
- > Bullying

Concessions, Vending & Sales

Special regulations apply to event concessions, vending, and sales. Please note that these facilities do not have an area which can be solely dedicated as a concession or vending stand or that can meet the applicable health standards for vending food and drinks.

If you wish to give food away for free, the food must be pre-packaged, professionally prepared and approved by the Events Office. Common examples include whole fruit, individual packs of pretzels, and individually wrapped granola bars.



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If you wish to sell food, approval is required first by the Events Office. Then you must obtain a Temporary Food Stand Permit from UHS (<https://www.uhs.wisc.edu/eoh/food-safety/>). The food that you sell must be pre-packaged, professionally prepared and require no set-up on site. The last option would be to use a vendor. The vendor must be currently licensed with the University. Feel free to check on the insurance standing of vendors here: <http://riskinfo.bussvc.wisc.edu/Certs/VendorName.aspx>.

University Recreation & Wellbeing will receive a minimum of 25% of any concession or merchandise sales made during a special event. In certain circumstances, a formal Vending Agreement may be required. You will be notified if this is needed.

Damages

Organizations renting space or equipment are responsible for any damages or lost equipment from their rental. Damages and lost equipment will be billed back to the organization at cost for repair(s) and/or replacement determined by Rec Well.

Decorations / Signage

All decorations for the event are restricted to the area that is reserved by the organization. Any decorations that you would like to hang need to be hung with painters tape as to not damage paint or surface areas. No balloons, confetti or glitter are allowed inside the facility. The Events Office must approve all decorations a week prior to the event. If you would like directional signage, please contact the Events Office.

Event Charges

Rates for event charges (rental, labor, equipment) can be found on the website at: <https://recwell.wisc.edu/reservations/>.

Equipment Only Rentals

RSOs and university departments may rent equipment for their events not within the Rec Well facilities. Submit an online Event Request Form to start the process. There is a limited amount of equipment available for rent. Rec Well will not deliver the equipment, groups are responsible for picking up the equipment and returning the equipment within the set reservation time frame. Any equipment that is not returned or is damaged will be billed back to the organization at cost of replacement or repair.

Fundraisers

If the event is to strictly raise money for a charity and/or to cover the cost of the reservation, there are no additional items needed. If the event is to raise money for the profit of the group, event insurance is required and Rec Well reserves the right to decline the event request or assume a percentage of the profit.

Registered Student Organizations (RSO): Please visit the Center for Leadership & Involvement website for additional policies and regulations on fundraising: <https://guide.cfli.wisc.edu/finances/>.



Insurance Requirements

The following are the requirements for the certificate of insurance. The Events Office will contact and let your group know if a certificate of insurance is required for your event.

Insurance shall designate “The Board of Regents of the University of Wisconsin System, its officers, employees and agents” as an additional insured under the policy for both general and auto liability. The policy shall be issued with a minimum “A-” AM Best rating, and signed by an authorized agent, as evidence of the organizations financial ability to meet its obligation under this section.

The policy minimums:

Commercial General Liability (CGL):

General Aggregate, including Products & Completed Operations	\$2,000,000
Each Occurrence:	\$1,000,000

When applicable:

Automobile Liability-Combined Single Limit:	\$1,000,000
Workers Compensation:	Statutory Limits
Each Accident:	\$100,000
Disease - Policy Limit:	\$500,000
Disease - Each Employee:	\$100,000

Deviation from these requirements and limits is only allowed with the advance written permission of the University’s Office of Risk Management.

A Certificate of Insurance must be filed with the University’s Office of Risk Management, Suite 5301, 21 N. Park Street, Madison, Wisconsin 53715, at least 30 days prior to the event with a copy sent to the Events Office. Groups failing to file this certificate, when required, will not be scheduled.

Locker Rooms / Restrooms

Locker rooms and restrooms are available at all indoor facilities. Footwear is strongly recommended in locker rooms and restrooms.

Multi-day Events / Leagues

Due to the high demand of event requests, RSO events may only take place over the duration of a single weekend or on a single date. Organizations looking to have leagues or extended organized offerings can contact the Sport Programs office about the Intramural Sports offerings.

Outstanding Balances

Any group with an outstanding balance that exceeds 30 days from the date the invoice was sent will not be allowed to use space until the outstanding balance is paid in full. Any group whose outstanding balance exceeds 90 days may be denied future use of the facilities.



Parking

Parking availability is limited around the facilities and is by permit only. In order to protect the annual permit holders on campus, the University of Wisconsin Transportation Services has the right to staff lots, to restrict parking or sell parking as available. Parking may be sold at the discretion of Transportation Services. Parking in reserved stalls, handicap stalls, lots with permit parking requirements and on the grass are strictly prohibited. Vehicles parked in these areas will be ticketed and towed at the owner's expense. All parking arrangements shall be made with the University of Wisconsin-Madison; Transportation Services. Rec Well is not responsible for any tickets that occur from parking violations.

