



Rec Well – Partnership Based Events

Purpose:

We know that space can create community and at Rec Well, We Put Students First. As part of our goals to remove barriers and build communities, Rec Well welcomes the opportunity for staff to create partnerships to serve more students. Preference is given to events that strive to remove barriers and celebrate the differences of the student community through partnerships with UW Madison Departments and Registered Student Organizations

Process:

To request approval of a partnership-based event, there are two options. 1) submit this part of your program plans. This form will be reviewed by leadership team for approval after the submission date but prior to any reservations or marketing work. 2) For requests outside of program plans, you can submit a [late partnership form](#). This review may include approval by the Director's Team.

Definitions:

- Program: These are administered solely by Rec Well and included in program plans. This may include programs/events for a specific group.
 - Example: Queer climbing night
- Partnership: collaboration with Rec Well and another UW Madison department(s) for a specific event(s). Partnerships can involve pooling resources, expertise, products, services, and networks to achieve the event's objective. There is a mutual benefit for all parties involved when entering a partnership.
 - Example: Trans+ self-defense with the Gender & Sexuality Campus Center
- Facility rental: a group is paying to use our spaces to run their own event or program
 - Example: Hoofers Pool Kayaking
 - [For groups that are looking for reduced costs, please share the Special Event Grant.](#)
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Qualifications and Guidelines:

- Events must be intended for UW Madison students or student-serving departments.
- The event's purpose must align with Rec Well's mission and values and strategic plan.
- The partnering organization must be a University department or Registered Student Organizations and in good standing with Rec Well.
- External vendors or community groups are not eligible.
- Both Rec Well and the partnering organization should be engaged in the partnership and the event planning process.
- Events must occur during facility hours of operation.
- Event must be free of charge to participants

Partnership-Based Events Benefits Include:

- Free or Reduced Space/Room rental in Rec Well facilities
- Free or Reduced Equipment rental
- Free or Reduced A/V use and rental
- Free or Reduced Staffing Charges
- Rec Well will assist with the creation and promotion of marketing materials related to the event based on the criteria below:
 - o Rec Well must receive finalized / functional creative at least **2 weeks (10 business days)** before start date
 - o Creatives must meet Rec Well quality standards for design and contain no copywrite / trademarked materials.

Partnership-Based Event Holders Are Still Responsible For:

- External expenses
- Facility use insurance (if applicable)