

College of Engineering Space Use Policy

College of Engineering (CoE) buildings are primarily for instructional and research activities which support the College of Engineering's strategic plan - (<https://www.engr.wisc.edu/about/strategic-plan/>). Use of College of Engineering buildings and their spaces is restricted to College of Engineering faculty, staff and student organizations. See more specifics on the College of Engineering (CoE) Space Use Policy below.

1. BUILDING HOURS

- a. CoE buildings (with the exception of Wendt) are open to the public Monday through Friday 7:30am to 9:00pm and are closed on weekends and all legal holidays.
 - i. **WENDT BUILDING HOURS** – The Wendt building is open Monday through Thursday 7:30am to midnight, Fridays 7:30am to 5:00pm, Saturdays 9:00 am to 5:00pm and Sundays noon to midnight. The Wendt building is closed on Saturdays when there is a home football game. The Wendt building is also closed on all legal holidays including the Friday after Thanksgiving. Building hours may be adjusted during winter and spring breaks and will be announced on the CoE website and posted on the Wendt building doors.
 - ii. **WISCARD ACCESS** – CoE faculty, staff, and students can access the CoE buildings (except Wendt) when the buildings are closed using their WISCARD. If there are questions about WISCARD access, please contact Sharon Devenish at sdevenish@wisc.edu.

2. MEETINGS AND EVENTS

- a. **ATTENDEES AND PURPOSE** - Meetings and events held in CoE buildings must be hosted and organized by CoE faculty, staff or student organization and must be held in support of the instructional and research missions of the College of Engineering. CoE building spaces are not available for non-CoE groups to reserve for meeting or event use regardless of meeting or event times, or affiliations with CoE faculty, staff, CoE student organizations or research groups. Non-CoE individuals or groups looking for meeting or event space are advised to utilize the many alternate space resources on UW-Madison campus and within the city of Madison.
- b. **MEETING OR EVENT SETUP** - The CoE Facilities group is available to assist with the setup of furniture for meetings or events held Monday through Friday. This assistance can be arranged when requesting a space reservation at the CoE EMS site - <http://engr.ems.wisc.edu/>. Setup services are not available for weekend events or after 3:00 in the afternoon Monday through Friday. Catering must be arranged by the meeting or event organizer. All catering is required to be cleared and cleaned at the end of the event on the same day as the event.
- c. **MEETINGS OR EVENTS ON THE WEEKEND**- Weekend use of CoE building spaces for meetings or events is restricted to College of Engineering faculty, staff and student organizations and where attendance at the meeting or event is comprised primarily of CoE individuals. Since CoE buildings are closed to the public on the weekend, provision cannot be made to allow weekend attendance at a meeting or event which involves attendees from the public or non-campus groups. Weekend use of conference rooms, classrooms, auditoriums and lobbies must be requested via the CoE EMS site - <http://engr.ems.wisc.edu/>. Organizers of meetings or events taking place on the weekend need to arrange for any catering to be removed at the end of the event on the same day of the event. Similarly tables, chairs and other equipment must be removed from the space at the end of the event on the same day of the event to allow for the space to be ready for regular use when business and classes resume on the following Monday.

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- d. **FOOD AND DRINKS** – Food and drinks are not permitted in CoE classrooms, auditoriums or computer labs. Spaces are provided outside of the CoE auditoriums for the serving and consumption of food. See the CoE EMS site - <http://engr.ems.wisc.edu/> for specifics of food service with the use of auditoriums. Violation of the food and drink policy may result in the inability of a group to make future space reservations and/or the assessment of a cleaning fee.

Space Reservations can be made following the College of Engineering Space Reservation Procedures found at <http://facilities.engr.wisc.edu/buildings/> and utilizing the CoE EMS site at <http://engr.ems.wisc.edu/>.