# 25Live Training Guide

**First Things First**

You must read this training guide as well as the Facility Use Guidelines before you can access 25Live. While much of 25Live is fill in the blank, you should understand the Scheduling process for the College. Also, your events may appear in public pages and/or shared with the greater College Community. Making sure your information is complete and correct will help eliminate errors, duplicate tasks, and ensure you have a successful event. And, since you are scheduling limited resources within the College, what you do (or don't do) can negatively impact others. We want you to be a vested partner in scheduling so that we can operate efficiently and effectively as a College.

**Access to 25 Live**

A userID and password is required to access 25Live, which is provided by Campus Scheduling and Event Services. Once you have read and understood this training guide, you can submit the online 25Live Access form found on the Event Services webpage. The Events Office will reply with your User name and a Temporary Password. *You should always use Firefox or Chrome.* Internet Explorer is not recommended.

Once you have logged into the system, you will arrive at your landing page. Before you dive in, please go to the top of the page to **Preferences.**
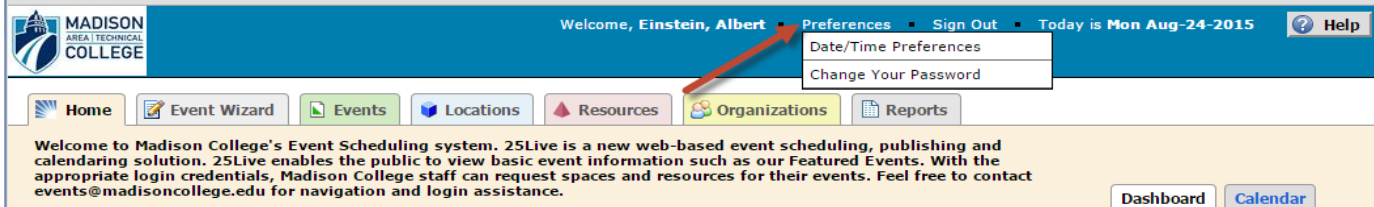


You should immediately change your password and set your Date/Time preferences. These are pretty straightforward, but once you change your password, if you ever need your password reset use the online 25Live Access form. You may want to make note of your login and password for future reference – just keep this document private. Passwords must be a minimum of 5 characters.

*Your LoginID* _____        *Password* _____

When you have made those changes, you can review the landing page (or portal). There are a lot of useful tools you will learn about as you grow in your knowledge of 25Live. Eventually, you can add STARRED (favorite) information for quick access. And you will be able to search for Events, Locations or Resources from this page.

To **CREATE AN EVENT,** select either the **Event Wizard** tab or click the green **Create an Event** button to begin. We recommend not using the options of "I Know When…" and "I Know Where…" as these options do not offer the full use of the Event Wizard. Keep in mind you need to maintain some level of flexibility since, as a College, we have over 10,000 meetings and events annually. Over 500 people actively use this product and the College has a finite number of rooms and resources.
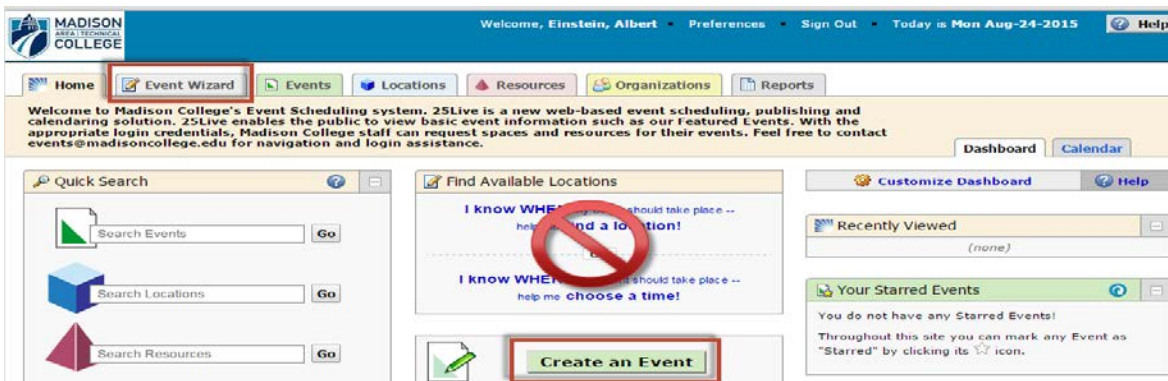
Once you begin the Event Wizard, please take note of three things: There is a Help Box at the top of each page which will provide you with 25Live Tips and information about the fields. Second, on the right side there are instructions related to each field. Last, in the left hand column you will see a progress bar showing you all of the information you have enter or have yet to complete on this page.
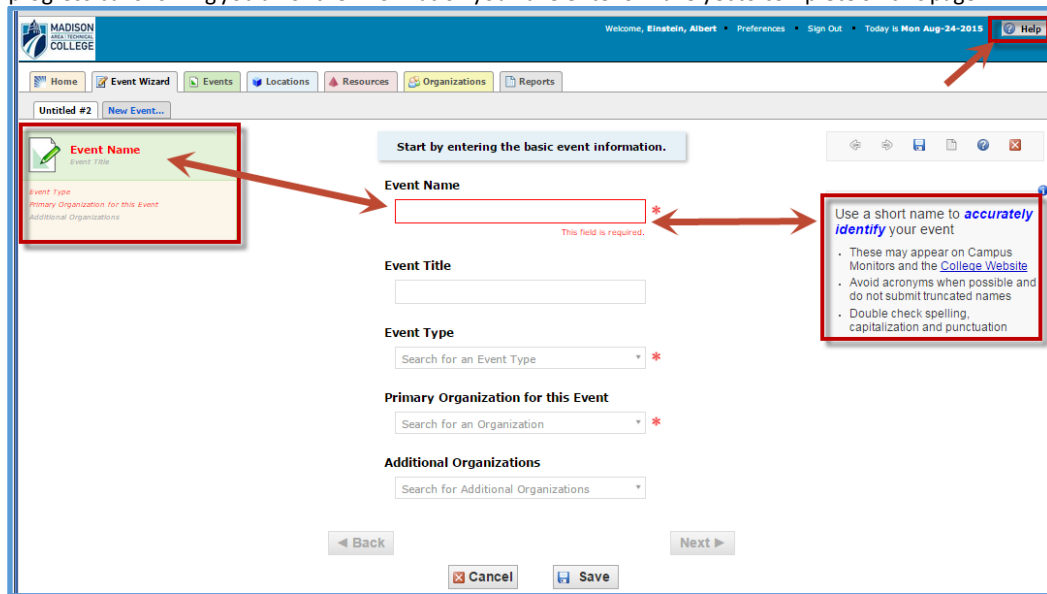


**Event Name:** Required.
This field is limited to 40 characters. Double check your spelling and grammar.
When naming events users should remember that 25Live is a web-based scheduling and calendar system and is viewable by anyone who may be visiting the Madison College website. We ask that users name events in a way that is understandable to others. Avoid acronyms, nicknames, personal names, and words like "Meeting" or "Session." An example of a good event name is *Campus Community Team Meeting*. An example of an event name that is not acceptable is *Team Meeting*. **NOTE**: You will have an option to not display your event on the public calendar later in the creation of your event.

