

Mary E. Panzer

Senate Republican Leader



January 16, 2003

The Honorable Dale W. Schultz
Wisconsin State Senator
18 South - State Capitol
Madison, Wisconsin 53703

Dear Senator Schultz:

The Senate Committee on Organization has approved your request on behalf of the Members of the Senate Committee on Agriculture, Insurance and Financial Institutions to hold a Public Hearing at the University of Wisconsin Campus, Baraboo, Wisconsin on Thursday, January 23, 2003.

It is the Committee's understanding that your request includes authorization to travel and reimbursement of actual and necessary expenses incurred by committee members while attending the hearing.

Your request has been approved contingent upon the Senate not being in session. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Mary E. Panzer'.

Senator Mary E. Panzer, Chair
Senate Committee on Organization

MEP/rpn

U N I V E R S I T Y



W I S C O N S I N

BARABOO / SAUK COUNTY

A Campus of the University of Wisconsin Colleges

Jane E. Turner
Secretary of the Dean

Phone: 608-356-8351 ext. 222

Fax: 608-355-7911

E-mail: jturner@uwc.edu

1006 Connie Road

Baraboo, WI 53913-1098

www.uwc.edu/baraboo-sauk

FACILITIES USE REQUEST

UW-Baraboo/Sauk County
FEIN #39-6006-492-W
608-356-8351

1006 Connie Road,
Baraboo, WI 53913
FAX: 608-355-7911

Event SENATE COMMITTEE PUBLIC HEARING Day/Date(s) Requested THURSDAY JANUARY 23-2003

Coordinator JOHN O'BRIEN / SEN SCHULTZ STAFF Building & Rooms Requested _____ Event Time (Actual) _____ Reservation Time* _____

Address PO BOX 7882 RG Brown Tower 9:30A to 12:00 9:00A to 1:00P
MADISON, WI 53707-7882 _____ to _____ to _____

Phone (W) 800-978-8008 (H) 608-647-9491 _____ to _____ to _____

*Facilities must be vacated at stated time

Brief Description of Program/Event PUBLIC HEARING WI STATE SENATE COMMITTEE

ORGANIZATION SENATE COMMITTEE ON AGRICULTURE, INDUSTRY, FINANCIAL INSTITUTIONS Profit or Nonprofit (Circle One)

Individual who will be in attendance and responsible during the event John O'Brien, Committee Clerk

Is this function open to the public? YES NO (Circle One) Expected Attendance 100

ADMISSION CHARGE? YES NO (Circle One) If yes, indicate the amount _____

CAMPUS SERVICES/FEES: See reverse side for information (and fees) pertaining to Facilities Use Fees, Technical Assistance for Specialized Equipment, Room Setup Fee, Equipment Request/Rental Fee, Food Service, and Custodial Services.

On behalf of the organization I represent, I assume responsibility for the use of the facility in accordance with the UW-Baraboo/Sauk County Facility Use Policies and Procedures.

Signature John O'Brien (For Organization) Date 01-13/2003

FOR OFFICE USE ONLY

Facilities Use Fee	\$ _____
Theatre Rental Fee	\$ _____
Non-Standard Room Setup Fee	\$ _____
Additional Equipment Rental Fee	\$ _____
Custodial Services Fee _____ hrs @ \$22.00/hr. =	\$ _____
Total	\$ _____

UW Colleges Staff Member On Duty _____
University Authorized Technical Personnel _____

Technical Assistance & Equipment Approved _____
Liability Waiver Received _____
Facilities/Equipment Payment Received _____
Food Service Arranged _____

Approved _____
Michael Brophy, Dean
UW-Baraboo/Sauk County

Distribution of Copies:
____ Business Office _____ Building & Grounds
____ Computer Services _____ Continuing Ed.
____ Fine Arts _____ Food Service
____ Media Services

CAMPUS SERVICES/FEEES

Facilities Use Fee

Meeting Rooms: A rental fee of \$50/per room, up to 4 hours...\$25 fee for each additional hour will be assessed for use of meeting rooms.

Computer Lab: A rental fee of \$100 up to 4 hours... \$25 fee for each additional hour will be assessed for use of the Computer Lab.

