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## Handbook: for social chairpersons. 1974-1975

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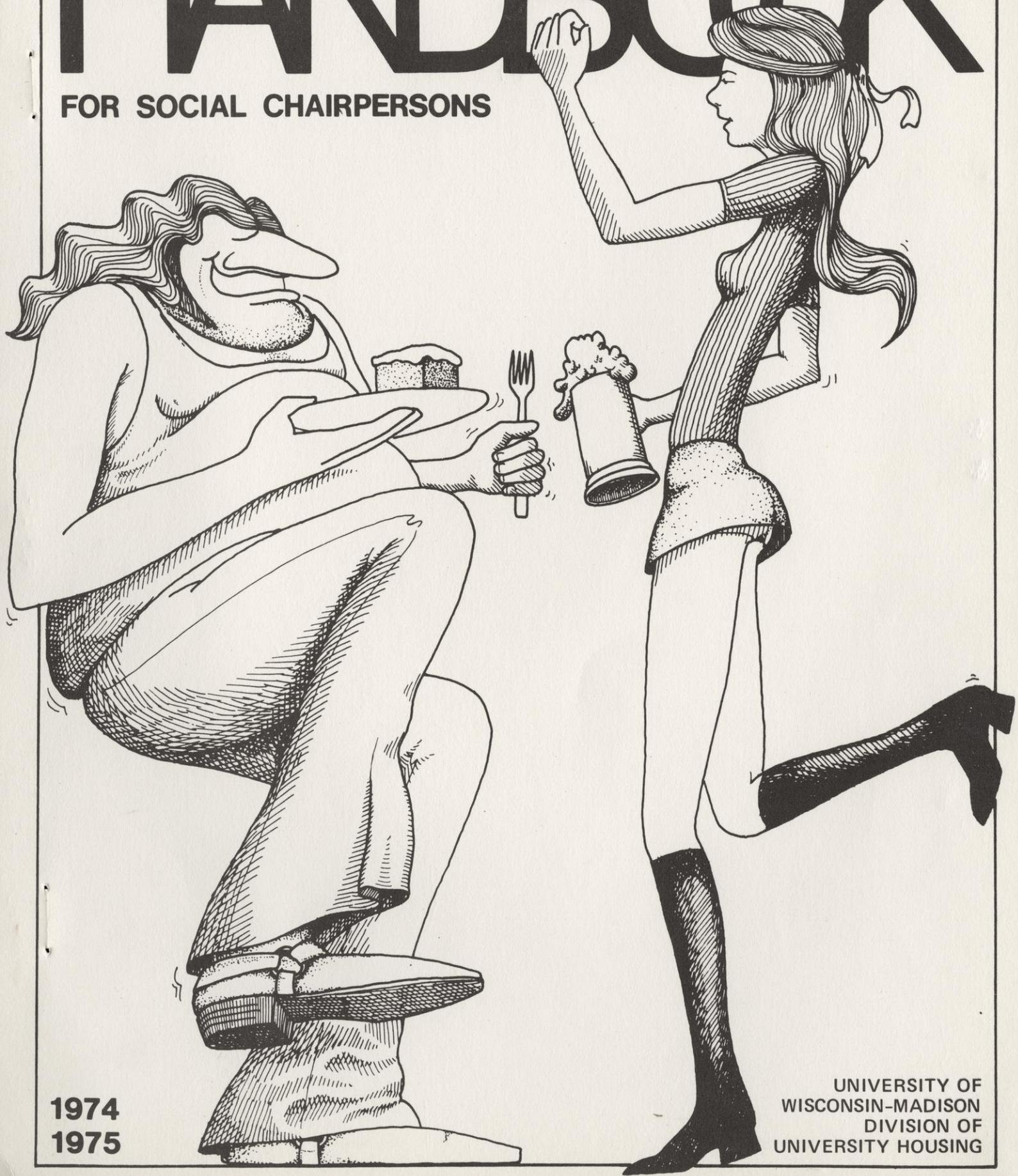
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# HANDBOOK

FOR SOCIAL CHAIRPERSONS



1974  
1975

UNIVERSITY OF  
WISCONSIN-MADISON  
DIVISION OF  
UNIVERSITY HOUSING





HANDBOOK FOR SOCIAL CHAIRPERSONS

1974-75

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## INTRODUCTION

This Handbook has been prepared to provide you with information, suggestions, and directions for assisting you with the planning of House activities.