**Event Title:** Not Required
This field is limited to 120 characters. Double check your spelling and grammar.
Use this field if you need additional space (characters) to describe the event. The event title will be published to the Madison College calendar. If an **Event Title** is not populated, the **Event Name** will be published to the public website. Again, avoid acronyms, nicknames, personal names, and words like "Meeting" or "Session."

**Event Type:** Required
Pick one type that best reflects your event purpose. Some types trigger public calendar display or other notifications in the system. See the Event Types definitions in Appendix A of this training guide. Once your event has been submitted, this field cannot be edited.

**Primary Organization for this Event:** Required
What organization is responsible for this event? It is best to search for your organization. You can **STAR** your organization and it will always populate the field. You can select a different organization if needed, but identifying your favorites will make it faster to complete in the future.

**Additional Organization:** Not Required
If you are co-sponsoring or partnering with another organization to host this event, then add their information here. This helps us to make contact with all parties associated with the event in case we have additional questions or concerns.

CLICK NEXT TO CONTINUE ON THIS AND EVERY PAGE. All required fields must be entered before the NEXT button is enabled. – Do **NOT** click Save until the end.

**Expected Head Count:** Required
This helps determine the size of room to assign for your event. Using rooms beyond capacity is uncomfortable for your guests and may violate fire code the College is obligated to adhere to.



**Event Description:** Not Required
If you have more information you wish to publish on the College calendar, you can enter that information here. It is HTML (web) enabled so you can include links to other information or registration sites. From the College Calendar, guests can click on the Event Title to drill down to this description.
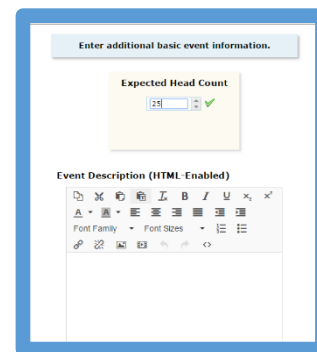
**Repeating Events**: Required
Tell 25Live if you have a ONE TIME event or if your Event repeats more than once.

**NOTE: ALL REPEATING EVENTS MUST HAVE THE SAME TIMES. If you have different meeting times for a repeating event, you will need to create a new event for each meeting with a different time.**

Example: 10/15, 10/22 start at 10 am and end at 2 pm and can be on the same request. But 10/29 starts at 2 pm and ends at 4 pm, so that needs to be a separate request.

**Event Date and Time:** Required
Enter the first date of your event and the actual time your event begins and ends.
**IMPORTANT**: The start and end date should be the same date. If your event is several days, you must use the Repeating Date option.
**IMPORTANT**: Event requests must be contained to a calendar year. Do not create events that span the New Year, use a separate request for a new year.
**IMPORTANT**: If you are using a classroom, you must enter a post-event time of 10 minutes to allow students to enter the classroom 10 minutes before their class begins. We cannot delay the start of classes due to meetings.



- **Pre-Event Time and Post-Event Time** is time allowed for the event organizers to prepare for the event.
- **Setup and Takedown Time** is time used by the Events Office staff to prepare the physical space for your event, if needed, such as moving furniture and setting up catering. You should ALWAYS allow at least 10 minutes for set up unless you plan to take the room AS IS. If you don't include a set up time, the Events Office may impose one based on your set up instructions. Use your best guess of setup and takedown times. The Events Office staff will evaluate your event and may adjust these times accordingly, which may impact room availability. The goal is to make sure the room(s) is reserved with enough time to complete all tasks related to your event.



**Repeating Events-How Does Event Repeat:** Required
If you selected the repeating Event option, you will arrive at this page after the initial date and time has been entered. 25Live offers you several options for repeating events, daily, weekly, monthly or Ad Hoc. Ad Hoc allows you to enter dates that do not match any standard pattern.

For any repeating event you can create notes to communicate what each date is used for. **Again, the most important part of repeating events is that they all have the same begin and end times.**



**Event Locations:** Required
You can find Locations in a couple of different ways, and then as always, when you find rooms you like to use, **STAR** them to add them as favorites for faster access. If you know a room number, select **Search by Location** to see if it is available. Use ALL room Letters and Numbers (i.e., B3243) as database searches are very specific.

If you need to do a broader search, we suggest you use *Advanced Search* and select the features option to pick the type of room you want. As a customer, you have a responsibility to familiarize yourself with our definitions of room types, which can be found on both the Event Services

webpage as well as in Appendix C of this document. It is recommended that you narrow your search, if possible, by selecting a campus. Campus selections are part of the Categories field. To begin your search, simply click on the text box field for the Features and Categories and select from the list of items. You may select multiple items for your search.
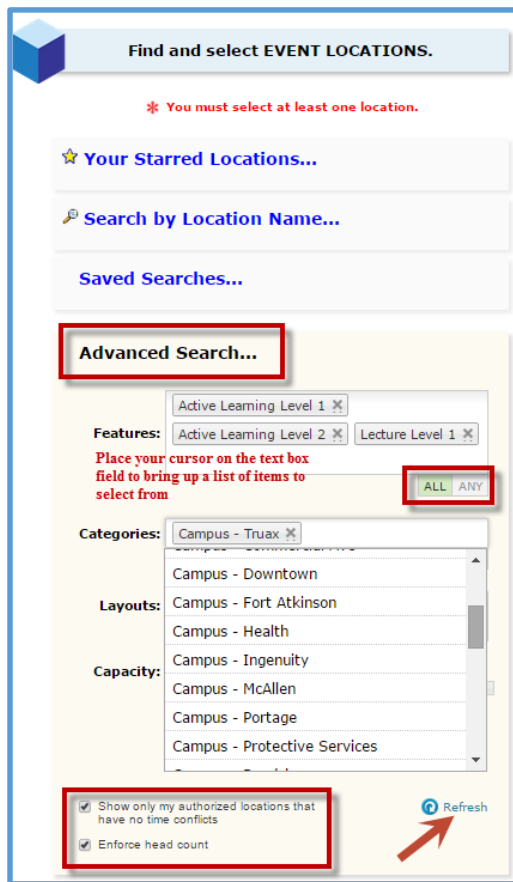


Once you have your features / categories selected, use the **ANY** button to bring up your results.