Gymnasium: A rental fee of \$100 up to 4 hours... \$25 fee for each additional hour will be assessed for use of the Gymnasium. (For details see Guidelines and Rules for Use of the Gymnasium.)

Theatre: A "nonperformance" rental fee of \$50 up to 4 hours...\$25 fee for each additional hour will be assessed for use of the Theatre (includes normal room lights and stage work lights). A "performance" rental fee of \$100 up to 4 hours... \$25 fee for each additional hour and additional charges will be assessed for the University's approved technical assistance. (For details see Guidelines and Rules for Use of the Robert G. Brown Theatre.)

_____ Meeting Room	_____
_____ Computer Lab	_____
_____ Gymnasium	_____
_____ Theatre – nonperformance	_____
_____ Theatre – performance	_____
Subtotal Facilities Use	\$ _____

Room Setup Fee

_____ Standard Setup – No Additional fee
 _____ Nonstandard Setup – Please explain, or attach a diagram _____

Room(s) being used _____
 (NOTE: Additional \$10 Fee for nonstandard room setup.)
Subtotal Nonstandard Room Setup \$ _____

Equipment Request/Rental Fee. Please identify your equipment needs.

Equipment Request: Equipment may be rented at \$15 per item.

_____ VCR/Monitor – Lecture Hall (A4) and Theatre by Special Arrangement Only	\$ _____	
_____ Overhead/Screen	\$ _____	
_____ Slide Projector/Screen	\$ _____	
_____ Flip Chart	\$ _____	
_____ Portable Sound System Lecture Hall (A4) and Theatre by Special Arrangement Only	\$ _____	
_____ Piano	\$ _____ *	*Special Rental Fees may be applied, depending upon specific user needs.
_____ Piano (Steinway)	\$ _____ *	
_____ Other (Identify) _____	\$ _____ *	

Subtotal Equipment	\$ _____
Custodial Services Fee \$22/ _____ hrs.	\$ _____
FINAL TOTAL	\$ _____

Please consider receipt of confirmation as your invoice on all fees due. Forward a check, or money order, payable to the UW-Baraboo/Sauk County, attn: Business Office, no later than 10 days prior to your use of the facilities.

FOOD SERVICE. All food/beverages must be catered through UpStairs/Downstairs. Contact: Michael Ray, 608/356-8351, ext. 205. Organizations will be invoiced separately for food service by Upstairs/Downstairs.

CUSTODIAL SERVICES. During the academic school year, the campus buildings are available with custodial services according to the following schedule: Monday-Thursday, 7:00 a.m. to 9:00 p.m.; Friday, 7:00 a.m. to 5:00 p.m. Saturday, 8:00 a.m. to 4:00 p.m. A \$22.00 per hour Custodial Services Fee (four-hour minimum) will be assessed for use of facilities during nonstandard hours, and your group is responsible for these services, if applicable.



Senate Committee on Agriculture, Financial Institutions and Insurance

Room 18 South State Capitol, PO Box 7882, Madison WI 53707-7882

(608) 266-0703

Senator Dale W. Schultz, Chairman

Committee Clerk, John O'Brien

Ms Jane E. Turner
Secretary of the Dean
UW-Baraboo
1006 Connie Road
Baraboo, WI 53913-1098

January 13, 2003

Dear Ms. Turner,

Attached find a completed facilities request form per your instructions. Any applicable fees should be billed to the Senate Chief Clerks Office at PO Box 7882, Madison, WI 53707-7882.

As indicated, this is a public hearing, as such, the "ideal" setup would be a table on the stage which would seat at the head of the table, Senator Schultz as the Chairman, to his right a seat for the Committee Clerk, and to his left a seat for the Legislative Council Staff. Along each side of the table should be placed 3 chairs for the other committee members. We have calendared this meeting for Thursday, January 23, 2002 from 9:30 am to Noon.

The committee will require amplified sound to the audience with a microphone for the Chairman, and if possible a table microphone placed in the center of the table for members of the committee to use.

We expect that quite a few members of the public will wish to testify at this hearing as the primary reason for this hearing will be to interview the recently appointed Secretary of the Wisconsin Department of Agriculture, Trade and Consumer Protection, Mr. Rodney J. Nilsestuen. Those testifying are normally seated directly at the opposite end of the table facing the Chairman and will also need to have a microphone. If this is not an option, those who wish to testify could use an amplified podium. Those in attendance seated in the theater will need to have easy access from the floor of the theater to the stage/podium/table, when called upon to testify.