Since the Division of University Housing is a self-supporting, non-profit organization we need to require each program to pay its own way. The special services accompanying many functions require additional funds. In some instances a portion of these costs is charged to general housing funds to reduce the cost to student groups. You should be able to control the cost of an event to your house by your choice of location, menu, type of event, resources, careful planning, and detailed budgeting.

Social, educational, and recreational activities have always been an integral part of University Housing. Today, more than ever, providing experiences that satisfy the various needs of students is important in enhancing their living environment.

Well conceived, planned and executed functions of this sort can serve to make both the University and the Residence Hall experiences more significant and satisfying for the individual who has the opportunity to participate.

Student Affairs, Maintenance, and Food Service staff members are readily available to answer questions as well as to assist you with developing any specific event.

With this in mind, we believe that you will find this booklet useful; it will serve as a resource as well as a guide to planning successful activities throughout the coming year.

### In The Beginning Was THE IDEA . . .

There is, literally, no limit to the scope of educational, social and recreational events which can be developed by and for students living in University Residence Halls.

Imagination and effective use of all available resources when applied to fulfilling a specific concern or interest will always result in something.

The key to a successful event is the idea; one which combines imagination, timing, workability, and individual/group commitment.

Among the "ideas" which emerged as social and educational activities during the Fall Semester of 1973-74, and are representative, but by no means exhaustive of what is possible, were the following:

Cookout	Faculty Party
Medical School Information	Interest Survey
Caroling Party	Intramural Sports Program
Free University of the Southeast Area (FUSA)	Co-ed Volleyball League
Election Night Party	Sock Hop and Free Movie
Pizza Party	Spaghetti Dinner
Lasagne Party	Chess Tournament
Information Table	Persian Dinner
	Self-Protection

Surprise Going Away Party  
Cheese Tasting Party  
Roller Skating Party  
Secret Santas  
House Problem Discussion Groups  
Lounge Party  
Study Break Refreshments  
Birthday Parties  
Pot Luck Supper  
Christmas "Open Room" Visiting  
Ice Cream Social  
Speaker, Medical Aid for Indochina  
Political Speakers  
Halloween Study Break  
Exam Study Breaks  
Happy Hour  
Food Service Meeting  
Mid-Term Study Break  
All Dorm Party  
Play Doctor  
Informal Sunday Afternoon Trips  
International Food Tasting  
Camp Fire at Picnic Point  
National Wing Week  
Wing Dinner Meetings  
Great Pumpkin Week  
Voter Registration  
Craft Night  
Little Sisters' Weekend  
Taffy Apple Making Party  
Academic Counseling  
Sunday Musical  
Farewell Dinner  
New Student Week Get-Togethers  
Beer Stube held to acquaint administrators, faculty, staff and students  
Orientation Session/Tour of Campus  
International Girls' Tea  
Dance  
Illustrated Talk on Nepal With Slides  
International Folksong and Chinese Moon Celebration  
Canoe Trip/Chicken Barbecue at Picnic Point  
Wonton Soup Cooking Lesson  
Films on Afro-Asian Table Tennis Friendship Tournament  
Trip to Milwaukee Zoo, Museum Horticultural Conservatory, German Restaurant  
Continental Breakfasts

International Room Committee Meetings  
Trips to Donut Factory  
Outdoor Beer Stand  
Basic Stereo  
Abortion and Birth Control  
Religion and Neuroses  
Winemaking  
WSA-What It Can Do For You  
Talent Show With Unit Talent and Prizes  
Seminar: How to Study  
Seminar: The Bible as Literature  
Music Sessions  
Old Football Films  
Den Parties  
Unit Tape Bash  
Terrace Beer Party  
Volleyball Tournament and Dinner  
Fondue Dinner  
Area Bash  
House Den Parties  
Film Parties  
After Game Cider  
Fireplace Parties  
Terrace Party  
Dinner w/Dean of Nursing School  
Dinner w/Hall Adviser  
Spanish Table  
Halloween Party  
Volleyball  
Beer and Brats Party  
Law School Information  
Hayride/Party  
Holiday Party  
Ice Cream Social and Hootenany  
Boat Trip and Picnic  
Study Parties  
Fifties Bash  
Educational Films  
Movies Shown During Orientation Week  
Picnics in the Fall at Local Parks  
Trips to Various Restaurants  
Weekly Card Games  
Football Watching Parties  
Sunday Morning Donuts and Newspapers in the Den  
Planning a Career  
Cruise on Lake in Fall  
Going to Movies in Groups  
Bull-Session-Complaint Party  
Decoration Making Get-Together  
Get Acquainted Sessions in House Dens in Fall

