



Standard Administrative Policy and Procedure

Subject: Scheduling of University Facilities

Number: UW SAP 6.5

I. PURPOSE

To establish a policy for usage of University of Wyoming (“University” or “UW”) facilities for conferences, meetings and special events (excludes scheduling for instruction).

II. DEFINITIONS

Registered Student Organization (“RSO”): Any student group that has met the guidelines set for registration with the UW Regulations.

University Department: A group that is affiliated with the University but is not an RSO.

Non-University Organization: A group that is not affiliated with the University. Non-profit and Government groups are considered non-University organizations.

Campus Events: An event sponsored by the students and/or faculty and staff of the University. These events may or may not include the public, and will normally incur no room/facility charges. A minimum advanced request time limit will be imposed for events requiring setup/cleanup time. Direct charges will still apply, i.e.: food, audio-visual, technicians, etc.

Campus-Sponsored Event: An event that involves a professional partnership between on-campus and off-campus entities. If a group not directly attached to the University has an on-going relationship with a University office, program or academic department, they must also be represented by at least one on-campus person during the entire event. The on-campus group will be responsible for all charges if the guest organization does not pay the requisite fees or the campus representative is not in attendance.

External Event: An event involving a group or organization not affiliated with the University who uses campus facilities for the benefit of their own cause, independent of the University and its mission. These events will be priced to cover all expenses, including required labor and supplies as well as all necessary fees.

III. POLICY

A. The Central Scheduling Office, Division of Administration (“Central Scheduling”), is the main point of contact for scheduling all university space for activities and meeting events in all available facilities on campus. The office will schedule events for students, staff, faculty, and external users. Charges incurred by outside entities for facility use, food service, and insurance will be assessed and billed directly to event organizers by the respective departments responsible for those services. Central Scheduling will also provide direction and assistance for obtaining the following:

1. Food services
2. Requirements for requests for alcohol service
3. Insurance requirements
4. Physical Plant
5. Institutional marketing for filming/photography requests
6. Audio-video and technical needs
7. Billing
8. Security needs and safety concerns
9. Parking information

B. Central Scheduling will advise guests of charges as outlined in the University of Wyoming Fee Book that involve payment for use of university facilities. Guests will also be required to complete a facilities use form and obtain the necessary insurance certifications and city permits (as required by the nature of the event).

C. EXCEPTIONS

1. **WYOMING UNION:** Students and Union departments will continue to schedule activities in the Wyoming Union through the Union activities coordinator. Students requiring or requesting space in other campus facilities or campus grounds must schedule through the Central Scheduling Office.
2. **ATHLETICS:** All athletic events and other use of athletic facilities are scheduled by contacting the Athletics Department directly at 766-2292.
3. **FINE ARTS:** All fine arts events, including concerts, theatre and dance, and other related are scheduled directly through the Fine Arts office.
4. **LAW SCHOOL:** All law school events are scheduled through the main office of the Law School.

IV. PRIORITIES FOR ADVANCED SCHEDULING

- A. Academics:** Academic classes in all buildings have the highest priority use of facilities and are scheduled by the academic schedulers in the Registrar's office after:
1. all requests have been submitted to Registration and Records, forwarded to the Classroom Coordinators, and
 2. all classes are scheduled through the scheduling process.
- B. Official University Events:** As designated by Executive Council. Dates for such major fall university events as Homecoming and Family Weekend, as well as to college and department events associated with these major university events. Dates will be assigned as requested for other college and department events, following as closely as possible units' first choices.
- C. RSOs:** RSOs shall have priority in University Facilities. If the event is not in the Union, the RSO should contact Central Scheduling for space reservation. Recognized Student Organizations must follow the guidelines set by the Campus Activity Center.
- D. Departmental Events:** Departments and divisions of the University shall have priority in the use of the University facilities. Other University-affiliated organizations shall have priority in use over unaffiliated organizations.
1. Department and divisions within the university have first priority scheduling.
 2. University-affiliated organizations have secondary scheduling priority.
- E. External Events:** Requests for external events are subject to priority scheduling and limited by availability of space.
- F. PLEASE NOTE:** By special exception, the President's Office may supersede scheduling priorities and may waive charges. An event may be designated as a University event by the president and may, on occasion, necessitate that previously scheduled events be revised to accommodate the University and be placed in a higher priority category. In these instances, Central Scheduling will make every effort to accommodate the revised scheduled event(s) in alternate locations and/or alternate dates.

