Wisconsin Union Rates & Policies
In most cases, there are no room rental fees for events held in Union buildings for eligible users when the event is free and open to the University community.

Rates for Registered Student Organizations (RSOs)
Large Banquet Hall facility fee (for events charging admission or collecting donations only) $100.00
All other Union meeting spaces facility fee (for events charging admission or collecting donations only) $50.00
Literature table (for reservations collecting donations or selling merchandise) $15.00
Pantry Fee (for the use of the pantry in the Red Gym or at Union South) $50.00

RSO Meeting Space Reservation Timeline Information
Registered Student Organizations can have:
• One 1-hour space reservation per week
• Two 4-hour space reservations per semester
• May reserve more space or extend times at one week or less in advance of event date

Meeting space reservation requests are processed after August 1st of each year:
  • 8/1/2018: Processing requests for space from 9/1/2018-8/31/2019
  8/1/2017: Processing requests for space from 9/1/2017-8/31/2018

Rates for UW Departments & Government Agencies
Meeting Space Reservations
Requests for meeting space that include catering and/or AV can be made up to 18 months in advance of event date with a deposit. Requests without a deposit may be submitted May 1st for the upcoming academic year.

Meeting space reservations (without a deposit) are processed after August 1st of each year:
• 8/1/2017: Processing requests for space from 9/1/2017-8/31/2018
• 8/1/2018: Processing requests for space from 9/1/2018-8/31/2019
Large Event Space Reservations
Wisconsin Union’s largest spaces include Varsity Hall (sections I, II and III), Great Hall, Tripp Commons and the Marquee. The use of these spaces requires a deposit, which is non-refundable should the reservation get canceled and non-transferable to other reservations. The deposit is credited toward all charges associated with the reservation which includes: catering, A/V service, equipment charges, and personnel. Deposits are not refunded in the event that not all of it is used.

Varsity Hall, Great Hall and Tripp Commons
Reservations can be made up to 18 months in advance of the event date.

Daily Deposit of $500 (per section)
Daily Deposit covers four (4) hours of reservation time (not event time)
- Additional reservation time requires a $500 deposit per four (4) additional hours (per section)

Marquee
Reservations can be made up to 18 months in advance of the event date.

Daily Deposit of $250
Daily Deposit covers four (4) hours of reservation time (not event time)
- Additional reservation time requires a $250 deposit per four (4) additional hours

Fair Service Fees
Rates will include table cloths & stick stand sign holders as requested by the event organizer.
For all University Fairs held in Union Spaces
1 – 25 Exhibitor Tables $500
26 – 50 Exhibitor Tables $1,000
$25 for each additional table over 50

Please see Meeting Space Reservations above for more details regarding reserving additional breakout or meeting rooms for your event. Please see our A/V Equipment and Services Price List for additional equipment rates.

Additional Service Fees
Vendor table (per table, per day) $15.00
Varsity Hall I, II, III facility fee (for events charging admission or collecting donations only) $100.00. All other Union meeting spaces facility fee (for events charging admission or collecting donations only) $50.00
Conference participant fee (for groups using Varsity Hall for more than four hours and not ordering a catered meal or Wiscards for the entire guest count) $2.50/person
Contact Campus Event Services
Union South
Room 233, 2nd Floor
p. 608-262-2511
e. events@union.wisc.edu
Mon – Fri: 8:00am – 5:00pm

Please note: No outside food or beverage is allowed in any of the Union’s event spaces. We welcome the opportunity to coordinate your food service needs through our catering department. Events that are found to have brought in outside food or beverages will be assessed a fee and will be billed accordingly.