

# WISCONSIN UNION RATES AND POLICIES

## 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)

Varsity 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

Due to the closing of Memorial Union for renovation and in order to accommodate as many reservations as possible for remaining open spaces, we are adjusting the space reservation process.

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:

- 8/1/2015: Processing requests for space from 9/1/2015-8/31/2016
- 8/1/2016: Processing requests for space from 9/1/2016-8/31/2017

### Rates for UW Departments & Government Agencies

#### Meeting Space Reservations

Due to the closing of Memorial Union for renovation and in order to accommodate as many reservations as possible for our remaining open spaces, we are adjusting the space reservation process. Requests for meeting space that include catering and/or AV can be made up to 18 months in advance of event date. Please note, any cancellation of reserved space, AV and/or catering services, will be assessed a \$50.00 cancellation fee.

Meeting space only reservations (without any additional catering or AV considerations) are processed after August 1st of each year:

- 8/1/2015: Processing requests for space from 9/1/2015-8/31/2016
- 8/1/2016: Processing requests for space from 9/1/2016-8/31/2017



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## Large Event Space Reservations

Wisconsin Union's largest spaces include Varsity Hall (sections I, II and III) and the Marquee. The use of these spaces requires a deposit, which is non-refundable should the reservation get cancelled and non-transferrable to other reservations. The deposit is credited toward all charges associated with the reservation which includes: catering and A/V service and equipment charges, and personnel. Deposits are not refunded in the event that not all of it is used.

### Varsity Hall

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

Deposit of \$500 (per section)

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.*

Deposit of \$150

*Deposit covers four (4) hours of reservation time (not event time)*

- Additional reservation time requires a \$150 deposit per four (4) additional hours

## Fair Service Fees

Beginning January 1, 2016 we will be adjusting our policy and rates for all University Fairs held in Union spaces. New 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



WISCONSIN UNION  
**CAMPUS EVENT  
SERVICES**

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## Contact Campus Event Services

Union South

Room 233, 2nd Floor

p. 608-262-2511

e. [events@union.wisc.edu](mailto: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.



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