

Reeve Union Building & Event Policy

Updated: 11/29/2023

Facility Overview

Reeve Union is “Bringing Campus to Life!” We are a student funded, student-run facility that welcomes all students, staff, community, alumni and their guests to participate in the programs, activities and services offered at Reeve Union including event planning services.

Group Categories

Reeve Union offers meeting and event spaces to both on and off campus constituents. The rate structure is categorized:

1. Category ‘A’ is for University recognized student organizations
2. Category ‘B’ is for campus departments
3. Category ‘C’ is for-profit

Reservable Spaces

Reeve Union has a wide variety of meeting and event spaces available, ranging from our small conference rooms for 10 people to the ballroom which can accommodate up to 650 attendees. Additionally, there are unique spaces for events, such as an Art Gallery, Titan Underground, information tables or dining facilities that are all reservable spaces depending on event needs. Reeve Union reserves the right to assign space or modify reservations to maximize space usage.

Reeve Union has audio/visual equipment and services available for meetings or events. Equipment and furniture owned by Reeve Union supports events/functions within the building and spaces it supports; it is not permitted to be used elsewhere.

Blackhawk Commons is UW Oshkosh’s main dining facility. Meeting rooms in Blackhawk Commons are available for those eating in the facility. Meal service is coordinated with University Dining’s Food Service Provider.

Reservation Request

To inquire about meeting and event spaces, please submit the online reservation form, which can be found here: <https://uwosh.edu/reeve/event-planning/reserve/>. The submitted form will provide Reservations with all the necessary details to start planning the requested event. Reservations made within three business days of the actual event will be made only if space/staff are available.

Cancellations/No-Show

Events cancelled with less than three business days' notice may be responsible for charges as outlined in the confirmation. The sponsoring organization is responsible for contacting Reeve Reservations to cancel. Failure to show or cancel an event is considered a No-Show. Once an organization has incurred three no-shows, that organization’s reservations at Reeve Union will be cancelled and restricted from future reservations until the start of the next semester.

Financial Responsibility

Reeve Union has a scaled rate structure based on group categories for charges associated with space, setup, equipment and labor.

Considerations of financial responsibility, event coordination/planning and expected audience determine group category and primary sponsorship. Rate structures are set and available online.

Additional fees may apply to student groups and University departments when:

- a. attendees are charged admission or students/UW employees are less than 50% of the attendees.
- b. fundraising or sale activity does not directly benefit the University sponsoring organization.

Non-University groups are required to have a signed University Facility Use Agreement on file.

Reeve Reservations will invoice for services regularly. Groups will have 30 days to remit payment; accounts past due will not be able to reserve rooms for the future and any current reservations may be cancelled until the balance due is paid in full.

Event Planning – Additional Considerations

Accessibility: Event sponsors are encouraged to review the University's Accessible Event Planning documentation on the Human Resources Website. <https://uwosh.edu/hr/university-accessibility-accommodations/accessible-event-planning/>

Catering/Food: All food served in Reeve Union must be provided by the University's Food Service Provider ([Catering with Aladdin](#)) or in accordance with [Catering with Approved Off-Campus Vendors](#).

Damages/Excessive Cleaning: Charges may be assessed for labor when an excessive amount of cleaning is required to return the reserved area to a condition adequate for continued use. The sponsoring organization is financially responsible for misuse (beyond expected wear and tear) damage to equipment, furniture or facilities.

Decorations: To minimize hazardous conditions, extra maintenance costs, damage to the building, and comply with State Fire Regulations, the following restrictions apply to decorating for events in the Union.

1. All materials used in the Union must be fireproof or fire resistant.
2. Most decorations are to be self-supporting from the floor up. Sponsoring organizations will furnish their own means of decoration self-support.
3. Artwork and other decorations affixed to the wall may not be moved or removed.
4. Glitter or similar fine, hard to vacuum items are prohibited. Additional cleaning costs will be assessed as necessary if such materials are used.
5. Blue painters' tape is the only means of fastening any materials or decoration permitted in some areas. Staples, tacks, nails, wire, etc. are not allowed.
6. No open flame or water will be permitted in the Union at any time for decorative purposes.
7. Special electrical needs must be pre-approved.

8. Sponsoring organizations are responsible for removing all decorations immediately after an event. RMU is not responsible for any decorations left in the room. Labor fee may apply for cleaning/moving decorations remaining after the event.
9. Any damages due to decoration or failure to remove them will be assessed to the sponsoring organization.
10. Sponsoring organization will communicate all decoration plans with Reeve Union in advance and express any special requests prior to the event.

Delivery/Storage of Materials: Delivery of materials must be coordinated in advance with Reeve Union. Reeve Union will review and accommodate short term storage of materials when possible. Requests should be made to Reeve Reservations.

