Facility Use Fees

I. Facility Use Policies

A. University owned facilities are used primarily for fulfilling UWM's missions of teaching, research, and public service. Facilities are only available for other purposes with strict restrictions.

B. Individuals and offices with Space Assignment Authority have primary responsibility to ensure compliance with this policy.

C. Requirements for a non-university group using campus space are as follows:
   1. Must be authorized by a written agreement to comply with Policy number S-23, Use of Facilities Policies and Procedures, accessible from the Secretary of the University web site.
   2. Must be sponsored by a University organization.
   3. Reimburse all direct costs and pay a rental fee.

D. Charges to outside organizations
   1. Direct Costs - Must reimburse all direct costs such as setup and other services.
   2. Indirect costs
      a. Rental Fees
         i. Must pay a rental fee which recovers all indirect costs such as maintenance, custodial, depreciation, utilities, and security.
         ii. Rental fees may vary to reflect the nature of the event or the user, i.e.:
             1. If the event is revenue producing
             2. If the user is a for-profit organization.
         iii. Assignment Authority designees are responsible for invoicing and collecting charges and rental fee. For cash handling and invoicing procedures, please refer to the Cashier office and the Accounts Receivable office procedures respectively.
      b. Are determined each year on a per square foot basis by the Controller.
      c. Are included in the annual budget instructions for non-auxiliary accounts & user fees.
      d. May be obtained by using the campus indirect cost rate administered by the Office of Research. (See Procedure 1.3.1, Section IIA, Paragraph 2 for additional links and information about indirect cost rates.

E. See Section II of Procedure 1.3.1 for a discussion on setting fees.