

Facility Use Policy and Procedure

Purpose:

This policy is designed to create and maintain a safe and secure environment at the American Indian Student & Cultural Center (Center) while facilitating use of the facility by faculty, staff and students of the University of Wisconsin-Madison (University). The Center is designed to be used for academic purposes, advising, studying, and meetings, as well as for social and cultural activities.

Opening and Closing Facility:

When nonresident groups use the facility, the AISCC must be opened and closed by the AISCC sponsoring organization.

Hours:

Standard operating hours of the Center are from 10:00am to 10:00pm daily. Groups or individuals using the Center may not begin activities before 10:00am or after 8:00pm.

General Rules:

- 1.) Personal Use: The Center may not be used for personal gatherings, storage, housing, establishing residency or other personal activities.
- 2.) Minors: No minors unaccompanied by parent/guardian other than enrolled University students in the facility after normal business hours.
- 3.) Cleaning: Groups and individuals using the Center are responsible for cleaning their own assigned spaces and all common spaces used by the group or individual following an activity.
- 4.) Alcohol: The sale, distribution, consumption, or possession of alcohol at the Center is expressly prohibited.
- 5.) Food: Food may be served but not prepared at the Center. Food may be stored for up to one week, but must be removed on or before the seventh day.
- 6.) Misconduct: Disputes, violations, or misconduct must be reported to the Center's Facility Manager for resolution and/or disciplinary action pursuant to the applicable University rules, policies and procedures.
- 7.) Illegal Activity: Violations of local, state, and/or federal statutes on facility property are expressly prohibited.

Space Assignment and Use:

All decisions regarding the assignment and use of space within the Center will be determined by the Facility Manager including but not limited to requests for permanent space assignment or requests for changes to space assignment. Requests to use common spaces at the Center will be reviewed by the Facility Manager. Space and use will be considered according to the following priority:

- 1.) Groups with residency at the Center.
- 2.) Faculty, staff, and students at the University.

3.) All other requests.

Use Requests:

Use of common areas in the Center requires a completed AISCC Space-Request Form. The form is available online at amindian.wisc.edu. Requests must be received at least five business days prior to the activity. A \$200 refundable deposit must accompany requests by non-resident groups or individuals. The AISCC will notify the requesting group or individual within three business days of receipt of the request and deposit.

Police Access:

For reasons of safety and security, University Police must maintain access to all university areas.

Violations:

Violations of this policy may result in fines, holds, legal action, and/or arrest. Violation of any policies set by the Facility Manager or the University could result in disciplinary and/or legal action, including, but not limited to:

- 1.) Withholding registration;
- 2.) legal action by the University;
- 3.) charges for costs associated with cleaning or damage.

Signature: _____ Date: _____

Witness: _____