**IMPORTANT**: Using the ALL button requires the system to search for a room that meets ALL the selected requirements. Since our rooms only have one type assigned to them, you may end of with zero results. Therefore, use the ANY button for this search.

**IMPORTANT**: It is best not to use the Layout criteria as this will limit your search results. Layouts can be discussed using the notes section later in the form.

**NOTE**: Hover the cursor over one of the results from your search to view any image of the room that might be available.

We prefer you keep the "Enforce head count" box checked – that way you will only get rooms that can accommodate the expected head count you entered earlier. This will return fewer, but more appropriate sized spaces and ensure you won't exceed fire code capacity.

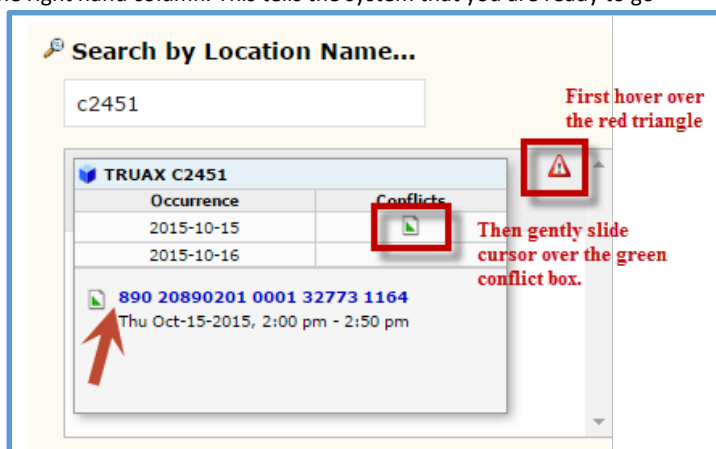**Selected Locations:** A Green Check Mark indicates that the room is available. Select it so that it populates in the right hand column. This tells the system that you are ready to go to the next page. A Red Triangle indicates that the space is not available. You can see the conflicting event by hovering the cursor over the red triangle as shown in the image to the right.



If you have trouble finding one consistent room for a repeating event, you can select multiple Locations, even if there are conflicts with a day (red Triangle). In the example for room C2451, there is a conflict with only one date, October 15. The other date, October 16, is available for your event. If you find that you must use two different rooms for your event, you can select multiple rooms, including the room that has conflicts, in this case C2451. Granted, it is better to have one room for all dates, but this provides you with options when the ideal situation is impossible. Out of respect for all of our customers, we do not bump other events as a general rule.

Once you select the location option that has a conflict and it appears in the right hand column, click on the link of **View and Modify Occurrences** to bring up the list of occurrences for your event (see image below).

- Remove the check from the Assign column on the date that has the conflict, in this example that date is October 15
- Keep the check from the Assign column on the date that does not conflict, in this example that date is October 16
- **Layout**: select a different layout if desired; all CLASSROOMS have only one layout, which is As Is. This means rearranging of the furniture is the responsibility of the organizer. If furniture is rearranged it must be restored to the original layout immediately after the event. Layouts are also tied to capacity so if you change the layout, the capacity of the room may also change.
- **Setup Instructions**: Add any additional room setup instructions for the Event Office staff to consider
- Click on Save Changes
- The Red Triangle shown next to the location will change to a Green Check
- Search for another location for the October 15 date and add it to the right hand column. Again, click on the **View and Modify Occurrences** link to enter layout and setup instructions, if needed.

**IMPORTANT: Selecting the room does not guarantee that exact room will be confirmed. All requests are submitted as a preference to be approved by Event Services. Under rare and special circumstances requests may pre-date yours and the room could be assigned to someone else – but not yet entered into 25Live – this is a rare situation.**

**NOTE: We do NOT bump other events as a general rule.**

**Resources:** Not Required

You do not need to request the equipment normally in the selected location.  Use this page to request moveable equipment and furniture, conference phones, folding chairs, folding tables, portable sound equipment, etc.  Each resource will have a finite quantity and once all of those are assigned, you



will not be able to request that equipment.  Also, some equipment is site specific, therefore do NOT select Conference Phone – Downtown for your Truax event. We do not remove those resources from their location. Double click the resource to select it for your event.

Similar to the Locations setup, once you have selected the resource, you can click **View and Modify Occurrences** to increase the quantity or add set up instructions for that specific resource. For example, if you have several rooms assigned to our event, you may want to include Setup Instructions as to which room you need the conference phone. Or, if you only need the phone on Friday, Unassign the Conference phone for Thursday so it is available to others.

**NOTE**: If you do not see a resources listed, use the NOTES section later in this form to let the Events Office staff no about your needs.

**Event Custom Attributes:** Not Required

Certain Event Types have custom attributes or a list of questions that pertain to that Event Type.  These are general questions that will help frame the event needs.  Fill in only what matches the needs of your event.  If the question does not apply, leave the field blank.

**Contacts**: Required

As a College, we have many people who schedule events on behalf of others. The **Scheduler** is the person who is in charge of the meeting. The **Requestor** is the person who is putting in the information. These can be the same person as long as you are filling both roles.

## Event Categories: Required

Under categories, select the **Campus** where your event will be held. You may also select **Do Not Display** if you do not want your event to display on the web. If your event is for internal employees, such as a team meeting, we ask that, in addition to the campus selection, you also select Do Not Display.



**Requirements**: Required

Requirements are similar to Attributes, however they generally apply to ALL events. The purpose is to inform other service providers of your needs (i.e., Parking, Catering, or even Event Services). The same guidelines apply, if you need any of the services listed, answer the question as completely as possible.

Please provide any additional requirements here that have not been addressed yet. Good information helps us plan resources, staffing and communicate to other functional areas of the College regarding your event. This is especially critical for weekend events.

