

University of Wisconsin-Milwaukee

School of Continuing Education

EDITH S. HEFTER CONFERENCE CENTER

Policies, Guidelines & Booking (Updated 1/5/16)

1. Guidelines for Use

The Hefter Conference Center is intended, and solely available, for appropriate UWM departmental special events. Events that are not official university business are prohibited. Also, the facility is not available for events more appropriately held at the UWM Union or for classes more appropriately held in traditional classrooms.

The Conference Services Office reserves the right to exclude events that may be inconsistent with the purpose of the facility, damage the facility or its furnishings, harm relations between UWM and neighborhood residents, or pose a health or safety risk for those attending.

2. Reservation Procedures

All events at the Hefter Conference Center must be booked through the Conference Services Office at the School of Continuing Education (414-227-3195).

To reserve the Hefter Conference Center, the hosting UWM department must submit a completed Reservation Request Form at least fourteen (14) days in advance of the event. The Dean or Division Head must sign all request forms submitted by UWM departments. In addition, an original Authorization for Direct Charge of Billing Form must be submitted at least fourteen (14) days in advance of the event to cover the facility use fee and any a/v charges. The Authorization for Direct Charge of Billing form must be an original; faxed or email copies are not accepted by the UWM Pre-Audit office, so an original signed Direct Charge form must be completed and returned to the Conference Services Office no later than 14 days prior to the event.

3. Scheduling & Hours

Reservations will remain tentative until all of the necessary forms have been properly completed, signed, and are on file in the Conference Services Office; at which time a confirmation form will be sent to the primary contact at the hosting UWM department. All events must start at, or later than, 7:30 AM. All events must end no later than 10:00 PM, Monday-Friday; and 8:00 PM on Saturday and Sunday. The Conference Services Office will determine the amount of time needed between different events to allow for cleaning and set-up on days with multiple events.

4. Set-up

The Hefter Conference Center does not have a "standard" set-up; therefore, it is the responsibility of the primary contact from the UWM department to notify the Conference Services Office as to how each of the rooms in the facility is to be set.

The use of nails, push-pins, tacks, and tape to secure materials to the walls, windows, and doors is prohibited as it may damage the wood or plaster finish. Banners and signs may be placed on easels or hung from building fixtures by means of string.

Users wishing to decorate or do their own special set-up may do so up to one (1) hour prior to the start of their event. They may stay up to one (1) additional hour after their event to remove any decorations or special set-ups. To extend the time for decorating, setting-up, and tearing-down, arrangements should be made with the Conference Services Office; additional charges may apply

5. Fees & Equipment Rental

The Hefter Conference Center has a facility usage fee of \$250, which includes most routine set-ups. This charge applies to a full or partial day of usage. Events cancelled less than 5 business days prior to their scheduled start will be assessed a \$50 cancellation fee.

All audio/visual equipment should be requested at the time of booking, but no less than 5 business days prior to the event and will be billed according to the Hefter Audio/Visual Rate Schedule.

Non-event usage of the Living Room or Dining Room, which requires set-up or tear down of tables and chairs will incur a \$50 set-up fee.

6. Food & Beverages

If any meals or refreshments are to be served, the UWM department is responsible for notifying the Conference Services Office at least 10 business days prior to the event. The name of the licensed caterer and the nature of the catering to be provided should be furnished. Departments and individuals may not bring in their own food or beverages.

It is recommended that meals, refreshment breaks, and reception catering be secured internally through the UWM Union's Dining Services. If an external caterer is used they must be on the list of caterers approved by UWM Purchasing. If they are not on the list, it is the responsibility of the department to secure the necessary approval for their caterer from Purchasing.

If any external caterer is used, it is also the responsibility of the department to ensure that a Certificate of Insurance from their caterer is on file for the event with UWM Risk Management at least 5 business days prior to the event.

Cooking facilities are not available to external caterers, nor are any of the Hefter Conference Center's appliances, serving equipment, linens, or paper products.

UWM Selected Academic and Administrative Policy S-5, Alcoholic Beverages: Guidelines for Serving, regulates the serving of all alcoholic beverages at the Hefter Conference Center. Only UWM Union Dining Services may serve wine, beer, and mixed drinks. It is the direct responsibility of the department to strictly abide by all Wisconsin liquor laws and adhere to all liquor regulations, both State and University, including those regarding age. External caterers, departments, and individuals may not bring in alcoholic beverages.

Clean-up of the kitchen and areas used for serving food is the responsibility of the caterer and/or department. Additional charges of up to \$50 will be incurred if the Hefter Center staff is required to perform any extra clean-up. Additional charges may also be accrued if Center staff must come in early or late to allow a caterer to drop off or pick up food or equipment. The Hefter Conference Center, at the Director's discretion, may offer coffee and soft drinks for sale as a convenience for simpler, smaller events.

7. Smoking

The Hefter Conference Center is a non-smoking building. Persons wishing to smoke must do so outside, at a distance from any entrance in accordance with applicable UWM policy.

8. Liability

All departments, as a condition of access, must agree to be responsible for all costs for any damage or loss to premises, building, or contents; and loss or damage of others' property; and injury or death to person(s) caused by or arising out of the department's activities in or occupancy of the Hefter Conference Center.