V. FOOD SERVICE

- A.** UW Residence Life and Dining Services ("UW RL&DS") has the first right of refusal for food and beverage service on campus.

- B. There will be cases when UW RL&DS is unable to provide the service, and as an alternative, approved external caterers are listed on the UW Procurement Services website or food truck vendors may be utilized after if they meet the conditions set forth in section (VI) below. Food truck vendors will only be used for campus events if UW RL&DS or an approved external caterer is unable to provide the service.
- C. All catering and food services must meet insurance requirements if external to UW. Insurance information is available through UW's Procurement Services and Risk Management departments.

VI. FOOD TRUCK VENDORS

- A. General Considerations. When UW RL&DS or an approved caterer is not able to provide the service, campus units that are selecting a food truck vendor for events must consider past reliability of food truck vendor operators as well as whether or not the operator will require minimum guaranteed revenue. Campus units must also consider whether the food truck vendor is already on the approved food truck vendor list.
- B. Process. Campus units requesting use of a food truck vendor for events should coordinate with both Central Scheduling and Risk Management for approvals. A list of currently approved food truck vendors will be on file with UW's Procurement Services. A Vendor Agreement approved through the Office of General Counsel must be in place prior to food truck vendors being utilized.
- C. Menu and Sale of Food. Food truck vendors must provide a menu to the sponsoring campus unit in advance of what they will be serving for review and approval by the University. No serving of alcohol is permitted. Additionally, food truck vendors are not allowed into UW buildings to sell their products. Vending must be limited to the food truck service window and immediate vicinity of the truck. Sales inside buildings and offices are not permitted.
- D. Parking: The following applies to food truck vendor parking when used for University events:
 - 1. Food truck vendors must have specific approval from the University when parked on UW properties and be compliant with the City of Laramie mobile vending process which incorporates food safety inspections: https://app.mygov.us/lr/citizen/request_license_1.php?citiesID=847&modulesID=2&license_typesID=61
 - 2. Consideration should be given to whether a food truck could be positioned outside/off campus but adjacent or nearby to the UW location in accordance with City of Laramie regulations in order to reduce University potential liability and other logistical challenges from UW premises.

3. Food truck vendors shall not park in lots outside of Marian H. Rochelle Gateway Center (stadium lot) and the UW Conference Center (Arrowhead Street) as doing so could have significant negative revenue generation impacts on other UW food service and approved vendor interests.
 4. If a food truck is to be parked on campus in one of UW's parking lots, UW Parking and Transit must approve of the lot and area where the truck will be located. If the food truck is to be parked in a paid lot, the owner will need to purchase a day permit for the reserved spaces it occupies (probably a minimum of 2). The truck would also be eligible for an annual "V" Vendor permit if the services will be provided on campus regularly. Under no circumstances will food trucks be allowed to park in "U" parking spots, handicapped spots, yellow zones and red fire zones.
 5. Food trucks will not block fire hydrants or fire lanes.
 6. For those times when a food truck may be required to back into a space or location, a spotter or guide will be required on the ground to ensure that the maneuver can be safely completed.
- E. Non-Event and/or Ongoing Use. Food truck vendors who request to be present on an ongoing basis on University owned property must apply through Central Scheduling for such use of University property or with the Athletics department for athletics facilities and will be required to have a fully executed Facilities Use Agreement in place prior to conducting any business on University property.

VII. INSURANCE

- A. Any event open to individuals other than UW students, faculty and staff may require insurance, based on the nature of the event. Final determination of insurance needs will be determined by UW's Risk Management office.
- B. Insurance documentation may be required for UW departments with off- campus attendees as determined by UW's Risk Management office.

VIII. ADDITIONAL POLICIES

- A. Requests for space may be subject to additional policies. Please contact Central Scheduling to discuss individual program needs. Applicable facility-specific policies may include, but are not limited to:
 1. Amplified Sound – governed by City of Laramie Municipal Code (<http://www.ci.laramie.wy.us/>)
 2. Green Space
 3. Overnight use
 4. Posting and exhibition of printed materials
 5. Tables
 6. Tents

7. Use of Alcohol

IX. PARTNER ORGANIZATIONS

- A. UW CONFERENCE CENTER:** The University of Wyoming Conference Center located in the Hilton-Garden Inn offers an ideal setting for a wide range of corporate events including conferences, training sessions, seminars, exhibitions and holiday parties. Additional information is available at <http://www.uwconferencecenter.com>.

Responsible Division/Unit: Vice President for Campus Operations

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

Approved: 3/16/2022