## Comments: Not Required

Here you can send us notes about your event in case there is additional information which has not already been captured. Be as specific as possible. Good examples might be "I didn't see Web Cam listed as a resource and I need one" or "I'm working with an outside vendor and awaiting their response on items, should have additional info by Oct. 1." Examples that would not be specific are "More info to come" or "Need sound."

## Affirmation: Required

When you have reached this page, you are ready to **Save** your event. **BUT, BEFORE YOU DO**, please review all of the information in the Left hand column to be sure every required field has been completed and the information (**especially the time and date**) is correct. This quick double check can help save a lot of time and avoid publishing incorrect information.

When you click SAVE your request will be submitted to Event Services.

**IMPORTANT: THIS DOES NOT CONFIRM YOUR EVENT, ONLY THAT IT HAS BEEN SUBMITTED FOR FINAL APPROVAL.**

## Next Steps:

- Events staff reviews request. If follow up questions are needed, Events staff will use 25Live to send email to the organizer
- Events staff approves locations and resources and sends confirmation email to organizer along with a PDF attachment of the event details
- Organizer can use 25Live to view details of the confirmed event, email details to other people, and add event to an online calendar. **NOTE**: We advise against PRINT CONFIRMATION, CREATE TO DO or EMAIL options until the event has been confirmed by Events staff. Prior to that you have only requested space and resources for your event. They still must be approved.

After you hit SAVE, you will return to the event detail page and acknowledgement that the event has been **Successfully Saved**.  There are a few options on this page.

- **COPY** the event if you need to add repeating dates with different times.  This will copy all of the pertinent information and open a new Event Wizard.  You can simply make the necessary changes without re-entering the same data.
- **EDIT** the event. You may edit your event up until Event Services reviews the event. Once Event Services reviews and confirms your event, they then take ownership of the event and any changes must be done by their staff via 25Live.
- **VIEW DETAILS**: This brings up details of the event in a new tab. If you ever want to view details of the event at a later time you may do so from your Homepage > Your Events section or you may navigate to the Events tab and type in the name of the event in the keyword search and click on go.



The Events Office will process your request.  We will double check the details and make sure your request follows all College Guidelines.  If there are items missing or incomplete details, we may downgrade your request to a DRAFT, which may mean you lose the room you requested. You will actually help determine the speed at which we can respond to your request. The more complete information you provide, the faster we will e able to respond. Our goal is to provide a confirmation within 48 hours, although there are peak times at the beginning and end of each semester when our response time may be longer.

We value your input. Feel free to contact Event Services with any feedback for improvement.

Thank you!

# APPENDIX A

| Event Types | Definition |
|---|---|
| Academic Related | An event associated with a course (Supplemental Instruction, Guest Lectures, etc.) |
| Banquet | Any dining event |
| Block Room | Block room from being booked by another |
| Campus Visit | Typically for high schools visiting the campus |
| Ceremony | Special event related to a celebration: graduation, PTK induction, etc. |
| Conference | Multi-layered collection of meetings around a single topic |
| Convocation | All events and activities related to Convocation for the College Do Not Publish |
| | For any event or activity that should not be published |
| Equip Check Out | Used to schedule specific equipment with no room assignment |
| Exhibit | Used for trade shows, fairs, any event with multiple exhibitors Information Table |
| | Used to schedule designated informational tables at each campus. |
| Interview | Often used by Human Resources or an Individual School for hiring purposes. |
| Meeting | Simple meeting - one place at one time |
| Orientation | Special sessions for incoming students - for any program |
| Performance | Any performance in any venue |
| Presentation | Event not as formal as a performance |
| Public Service | An external event that meets the Public Service criteria (contact Events for criteria) |
| Rally | A gathering in support of a specific message |
| Rehearsal | Preparation for a special event (ceremony, performance, spec. event) |
| Social Gathering | An activity for social purposes, however food may or may not be a component. |
| Student Activity | Activity designed for current students that doesn't fall under any other category. |
| Supplemental Instruction | Sessions in support of an academic class |
| Tournament | Any type of event that's purpose is for competition - except Athletic events. |
| Training | Non-academic activity related to the instruction on a particular process |
| Tutoring | Specific to Testing and Tutoring |
| Workshop | One-time informational session that is not as goal oriented as training |

| Space Layouts | Definition |
|---|---|
| As Is | Room is left as the last user left the room - this is not the default set up |
| Café | For banquet seating, chairs placed around all sides of a table |
| Classroom | Tables and chairs facing the front of the room |
| Conference | At conference table is one single center table with chairs on all sides |
| Hollow Square | Many tables placed in a large open square with chair on the perimeter |
| Pods | Multiple tables placed randomly around the room with chairs on all sides |
| Special | User will define the set up and provide further instructions |
| Theater | Chairs in rows facing the front - no tables |
| Trade Show | Multiple tables placed in a row, with chairs behind the table facing out U-Shaped |
| | Many tables placed in a U-Shape generally facing a screen or presenter |

| Space Features | Definition |
|---|---|
| AV - Document Camera | Self-explanatory AV - Media |
| Cart | Self-explanatory |
| AV - Teaching Station | Teaching station is the location of the AV controls and the Computer hardware |
| Active Learning Level 1 | See Appendix C |
| Active Learning Level 2 | See Appendix C |
| Active Learning Level 3 | See Appendix C |
| Athletics Rooms | Self-explanatory |
| Board – Chalk | Rooms with at least ONE Chalk Board |
| Board - Dry Erase | Rooms with at least ONE Dry Erase Board |
| CompMacFul | See Appendix C |
| CompMacLim | See Appendix C |
| PC CompPCFull | See Appendix C |
| CompPCLim | See Appendix C |
| Data Jack | Room contains a data jack |

| | |
|---|---|
| Flooring – Carpet | Room is carpeted |
| Flooring – Hardwood | Room has hardwood flooring |
| Gas | Room has Gas for Bunsen burners. |
| Lab Academic Advancement | Room dedicated to Academic Advancement (not a general classroom) |
| Lab ASET | Room dedicated to Applied Science, Engineering and Technology (not a general classroom) |
| Lab Arts and Sciences | Room dedicated to Arts and Sciences (not a general classroom) |
| Lab Business and Applied Arts | Room dedicated to Business and Applied Arts (not a general classroom) |
| Lab Health | Room dedicated to Health Education (not a general classroom) |
| Lab Protective Services | Room dedicated to Protective Services |
| Lab South Campus | Room AT South Madison |
| Lecture Level 1 | General Purpose classroom – small sized, smart classroom |
| Lecture Level 2 | General Purpose classroom – mid-sized, smart classroom |
| Lecture Level 3 | General Purpose classroom – large, smart classroom |
| Meeting Room | General meeting room, available to Public and College |
| Phone Jack | Room contains a phone jack |
| Piano | Room contains a piano |
| Seating – Fixed | Room contains fixed seating |
| Seating – Moveable | Room contains all moveable seating |
| Sink | Room contains a sink |
| Telepresence Large | Self-explanatory |
| Telepresence Small | Self-explanatory |
| Testing Center | Self-explanatory |
| Ventilation | Room has special ventilation (direct exhaust hoods) |
| Virtual Technology Level 1 | See Appendix C |
| Windows | Room contains Windows |

