



## Rate Categories

Related Policies and Requirements

### First Priority | No fees for space or standard equipment

Meetings and events that meet all of the criteria below will not be charged for space or standard equipment. Additional fees may be applied for special equipment, select staff hours, parking, extraordinary custodial services, and grounds/trades chargebacks.

- **Event Origin:** Event is developed and requested by a UWL department or student organization.
- **Audience:** UWL community is the target audience.
- **Revenue:** Event does not generate revenue
- **Partnership:** Event is not planned or supported through a partnership with a non-university organization(s).

### Second Priority | University Rate | Fees apply to space

Meetings and events that meet any of the criteria below will be charged at a 50% facility rental rate. Space rental includes setup/teardown; in-house event furniture; and any AV systems permanently installed in the space. Additional fees will be applied for special equipment, select staff hours, parking, extraordinary custodial services, and grounds/trades chargebacks.

- **Event Origin:** Event is primarily developed by an external group, and space is requested by a UWL department or student organization on behalf of an external group.
- **Audience:** UWL Community is not the primary target audience.
- **Revenue:** Event generates revenue (ticket sales, conference fees, etc.)

**Event Planning & Execution Requirements:** The following criteria are in place to ensure that the University Rate is applied fairly to all. If the following criteria are not met, the event category reverts to the Standard Rate, billed to the University department/organization.<sup>1</sup>

- UWL representative must request the space.
- UWL representative must serve as the primary contact/planner for all event-related details for the duration of the planning process. This includes Facility Use