The Senate Sergeant at Arms office and myself will arrive at 8:00 am to assist with the setup. The Sergeant at Arms office will also staff the committee and manage the flow of those wishing to testify.

We look forward to introducing the members of the committee and the public to the outstanding facilities, which the University of Wisconsin Campus at Baraboo has to offer.

If you or your staff has questions or suggestions related to this reservation, don't hesitate contacting me. I can be reached toll free at, 1 800 978 8008 or by cell phone at 608 574 0159.

With kindest regards

John O'Brien
Committee Clerk
Senate Committee on
Agriculture, Insurance & Financial Institutions.

FACILITY USE POLICIES AND PROCEDURES UNIVERSITY OF WISCONSIN – BARABOO/SAUK COUNTY

The University of Wisconsin Baraboo/Sauk County is pleased to make its facilities available to non-university groups subject to the following policies and procedures. The Wisconsin Administrative Code, Chapters UWS-18 and 21 regulate use of University facilities.

RESERVATION PROCEDURE

1. Obtain a Facilities Use Request form, the Facilities Use Policy and Procedures, and the Liability Policy form from UW-Baraboo/Sauk County, 608/356-8351, ext. 222. The contact person is Dean's Secretary, Jane Turner.
2. Complete the Facilities Use Request form and the Liability Waiver. An authorized representative of the sponsoring organization must sign the form, indicating that he/she has read and understands the policies and procedures governing the use of campus facilities, and that the organization agrees to comply with these policies and procedures.
3. Submit the completed Facilities Use Request form to the Business Office at least 10 days prior to the day of the event. All cancellations must be received at least 48 hours in advance of the event. If the dates that have been reserved on the Facilities Use Request form subsequently come into conflict with the needs of the University, the University reserves the right to change or cancel the arrangements upon 48 hours' notice to the User.
4. Upon approval, one copy of the Facilities Use Request form will be returned to the person responsible for the program. Any modifications to the request will be noted on the form.
5. Prepayment of the **Facilities Usage Fee** – including non-standard room setup fee (if applicable) and additional equipment rental fee (if applicable) – must be returned upon receipt of approval of the completed Facilities Use Request form. Send it directly to the office of the Business Manager **no later than 10 days prior** to the day of the event. The usage fee should reflect the Final Total amount on the Facilities Use Request form. Please make your check payable to "UW-Baraboo/Sauk County."

SCHEDULING PRIORITIES

Scheduling priorities are as follows: 1) University needs; 2) City and/or County Agencies; 3) other Government and Public Education Agencies. Other requests will be treated on a first come, first served basis. The University reserves the right to change room assignments or cancel reservations when University priorities so require.

GENERAL CONDITIONS OF USE

1. If extra expense to the University is involved, e.g., for custodial service, security, labor, and lighting, the sponsoring organization will assume responsibility for these costs.
2. The organization desiring the use of University facilities must declare that it does not discriminate as to race, religion, sex, age, or national origin.
3. The meeting(s) will in no way obstruct, hamper, or endanger the normal functioning of the University.
4. The activity must be open to the public.

FACILITY USE POLICIES AND PROCEDURES – page 2

5. The activity must be in keeping with the overall educational and public service objectives of the University of Wisconsin.
6. Religious services or instruction may not be conducted on a regular or continuous basis anywhere on the campus.
7. University regulations prohibit the selling, peddling and solicitation of sale of goods or services, or contributions on University property by persons who are not associated with the University or not part of a registered student organization.
8. The campus has facilities available and suitable for the proposed use.

FACILITY MANAGEMENT

1. Supervision. The facilities and grounds will not be made available for community uses unless a member of the UW custodial staff is on duty during the period requested.
2. Custodial Services. During the academic school year, the campus buildings are available with custodial services according to the following schedule:

Monday through Thursday:	7:00 a.m. to 9:00 p.m.
Friday:	7:00 a.m. to 5:00 p.m.
Saturday:	8:00 a.m. to 4:00 p.m.