# APPENDIX B

## Madison College Facility Use Guidelines

## A. OVERVIEW

1) These guidelines govern the use of all facilities owned and operated by Madison College (hereinafter referred to as the College).  Any "User" requesting District Facilities or wishing to solicit, canvas, vend, promote or advertise on campus will be bound by the conditions outlined in this document.   Furthermore, anyone using District Facilities must observe all applicable city, state, and federal laws as well as the Madison College Code of Conduct.

2) The College reserves the right to approve, deny and/or modify the logistics of an event to best suit the needs and limitations of the College. The College will determine the best forum (time and place) for the delivery of any event or activity based on the anticipated outcomes without restricting the content of the event.
   a. The Facility Use Guidelines are not designed to prohibit individuals from exercising their constitutional rights.  However the College, through these Guidelines, is allowed to control access to College properties without disruption to their mission.

3) All non-academic related activities held on College properties shall be overseen by the Campus Scheduling and Event Services (CSES).

4) All requests for facility use shall be submitted on-line through the College's Room Reservation form. Requests in person or by any other manner than the Room Reservation form may not be honored. To submit your request, please visit; http://matcmadison.edu/room-rentalreservations

5) For guidelines governing the use of Information Tables on campus please request a copy at events@madisoncollege.edu).

6) External organizations must sign a Facility Use Permit which is the official contract for the use of College facilities.
   a. By signing a Facility Use Permit, the User accepts responsibility for all activities, actions, and outcomes related to the event including, but not limited to, facility, property, employee, participant, and attendees.
   b. The College reserves the right to terminate any Permit while in use, suspend any activity or expel any person associated with an event from the campus if the event/activity presents a danger to participants, the facility or poses an additional risk to the college.

## B. USER RESPONSIBILITIES

1) External users are required to file a Certificate of Insurance with the College's Office of Risk Management/Environmental Health & Safety, at least 5 business days prior to the event. Failure to file a certificate will result in the cancellation of any existing permits. Policy minimums shall be:
   a. Commercial General Liability (CGL):
      General Aggregate,

      Including Products & Completed Operations            $1,000,000

|                      |                              |
|----------------------|------------------------------|
| Per Occurrence       | $1,000,000                   |
| Automobile Liability | $1,000,000 combined single limit |
| Worker's Compensation | Wisconsin Statutory Limits  |
| Each Accident        | $  100,000                   |
| Disease-Policy Limit | $  500,000                   |
| Disease-Each Employee | $  100,000                  |

**2)** The Certificate of Insurance must name Madison Area Technical College as an Additional Insured. The language on the Certificate must specifically include: **Madison Area Technical College is listed as an additional insured for ongoing and completed operations, with respect to the (NAME OF EVENT) taking place from (DATE(S) OF EVENT).**

        i. Users without traditional insurance coverage may obtain insurance through the Tenant User Liability Insurance Program (TULIP). For more information, contact District Mutual Insurance at 262-268-6954. Any fees charged by the College do not include the cost of insurance. Furthermore, TULIP is completely separate entity from the College.

3) The User agrees to indemnify, defend and hold harmless the College, its officers, directors, employees and agents, against and from any and all expenses, costs, damages, claims and liabilities of any kind or nature, including without limitation reasonable attorneys' fees, arising or caused in whole or in part, by the intentional or negligent act or omission of User or any individual employed by or agents of the User in the course of the performance of duties and obligations under this agreement. The indemnification obligations of the parties hereto pursuant to this section shall continue in full force and effect notwithstanding the expiration or termination of this agreement with respect to any such expenses, costs, damages, claims and liabilities which arise out of or are attributable to the performance of this agreement prior to its expiration or termination during the use of the College facilities.

4) For some high risk events, the User may be required to issue liability waivers for all event participants. Specific language will be crafted by Madison College Legal Counsel based on the event and activity involved.

5) The College reserves the right to secure a damage deposit in advance for any event that is considered an additional risk for the College. When to charge, and the amount will be at the discretion of CSES.

6) The User shall be responsible for the conduct of all persons associated with an event, including but not limited to, employees, participants, and attendees. Conduct shall be within standards defined by the Student Rights and Responsibilities (Code of Conduct).

7) Minors shall be supervised at all times.

8) Madison College policy prohibits smoking and the use of smokeless tobaccos on campus including the grounds and parking lots.

9) Users shall adhere to all fire codes and applicable regulations regarding the environment and health and safety. CSES staff will monitor and enforce all applicable codes. Failure to comply with the CSES staff enforcement or the willful neglect of these regulations will result in immediate termination of the Facility Use Permit and forfeiture of any and all deposits and/or fees for special purpose rooms and equipment if applicable.

10) External Users are responsible for all licensing rights for music, dramatic performances or movies. Internal Users will be required to show license agreements for all movie showings and dramatic performances. Madison College events are covered under the College's music licensing agreements with ASCAP, BMI and SESAC only for the performance or playback of music.

11) External Users must be in full compliance with Title VI and VII of the 1964 Civil Rights Act and Title 1X of the 1972 Amendments stating that no person shall be discriminated against on the basic of sex, race, color, religion, national origin, or handicap.

## C. SCHEDULING

1) The first priority for facility use is given to Madison College's academics and associated College activities. Only events that do not conflict with the college calendar will be considered for use by External Users. CSES will make every effort to accommodate event request(s); however, all resources are scheduled on a first come first serve basis. Madison College reserves the right to approve, deny, or modify any event request for any reason.