Film, Streaming & Public Viewing: Anyone wishing to exhibit a motion picture/digital media in Reeve, must obtain a Public Performance License for public viewing. Documentation of that license or proof that media is in public domain must be sent to the Reeve Event Coordinator within 5 business days of the event.

Fundraisers: University Groups wishing to hold a fundraiser must complete the On Campus Fundraising Sales form at least 14 days prior to the requested date and receive approval.

<https://uwosh.edu/reeve/forms/sales-osh/>

Gambling & Raffles: A gambling license is required for “any activity that involves the elements of consideration, prize, and chance” per State of Wisconsin law. Groups wishing to have a raffle or other applicable activity must provide evidence of their current license.

Guest Behavior: In accordance with UWS 18.11 (2) No person may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance, in university buildings or on university lands.

Information Tables: Information tables are available to be reserved for up to three consecutive days. Sponsoring organization must be present during reservation time. Individuals staffing the table must stay directly in front of/behind assigned table; not permitted to roam the area or building. Promotional materials are to be confined to the assigned table location and may not be attached to walls/facility. Materials remaining at any information table past the time of reservation will be discarded. Information tables promoting alcohol, gambling and credit cards are not permitted.

Posters, Banners & Sandwich Boards: All promotional materials to be posted in public windows, bulletin boards and sandwich boards must be reviewed and approved by Reeve Union. Materials must be sponsored by a current University recognized student organization or Campus Event. Sandwich boards may be approved for the day of the event and other poster/banners will be approved for one week based on space availability. Requests for posting should be taken to the Reeve Administrative Office.

Outdoor Spaces: Reeve Union schedules outdoor locations near Reeve Union. Identified locations include the Horizon Amphitheater, South Lawn, Marketplace Patio, Mall Entrance and Leffin Family Terrace.

Political Activity: Reeve Union utilizes the University of Wisconsin System Guidance on Political Campaign Activities while supporting political event planning. The document provides guidelines for Student Organizations and Departments involvement in any activities.

<https://www.wisconsin.edu/government-relations/guidance-on-political-campaign-activities-at-university-of-wisconsin-system-institutions/>

Sale or Promotion of Goods/Services: In accordance with State of Wisconsin UWS 18.11 (8), No person may sell, peddle or solicit for the sale of goods, services, or contributions on any university lands without specific permission in advance. Requests for sale of merchandise/item/services for profit or fundraising must be requested at least 4 weeks in advance.

Special Event Protocol: Events that meet any of the criteria of a special event (over 250 attendees, extend past posted building hours, or include presence of amplified performance sound, non-seating for attendees, potentially controversial topic and/or presence of approved alcohol) are required to be reviewed using the Special Event Protocol. <https://uwosh.edu/police/special-events/>

Reeve Union follows and enforces the following State and University guidelines:

Animals: University and the UW System have specific guidelines pertaining to animals on campus. ADA Service animals are allowed but other animals are prohibited (UWS 18.08). Additional guidelines and process for accommodation are outlined in [UW Oshkosh's Service and Therapy Animal Policy](#).

Alcohol: University restricts sale or consumption of alcohol in University Building unless approved in advance in compliance with policy and procedures. Additional information can be found in the [UW Oshkosh Alcohol Service & Consumption Policy](#)

Chalking: Chalking on campus is permitted on horizontal public walkways but not permitted on vertical sections of campus property. The location of the chalking may not be under an overhang and must have the ability to be washed away by natural waters. Additional information can be found in the [OSA 08-016 Outside Chalking Policy](#).

Emergency Response: UW Oshkosh shares helpful safety and emergency information / procedures in their [Emergency Procedures Guide](#).

Loitering/Guest: As outlined in UWS 18.07 (6), No person, except members of the student center or union, university faculty and staff, invited guests, and university-sponsored conference groups, may use student center or union buildings and grounds except on occasions when, and in those areas where, the buildings or grounds are open to the general public.

Parking: UW Oshkosh requires parking permits for all vehicles. Information on lot location and purchasing of necessary permits are available on the [UW Oshkosh Parking & Transportation](#) website.

Smoking: In addition to UWS 18.08 (11), Reeve Union and Blackhawk Commons restrict smoking and the use of all vapor producing items indoors or within 25 feet of entrances.

Solicitation: Selling, peddling and solicitating are not permitted within University Buildings unless approval is obtained in advance per UWS 18.11 (8). Guests will be directed to public sidewalks or provided information on the approval process.

Youth Protection: UW Oshkosh follows the University of Wisconsin System policy on Youth Protection and Compliance. The Office of Risk, Compliance and Integrity coordinates and enforces the policy for

UW Oshkosh. <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/youth-protection-and-compliance-2/>