Photo / Video Use

Rec Well requires anyone requesting space for video or photo shoots submit a request for approval through the Strategic Engagement Department after reviewing all photo/video policies. The policies and request form can be found on the Rec Well website at: <https://recwell.wisc.edu/media/>. Photography and videography is prohibited in locker rooms, restrooms and the pool at all times.

Prohibited Items / Activities / Attire

The following items are prohibited in all of the Division's facilities indoors and outdoors:

- > Weapons and firearms of any kind, all tobacco products, e-cigarettes, vaping devices, alcohol, drugs, skateboards, rollerblades/skates and cycling devices (indoor facilities), pets with the exception of trained service animals, use of electronic equipment such as stereos, radios, amplifiers, speakers and musical instruments in a manner that violates a standard of quiet conducive to recreational activity or which disrupts other patrons
- > Food and gum are not allowed unless the Events Office has given permission beforehand. Drinks must be in a sealed shatter-proof container; open water cups are not allowed. Grills are not allowed on any outdoor space. The Rec Well staff will dispose of anything intended for the entire group without prior approval by the Events Office. Trash and recycling must be placed in appropriate containers. No special permission will be granted to have food for events taking place on the turf fields.
- > Users are not allowed to bring in their own sound system or amplification unless approved by the Events Office.

Clean, appropriate athletic attire must cover the chest and buttocks. See through garments are prohibited. Attire that could cause damage to equipment is prohibited. Clothing with profane language, offensive content, and/or in violation of our Diversity and Inclusion Statement are prohibited in the facility. Closed toe, non-marking, activity appropriate footwear is required. Backless shoes, boots, dress shoes, and sandals are not allowed.

Vehicles are not allowed on the outdoor spaces. Bicycles and mopeds should be parked in University provided parking stalls. Rollerblades, skates, skateboards and motorized "hover"



boards must be carried and may not be utilized or operated in any capacity on the outdoor spaces. Staking of tents is only granted if the location of the tents does not interfere with underground utilities. A site visit may be requested by the Events Office before granting permission for tents. Flying kites is strictly prohibited at the University Bay fields due to proximity to the medical emergency flight paths. The use of drones/unmanned aircraft is strictly prohibited on campus. For additional information about drone use, visit: <https://research.wisc.edu/uw-madison-uas-use/>.

Near West Turf Field Policies:

- › Rubber or plastic cleats are allowed. Metal cleats are strictly prohibited.

- › Penetrating the turf with stakes or spikes of any kind is prohibited. Tents and other equipment secured with water barrels or approved weights.

Rain Sites

If requested by the group and the activity is allowable indoors, Rec Well will make the best efforts possible to provide a rain location. The organization may be asked to provide a 50% deposit for rain sites if the primary site is not a Rec Well facility. The decision to move indoors must be made 24 hours in advance of the event start or at the time agreed upon in the contract.

Run/Walks

All run/walks that will be using property of the University of Wisconsin-Madison must contact the Campus Event Services Office at <https://union.wisc.edu/host-your-event/event-reservation-request/>. Rooms and equipment related to the run/walks may be rented through Rec Well, but the run/walk must be approved by campus prior to Rec Well approving any space or equipment rental associated with the event.

Staffing

The amount of staff assigned to an event will be determined based on the size and nature of the event and is made at the discretion of the Assistant Director of Scheduling & Events. Rental groups will also be charged for any special cleaning, maintenance and/or repair resulting from the event or activity.

Any group that schedules an event outside of a facility's regular operating hours will be responsible for the personnel costs incurred in having the facility open beyond its posted hours.

Lifeguards will be required for any event that occurs in a pool. The number of lifeguards is based upon the activity and the number of participants, and is made at the discretion of the Assistant Director of Aquatics.

Aquatics Meet Management are required anytime a swim, dive or water polo competition takes place in the pool.



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Rec Well staff are required to be on site for any event hosted at an outdoor activity space managed by University Recreation & Wellbeing.

Event staff may be required to provide help with set-up, take down, clean up, or general assistance during an event.

Groups may submit a request form to have a Group Fitness instructor come to the group's location. Rates for instructors can be found at: <https://recwell.wisc.edu/reservations/>.

Pending the nature of the event, Rec Well may ask the organization to have qualified medical staff at their event. The Events Office will make this request known to the organization when the contract is provided to the organization.

Sports officials must be scheduled separately from the event. Contact the Badger Student Officials Association for more information, scheduling requests and officiating pricing at bsoadirector@gmail.com.