2) The following scheduling procedures apply to Internal Users of the College. Internal Users are official departments within the College, the District Board, the Foundation and the recognized employee unions. Additionally any officially recognized student organization or club which is registered with Madison College Student Life office shall be considered an Internal User.
   a. Event space shall be scheduled no less than five (5) business days before the start date of the event and no more than nine (9) months in advance.
   b. Larger events, or those that require the use of the Redsten Gym or the Mitby Theater, shall be scheduled no less than (30) days before the start date of the event and no more than twelve (12) months in advance with the approval of CSES.
   c. Supplemental Instruction sessions may only be scheduled on a semester basis.
   d. No events can be scheduled in classrooms for an upcoming semester until the Learner Success Hub has successfully assigned all classes to a location.
      i. Events scheduled in classrooms shall adhere to the class meeting periods (i.e., 50 minutes, 75 minutes, etc.). This will allow adequate time to prepare for the next class.
      ii. No event related activity will be scheduled in classrooms the week of Final Exams.
   e. Student Clubs and Organizations may only schedule monthly meetings on a semester basis. The club/organization advisor shall sign off on all reservations. A student organization or club shall designate one person to coordinate room reservations to avoid multiple requests.

3) The following scheduling procedures apply to External Users.
   a. Event space shall be scheduled no less than ten (10) business days before the start date of the event and no more than three (3) months in advance.
   b. Larger events, or those that require the use of the Redsten Gym or the Mitby Theater, shall be scheduled no less than (30) days before the start date of the event and no more than nine (9) months in advance with the approval of CSES.
   c. Additional requirements outlined in the User Responsibilities section may be required prior to CSES approval.

4) Internal Events co-sponsored with an External User fall under another set of guidelines which is available upon request. Most important is that all of the same User Responsibilities found under section B of this document apply to the External User even though they are sponsored by an internal department of the College.

5) All resources needed for an event must be requested on the Room Reservation form. If additional resources are requested after the initial form is submitted, CSES reserves the right to approve, deny, or modify such requests.

6) Cancellation
   a. CSES shall be notified as soon as possible of a User's plan to cancel an approved event, or requested event if approval has not yet been granted.
      i. If an External User cancels an event with 48 hour notice, no charges will be assessed. However, equipment and other resources specifically procured for the purpose of the event, and for some special purpose rooms, fees may still apply regardless of when the cancelation request occurred.
      ii. If an External User cancels an event without 48 hour notice, or no notice, Madison College reserves the right to collect all estimated rental charges or a portion thereof.
      iii. All cancelation charges will be at the discretion of the CSES.
   b. During inclement weather, public emergencies, or acts of god, the College may close regardless of any scheduled events. Users are not charged a cancellation or rental fee under these circumstances.
   c. If the College remains open during inclement weather, public emergencies, or acts of god, it is the responsibility of the User to decide whether to continue as planned or cancel.
      i. If the User cancels under these circumstances, Madison College will assess charges for all hard costs (labor and any resources procured for the purpose of the event).
      ii. All other charges will be at the discretion of the CSES.
   d. The College shall not be liable for any losses, real or projected, the User suffers due to inclement weather, public emergencies, or acts of god.
   e. Madison College operates an Inclement Weather Hotline both on-line and by phone. For the most current building closure, please contact (608) 246-6606.

## D. CONDITIONS OF USE (Applicable to All Spaces)
1) External Users will be responsible for all charges related to their event. Internal Users will be charged for the cost of labor and equipment only when their event generates revenue through ticket sales, registration fees, or other sources. Charges will be assessed by CSES and processed through Madison College Financial Services. Please see the **Price Guide** for associated costs.
2) Parking permits may be required on all vehicles associated with an external event. Daytime events during the academic year will require special parking instructions. Parking permits are not required for audience members attending events open to the public.
3) Equipment loading and unloading shall be attended at all times. All College campuses have designated Fire Lanes. No vehicle shall stand or stop in these areas without an occupant.
4) Alcohol on campus requires a special permit from the College. Users must contract a licensed service provider with a liquor license in good standing, and must provide a licensed bartender. See College Policy 211 **Serving Beer and/or Wine on Campus for Special Events** for more information.
5) CSES will schedule labor as needed to support the User's event. Users may request changes to the schedule but must honor breaks and meal times for all staff. Users will be billed for any overtime associated with their event when an employee works beyond 8 hours per day or 40 hours per week in support of their event.
6) Madison College buildings are open during designated hours and closed for specific holidays. Any events scheduled beyond the normal hours of operation may require additional staff support from the College. The User will be responsible for the associated costs, including overtime charges if applicable.
7) All set up specifications must be approved by CSES. CSES reserves the right to modify any event set-up for any reason.
   a. Any set-up deemed unsafe and/or not in the best interest of the College shall be modified to the satisfaction of the College. All costs associated with such changes shall be paid for by the User. All charges will be at the discretion of the CSES administrator.
   b. Any decorative materials used in the building must be made of or treated with flame resistant materials and/or not pose a fire hazard itself.
   c. Glitter and/or confetti are prohibited. Anyone using glitter or confetti despite this stipulation will be charged an additional cleaning fee of no less than $250.

d. Users must adhere to the policies regarding postings (signs, banners, chalk, etc.) found at the Facilities website: http://matcmadison.edu/in/services-A-Z#Postings. The Madison College Facilities department will monitor and enforce all rules regarding posting of materials on campus.

e. The uses of open flame, pyrotechnics, smoke or chemical fog is prohibited. If any aforementioned materials are used, CSES shall discontinue the event until the items are extinguished and removed. Willful neglect or the failure to comply with CSES staff requests to removed said materials will result in immediate termination of the Facility Use Permit and cancellation of the event. In addition, the User will forfeit any and all deposits if applicable.

8) Equipment and furniture within the designated area listed on the Facility Use Permit is the only equipment and furniture to be used. Users are prohibited from moving furniture and equipment from other areas of the campus. Special equipment within a room (i.e., public address system, projector, etc.) is not automatically included as part of the room use. Requests for such equipment shall be made when completing the Room Reservation form.

9) All equipment required by the User for an event, and not available through the College, shall be the responsibility of the User to provide and shall be approved by CSES.

a. Any equipment in the College inventory may become unavailable at any time. In such cases, a solution will be arrived at to the satisfaction of both parties, but Madison College will not bear any additional costs.

10) Pianos and other musical equipment required by the User are provided as is. If the User requires an instrument to be tuned, the cost of tuning will be included in the rental fee billed to the User. Pianos and other musical equipment shall not be moved without the approval of CSES.

11) Noise level shall be kept to a level that will not interfere with other people or activities in and around the campus. Any amplified effects or music shall be limited to an output of no more than 95 db. The final output may be monitored by the CSES staff who shall have the authority to adjust sound levels accordingly. Smaller rooms may require lower sound levels.