Ol' Ogg Inn  
Painting of Den  
Ski Trips  
Sensitivity Encounter Session  
Hockey Films  
Outdoor Band Concert  
Folk Dance Festival  
Forum With Betty Smith  
Coffee House With House Fellows  
Party Bridge and Chess  
How to Find and Land a Summer Job

Election Debate  
Hall Trick or Treat Night  
Benefit Dance for Rap Center  
Israeli Folk Dancing  
Art Gallery Program  
Parents Reception  
Highlights of Badger '72  
Dane County D.A.  
Dance Contest  
Get Acquainted Swim  
Christmas Tree Decorating Party

### Program Planning Guide

Interesting, creative and occasionally really uniquely different events are the result of an idea which occurs because there is a particular attitude which sharpens the mind of the idea recipient. Consciousness so prepared tends to be more receptive to ideas, generally.

This "attitude" can be activated by a wide variety of stimuli.

Among the stimuli, be they specific sources or techniques, the most common are:

Newspapers	Day Dreaming
TV and Radio	"Other" Historical-Social Events
Films	Listening to Others
Calendar	Cultural Differences
Fads/Styles	Fantasizing
"Remembering"	

In addition to this developed sensitivity to idea generating stimuli, a second quality of mind must be present: understanding and perceptiveness of what the individual wants to know and experience.

In other words, along with being particularly receptive to ideas, per se, the successful event planner must be equally attuned to the individual needs, concerns, and interests of those students for whom an event is to be provided.

Typically, the individual responsible for planning a particular event is his own best resource - if he knows it. Often, however, he fails to recognize his capacity in this regard. Therefore, a word or two in this respect may be useful. One of your best sources of information as well as ideas is the telephone directory's yellow pages. Add to this the University Directory with its faculty and departmental sections, House Fellows, and fellow students and you have ready access to a wealth of activity resources. Imaginative approaches to event planning are certainly desirable, but don't become so enamored with the unique that you scorn or overlook the obvious. Real creativity is, in fact, simply the imaginative synthesis of what others accept as merely pedestrian or commonplace. The beginning of anything is always an idea, and it comes into being only with solid effort.

So - - - - with this as a point of departure, best wishes for a year marked by imaginatively successful social, educational and recreational events.

### Event Planning Check-List

1. Identify the specific need, concern, interest for which "something" is to be done. Filling this need becomes your primary objective.
2. Determine what might be done to fill the need. This is the "idea" generation step of event planning. Get all the ideas possible and imaginable. Remember, at this stage, you want IDEAS, not cool judgment, the shattering reality of budgets or the debilitating effect of such "killer" statements as:

"It will never work . . ."

"That's a stupid idea . . ."

"Nobody will come, . . ." etc.

3. Decide which idea - of all those available appears to have best chance of meeting your primary objective. Now is the time for judgment and decision. Such things as availability of necessary resources, including money, space and people become important considerations.
4. Make whatever plans are necessary as determined by the specific nature of your activity.

Although it is impossible to list all the bases to be covered when planning an event - regardless of its intent or form - the following should offer some direction to your thinking:

- a) -- Obtain, complete, and return, as indicated on page 7, the Activity and Event Registration Form(s).
- b) -- Obtain required signatures for all Forms, e.g. House Fellows, (1) Hall Adviser, Food Service Manager.
- c) -- Determine menu with appropriate Food Service staff.
- d) -- Negotiate contract(s), (e.g., band, film).
- e) -- Know how bills incurred are to be paid. Be certain that they are paid on time. REMEMBER: No events unless all event and House damage bills have been paid.
- f) -- Guest list.
- g) -- Guest invitations.
- h) -- Work groups. Determine who will handle such things as: publicity, decorations, food/beverage, guests, contracts, set-up, clean-up, transportation, chaperonage, awards, finances.

(1) A chaperone must be present whenever beer is served.