If extra custodial assistance (before, during, or after the event) is involved, the sponsoring organization will be responsible for paying the charges for this assistance in addition to the standard user's fee (when applicable). For facility use outside of the normal custodial working schedule, an hourly Custodial Services Fee (four-hour minimum) will be assessed. Costs will be at the prevailing wage and fringe benefit rates for custodial staff (\$22.00/Hour).
3. Technical Services and Specialized AudioVisual Equipment. Theatre lighting and sound control systems, film or video projectors, and specialized audio visual equipment must be operated exclusively by authorized campus personnel or their approved designee. **The event coordinator must contact the Media Services Director, Matt Warming, 608/356-8351, ext. 225**, to confirm availability of equipment and authorized technical staff. Use of the facility is contingent upon availability of University authorized technical personnel.
4. Food Service. All food and beverages must be catered through Upstairs/Downstairs. **Contact Michael Ray, 608/356-8351, ext. 205**. Organizations will be invoiced separately by Upstairs/Downstairs.
5. Alcohol. Alcoholic beverages are not permitted on campus.
6. Smoking. Smoking is permitted only in designated smoking areas.
7. User Responsibilities. The user must provide adult supervision at all times for all persons present on the campus for participation in its program.

FACILITY USE POLICIES AND PROCEDURES – page 3

The user is responsible for turning out lights and leaving the space(s) used in its original condition.

The user assumes responsibility for all publicity and promotion, which must be worded so that use of the facility is not construed as a University endorsement or sponsorship.

Official designation of this campus is **The University of Wisconsin – Baraboo/Sauk County**. It should appear this way in all publicity releases and printed materials.

It is desirable that three copies of the conference programs, publicity releases, and other printed material be supplied to the Business Manager's office at least five days prior to the beginning of the scheduled event. This will help campus staff to more effectively respond to questions received.

FEES

For detailed fee information, please see the Facilities Use Request form (Campus Services/Fees).

1. Rental Charges. Organizations not associated with the UW-Baraboo/Sauk County campus will be required to pay a facilities use fee. Under certain circumstances, the Dean may waive the room rental charge.
2. Incidental Costs. State law requires that organizations not associated with the University reimburse the University for incidental costs. These costs include extra work that would involve the maintenance and technical staff, utility usage, depreciation of equipment, and other similar kinds of "indirect costs."

LIABILITY

Community groups, organizations and individuals using the facilities agree to assume all liabilities arising out of their actions and to hold the University of Wisconsin Baraboo/Sauk County blameless for any injuries that may occur on the premises, in its buildings or on its grounds, in connection with the user's event. User also assumes liability for any damage to University or County property that occurs in association with the user's event. User may also in no way construe use of facilities as University endorsement of an organization, its program, or the viewpoint it represents.

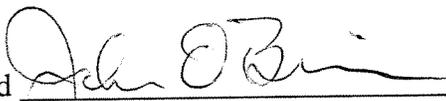
Whenever an admission charge is made, the organization assessing admission charges must assume full responsibility for collecting, reporting, and transmitting all applicable taxes to appropriate State or Federal agencies.

**LIABILITY POLICY
UW BARABOO/SAUK COUNTY
(For Non Associated Organizations)**

The University of Wisconsin Baraboo/Sauk County, as an agency of the State of Wisconsin, is self-insured for liability protection. Such protection applies to University and State officers and employees only. All other individuals and organizations must provide their own liability coverage.

Organizations and individuals using the UW-Baraboo/Sauk County facilities agree to assume all liabilities arising from their actions and to hold the University of Wisconsin Baraboo/Sauk County blameless for any injuries that may occur on the premises, in its buildings or on its grounds, in connection with the user's event. User also assumes liability for any damage to University property arising from this function. User may in no way construe use of facilities as University endorsement of an organization, its programs, its objectives, or the viewpoints it represents.

My signature below indicates that I, on behalf of the organization I represent, have accurately described our event and its needs, that I have read the above regulations regarding usage of campus facilities, that I accept responsibility for all University equipment used, that I will guarantee payment of all state costs and rental charges, and that I accept the liability clause above. I also declare that our organization does not discriminate on the basis of religion, race, sex, age, or national origin.

Signed  Date 01-13-02

Organization/Program WI STATE SENATE