12) Identity promotions by third party sponsors associated with an approved event are limited to the interior spaces assigned to the event. No objects, materials or mascots bearing a sponsor's name, logo or image will be permitted on the outside of the building or in the public hallways. The only exception will be for College events and career fairs whose participants are invited guests of the College.

13) Any broadcasts, telecasts, recordings, etc., require prior consent of CSES.

14) Soliciting is prohibited on college property. Users who wish to solicit, canvas, vend, promote or advertise on campus may distribute materials (no consumable products are allowed) on the public sidewalks.

a. The public sidewalks outline the perimeter of each College property. Adjacent sidewalks, parking lots and driveways leading up to the buildings and other open areas within the boundaries of those public sidewalks are spaces in which the College will control both the schedule and the method by which any activity is conducted.

15) Any College recognized student club or organization wishing to circulate petitions on campus for non-college related matters require a Facility Use Permit, which must be requested ten (10) days in advance through CSES.

a. Petitions by College recognized student clubs or organizations that are germane to the business of the college do NOT require a Facility Use Permit, but are still required to request an information table with specific dates and times the petitions are to be circulated.

16) Petitions by non-Madison College groups may not be circulated on District properties. Anyone can use the public sidewalk for the distribution of materials or the collection of signatures, but no one may block the path of people coming to or going from the buildings.

a. The public sidewalks outline the perimeter of the each College property. Adjacent sidewalks, parking lots and driveways leading up to the buildings and other open areas within the boundaries of those public sidewalks are spaces in which the college will control both the schedule and the method by which any activity is conducted.

17) Political contributions are prohibited on all District properties. Candidates running for political office who wish to conduct a campus appearance must contact Public Safety unless they are invited to participate in a College sponsored event.

18) Upon completion of the event, all garbage must be disposed in waste containers and all lights should be turned off. It shall be the responsibility of the User to restore the area to a pre-event condition. External users will be charged for all fees associated with restoring a space to a pre-event condition.

19) Madison College operates a Catering enterprise and as such have first right of refusal for all food services. Please view the catering website to review their services: https://matc.catertrax.com/

20) It is the policy of Madison College to hire qualified persons to perform the many tasks necessary in providing high quality services. An integral part of this policy is to provide Equal Employment Opportunity for all persons for employment and to recruit and administer policies and procedures to include hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement and promotion, transfer, and termination of employment including layoff and recalls for all employees without discrimination because of race, color, religion, national origin, sex, veteran status, disability, marital status and sexual orientation.

The objective of this Affirmative Action Program is to ensure that all employees receive equality of opportunity limited only by each employee's desire and ability. The objective calls for a work environment free of discrimination because of race, color, religion, national origin, sex, age, veteran's status, marital status and sexual orientation.

It is also the policy of Madison College that applicable local, state and federal laws and regulations implementing national Equal Employment Opportunity objectives will be fully complied with not only by meeting the letter of the law and contractual requirements, but by carrying out the full spirit of Equal Opportunity.

Madison College commits to equal opportunity and affirmative action for its employees and students as required by Titles VI and VII of the Civil Rights Act of 1962 as amended. Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the Carl D. Perkins Vocational Education Act, the Equal Pay Act of 1973, the Age Discrimination Acts of 1967 and 1975, the Civil Rights Restoration Act of 1987, the Wisconsin Fair Employment Law, other appropriate laws and executive orders and/or administrative directives and codes including the Office of Civil Rights Guidelines for Elimination of Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs (34 CFR, Part 100, Appendix B).

Equal opportunity, as required in Chapter 38 and the Wisconsin Fair Employment Law (Sec. 111.31 - 111.395. Wis. Stats.) is for all persons regardless of political affiliation, age, race, creed, color, handicap (disability), marital status, sex, national origin, ancestry, sexual orientation, arrest or conviction record, services in the armed forces, genetic testing and the use or non-use of lawful products off the employer's premises during non-working hours.

## E. CONDITIONS OF USE – SITE SPECIFIC

1) Computer Labs and Networks
   a. Madison College operates several computers labs. Most lab computers have a basic image that includes the Microsoft Office Suite and Internet Explorer. Users requesting computers labs should specify PC or Apple/Mac labs when completing the Room Reservation form.
   b. Any request for a lab with specific software must be requested on the Room Reservation form. We cannot guarantee the specific software or lab will be available.
   c. Madison College will not permit Users to install software on any College owned computer, nor can we honor requests to have specific software installed in a computer lab.
   d. Anyone using Madison College computer labs or the wireless network requires a login and password.

Network access must be requested on the Room Reservation form in advance. The logon and password will be supplied by CSES on the day of the event.

  e. Anyone connecting to the College network must follow the Student Computer System Guidelines.
  f. Madison College is not responsible for any connectivity issues, computer corruption or the interception of data transmitted when using a privately owned computer on the College network.

2) Special Purpose Labs
  a. Madison College has many special purpose learning laboratories from automotive to zoology. Because of the specialized nature of our lab equipment and the dependence of our curriculum on the functionality of that equipment, we rarely allow external organizations to use these spaces.
  b. If you wish to request a special purpose lab for your event, Campus Scheduling and Event Services will process the request through School Office that maintains the lab. Many times the instructors who utilize those labs must give their approval as well.
  c. If the request is approved, an instructor or a qualified designee must be on site for the duration of the event. The labor costs for the personnel will be set by the School Office and charged to the User.
  d. In some cases, the insurance requirement may be higher than $1 million dollars. In these cases, the insurance requirement will be set by the Office of Risk Management, Environmental Health and Safety.

3) The eCourt Complex
  a. Requests for use of the eCourt Complex are made through CSES, which will process the request through School of Business and Applied Arts.
  b. Use of the eCourt Complex includes the Courtroom (PS Rm 241), the adjacent hallways, and the Office (PS Rooms 238 & 240). The Jury/Conference Room (PS Rm 242) is not automatically included unless specifically requested.
  c. Use of the Courtroom video/audio recording equipment is permitted only after the User has satisfactorily completed the College-sponsored training session, and the College reserves the right to charge the User a flat fee to offset its labor costs associated with the conducting of the training session.
  d. Use of the landline telephones in the eCourt Complex is strictly limited to intra-College and emergency services calls only.
  e. Use of College-owned laptop computers and the eCourt Office printer/fax/scanner is not automatically included unless specifically requested.
  f. Drinks in closed containers are permitted. Food is not permitted in the Courtroom under any circumstances. Food is permitted in the other rooms.
  g. User shall insure that all trash and recycling is placed in the appropriate receptacles and all chairs, desks and tables are returned to their original positions.
  h. User shall not physically manipulate the position of the Courtroom's stationary cameras without the express prior approval of the College.
  i. User bears the burden of maintaining its clients' confidentiality, including the removal of its confidential audio/video files from the eCourt Server.