- i) -- Special security arrangements.
- j) -- Make last minute confirmation of all activity related details. Never assume things will be done. Slip-ups are always a possibility.
- k) -- Keep accurate records particularly of financial commitments. A disputed contract or bill can cause unnecessary delay and frustration. Keep your "proof" handy.
- l) -- Be familiar with whatever rules, policies, and regulations may be applicable to your particular event or activity. Valuable in this regard are the following:
  - 1) 1974-75 Student Rules
  - 2) Various Residence Halls publications, including this Handbook
  - 3) City and State statutes, laws, regulations, etc.
- m) -- Evaluate the event at its conclusion. Only in this way can you determine the effectiveness of the event in achieving your primary objective. Be careful that you in fact evaluate what is intended and in a manner that will provide useful information.
- n) -- Is the Activity "Calendar" developed a realistic one?
- o) -- Has all borrowed or rented equipment been returned?
- p) -- Are you using inflammable decorations?
- q) -- Are fire exits readily accessible, visible and clearly marked?
- r) -- Have you made arrangements to have the room opened at the desired time?

### Typical Events

(X)	<u>Event</u>	<u>Days, Hours</u>	<u>Menu</u>	<u>Registration and Food Order Deadline</u>
_____	1. Den Party	Fri., Sat., late afternoons or evenings til midnight; Sun. afternoon to 8:00 p.m.	Beer, pop, pretzels, chips, etc.	Tuesday
_____	2. Dance Held in party rooms or dining rooms	Fri., Sat. 8:00 p.m. - 12:30 a.m.	Beer, pop, snacks	Tuesday
_____	3. Buffet Dinner held in Pine Room, Gordon North Buffet Room, Barnard Buffet Room	Tues., Wed., Thurs., or Fri.	Varies	Two weeks prior to the event
_____	4. Beer Suppers Held in Pine Room, Gordon North Buffet Room, Barnard Buffet Room	Tues., Wed., Thurs., Fri.	Beer, snacks Supper menu varies	Two weeks prior to the event
_____	5. Exam snacks, Coffee Hours	Anytime	Punch, cookies, brownies, pop- corn, etc.	Three working days prior to the event
_____	6. Special Events*	Anytime	Special	At least 2 weeks in advance

\*Any non-routine type of an event involving special food service requires special planning and arrangements and as much advance notice as possible.

### Scheduling Events

Whether or not your house or association is planning an event involving food service, the following information concerning the scheduling of facilities and planning room arrangements applies. Typical events not requiring food service would be a film, a bridge tournament, an art show or workshop, or a speaker.

Available Facilities

For Room Reservations and  
Assistance in Planning Contact

Gordon Commons	A-1 Dining Room North Buffet Room	Student Affairs Coordinator Gordon Commons Len Fromm, 2-6980
Chadbourne, Barnard	Chadbourne Dining Room Barnard Buffet Room	Hall Adviser Mrs. Smith, 2-2684
Elizabeth Waters	Dining Room	Hall Adviser Judy Ziemann, 2-1801
Carson Gulley	Upper Gulley	Student Affairs Coordinator Slichter Marian Laines, 2-2522
Lakeshore Party Rooms	Holt, Pine Room	Student Affairs Coordinator Slichter Marian Laines, 2-2522
Witte	Party Room and Caboose	Hall Adviser Carolyn Schoenwald, 2-7885
Sellery	Checkmate	Hall Adviser Larry Rubin, 2-1078
All Other Facilities		Hall Adviser
All Halls	House Dens	House Fellow

Planning Room Arrangements

When food is ordered from Residence Halls the Food Service staff will arrange for the necessary set-up and clean-up for your party (except for den parties) when held in Gordon Commons, Upper Gulley, Elizabeth Waters, Chadbourne or a Lakeshore Party Room. Room set-up and clean-up for events not involving food service may be arranged with the Maintenance staff member listed below.

Remember: All parties' decorations must be fireproofed!!!! Highly flammable materials such as hay, straw, corn stalks, etc. may not be used under any circumstances.

If there are any specific questions, please contact the Maintenance personnel for your area.

- |   |  |
|---|--|
| Gordon, Sellery, Witte, Ogg                 | - Mr. Anderson, Gordon - 2-6981          |
| Chadbourne, Elizabeth Waters                | - Mr. Thomas, Chadbourne - 2-1018/2-2688 |
| Carson Gulley, Holt-Kronshage,<br>Elm Drive | - Mr. Callaway, Kronshage - 2-2377       |

The Maintenance Managers will assist you with the physical arrangements and such things as a public address system.