4) The Mitby Theater
  a. Use of the theater will include the control room, offstage spaces and adjacent hallways. Theater dressing rooms and the box office are not automatically included unless specifically requested.
  b. Events using the theater loading dock may remain at the dock as long as they are actively being unloaded. Once the vehicle is unloaded it must move to a designated parking area.
  c. Helium balloons are not allowed in the Mitby Theater.
  d. Wisconsin Building code requires the User to limit the number of people in the pit orchestra to twenty five members when the pit cover extensions are left intact. All sections must be removed if the pit orchestra contains more than twenty five members.
  e. An Event Technician is required for the duration of the event.
      i. The User may bring in their own technicians to staff their production. However, CSES staff

have the right to remove anyone who is incapable of safely operating the equipment or where College equipment is in danger of being damaged.

5) Indoor Athletic Facilities
   a. The College owns and operates a wide range of athletic facilities. Users must specify the exact facilities required on the Room Reservation form. However, because the locker rooms serve many different functions for the athletic area, this space may need to be shared with the other activities in the area at the time of your event.
      i. Participants should bring locks to secure their valuables. All locks must be removed at the end of your event. Locks left for more than 24 hours will be cut and the contents of the locker delivered to Lost and Found in the Public Safety office.
      ii. Madison College is not responsible for the loss of any private property.
   b. Athletic equipment does not always come with the facility. Any equipment required that is not physically attached to the facility must be provided by the User (i.e., balls, rackets, protective gear, etc).
   c. Any non-athletic activity held in the gym may require the floor tarp be laid in advance. The cost to lay the tarp will be billed to the User. Madison College will provide the tarps which are in less than perfect condition. There is no charge for the tarp, only the labor to install and remove.
   d. Madison College Athletics operates fully equipped concession stands and reserves the right to serve concessions at any and all events on College property. External Users may use the concession stand if the Athletics Department waives their right to serve. The User will be charged a rental fee for the space and collect a percentage on the revenue. See our **Price Guide**.
   e. An Event Technician is required for the duration of the event. All labor charges will be billed to the User.
      i. Use of the swimming pool requires a minimum of one lifeguard. The Madison College reserves the right to employ additional lifeguards based on the age, activity and anticipated number of participants. All labor charges will be billed to the User.
   f. Participants, and/or their guardian, engaged in any sporting activity may be required to sign an affidavit that they are healthy and capable of participating in the planned activities.
   g. The User accepts responsibility for all activities, actions, and outcomes related to the event including, but not limited to, facility, property, employee, participant, and attendees.

6) Outdoor Athletic Fields
   a. All vehicles must be parked in the parking lot - NO EXCEPTIONS.
   b. The field will be unlocked one hour before the scheduled game time.
   c. No hitting into the fences.
   d. Report all incidents/accidents to Madison College within one day of the occurrence.
   e. Pick up all trash in and around the entire facility at the conclusion of each game.
   f. In the case of inclement weather, scheduling decisions will be made by Madison College and the field supervisor. Madison College will contact the person named on the Facility Use Permit regarding field decisions at least 2 hours prior to the scheduled use.
   g. Rainouts – Madison College will attempt to accommodate teams when a rainout occurs. Make-up games will be scheduled through the Athletic Department Scheduling Coordinator within policy parameters.
   h. Tournament games/doubleheaders will be counted as single games.
   i. Failure to follow any and all rules and regulations will lead to immediate cancellation of the remainder of the game contracts/field usage.

7) Roberts Field – In addition to those above.
   a. Warm-up may take place in the outfield only.
   b. No "pepper" on the field.
   c. Batting practice must occur in the cage. The L-Screen is to be used at all times and must be stored in the 3rd base dugout after use. Cage use limited to 1 hour prior to each game and throughout game.
   d. Bathrooms will be available for your use.
   e. The clubhouse will not be available for use under any circumstances.
   f. If the concession stand is used, the area must be properly cleaned and all supplies removed.

g. Scoreboards will be available for use by trained personnel at least 14 years of age.
h. Lights for night games require advanced approval and a fee will be assessed to the User.
i. The home dugout is on the first base side.
j. Only adults will be allowed on top of the clubhouse viewing area

Revised: 3/19/2015

# APPENDIX C

| 25Live Room / Space Features | |
|---|---|
| **Space Feature Name** | **Description** |
| **Active Learning Level 1** | 1) Smart classroom with mobile tables and chairs on casters<br>2) Furniture can be rearranged to allow for lecture or group work<br>3) Instructor station is stationary in the front of the classroom<br>4) There is no additional technology enhancements |
| **Active Learning Level 2** | 1) Smart classroom contains pod-shaped table configurations and chairs on casters<br>2) Each pod of tables has 2-3 laptops connected to an LCD panel to support group work<br>3) Furniture can be rearranged to allow for lecture or group work<br>4) Instructor station is mobile |
| **Computer PC Limited** | Traditional PC computer classroom with limited number of PCs per room |
| **Computer PC Full** | Traditional PC computer classroom with one computer per student station |
| **Computer Mac Limited** | Traditional Mac computer classroom with limited number of PCs per room |
| **Computer Mac Full** | Traditional Mac computer classroom with one computer per student station |
| **Lecture Level 1, Level 2, Level 3 (levels based on capacity)** | Traditional lecture smart classroom containing rectangular, forward-facing tables and chairs typically aligned in a row |
| **Lecture/Lab** | Classroom adjacent to a specialty lab used by specific programs; room is reserved first for classes using the adjacent specialty lab; once mass room assignment is completed, this room may be used if no other lecture space is available |
| **Meeting Room** | Non-classroom space; conference style with computer and monitor |
| **Virtual Technology Level 1** | Virtual desktop PC computer classroom with one computer per student station |
| Special Purpose/Departmentally Managed Facilities | |
| **Facility Characteristic** | **Description** |
| **Lab [description], such as Lab Health** | Special Purpose Lab |
| **Virtual Technology Lab** | A VT room owned by School |
| **Telepresence Classroom - Large** | Special Purpose Lab |
| **Telepresence Classroom - Small** | Special Purpose Lab |