PROCEDURAL REVIEW FOR SCHEDULING AN ACTIVITY

1. An Event Registration Form is included at the end of this Guide. Additional forms can be obtained, as necessary from one of the following locations:

Gordon Commons	Student Affairs Coordinator's Office, Gordon Commons
Lakeshore Party Rooms	Student Affairs Coordinator's Office, Slichter Hall
Sellery, Witte, Chadbourne and Elizabeth Waters	Hall Adviser's Office

2. Check with the person responsible for scheduling the space you wish to use.

NOTE: Reserve party rooms and dining rooms well in advance of the date of the event.

3. When the Food Manager receives her copy of the social registration form, she will confirm the space.
4. Check with the Maintenance Manager to confirm all room arrangements, set-up and clean-up.

NOTE: Food Service does not assume the responsibility for having rooms unlocked after 6:30 p.m. when no food service is involved (e.g., movies). This information must be given to Mr. Anderson, Mr. Thomas, or Mr. Callaway who will notify the appropriate night watchman.

Chaperonage

"The University does not require chaperonage of social events except when beer is to be served and when persons under 18 years of age will be present. This is in conformity with State law which requires the presence of chaperones at such gatherings when beer is served and anyone under 18 years of age is present. State Statute defines a chaperone as a mature responsible adult (ex. 18 years or older) who is present to insure propriety at a gathering of young people."

1974-75 Student Rules

Cancellation

If it should be necessary to cancel or change your party plans:

1. Contact the office to erase confirmed reservation space.
2. Advise the Food Manager or the Manager of The Shed.

NOTE: Party Attendants are normally scheduled by 6:30 p.m. on Tuesday, the week of the party.

If the party is cancelled after this time the House will be billed for one-half the average pay for the evening.

3. Contact the Maintenance Personnel if necessary and notify your Hall Adviser.

EVENTS WHICH INCLUDE FOOD SERVICE

Food Ordering

Before food arrangements can be finalized, a copy of the social registration form must be presented to the Food Service Manager according to the timetable. In Gordon Commons, see the Assistant Food Service Director, (afternoons only); in Elizabeth Waters - Chadbourne see the Food Service Manager; in Carson Gulley see the Food Service Manager; and in Holt-Kronshage and Elm Drive "A" see the Food Service Manager of The Shed in Holt.

Offices and phone numbers for Food Service and Snack Bar Managers are as follows:

Assistant Food Service Director, Gordon Commons, 2-6981  
Food Service Manager, Chadbourne, Office in Kitchen Area, 2-3948  
Food Service Manager, Elizabeth Waters, Office in Kitchen Area, 2-2073  
Food Service Manager, Carson Gulley, Office in Kitchen Area, 2-1638  
Food Service Manager, The Shed, Holt, Office by the Kitchen, 2-2225

Food orders must be placed two weeks prior to the event unless as otherwise indicated on page 6. This means that all party orders for the weekend must be completed by the Tuesday preceding the weekend.

Plans for large or special events, beer suppers and buffet suppers, should be reviewed with the Assistant Food Service Directors in advance of the deadline for placing orders. Reviewing plans in advance will enable the food staff to investigate availability and cost of special items.

Assistant Food Service Directors

Lakeshore Area - Miss Hyde, Slichter Hall, 2-0057  
Southeast Area - Mrs. Monahan, Gordon Commons, 2-6981

Buffet Supper

Sample Menu - Buffet Supper

Fried Chicken	Italian Meat Balls
Curried Rice	Spaghetti
Dinner Roll - Butter	Tossed Salad Bowl/French Dressing
Fresh Fruit Salad/Fruit Dressing	French Bread - Butter
Coffee - Milk	Coffee - Milk

If a dessert is desired it may be ordered at the time the party order is placed. Desserts may be chosen from those appearing on the cafeteria menu the day of the scheduled buffet. The cost will be the same as the cafeteria price. Vegetable may be added to the menu at an additional charge.

Other menus may be selected. The costs of items to be served should be discussed with the Food Service Manager.

Service Provided

Tables preset with placemats, napkins, candles, silver, cup/saucer, bread and butter plate, salad, bread, butter, dessert (if ordered).

Hot food picked up by guests at buffet table.

Beverages poured at tables.

Plates used for main course removed at end of meal.

Service Charge

The House having the buffet will be billed a service charge of \$5.00 to cover additional labor and supplies.

BEER SUPPER

Sample Menu - Beer Supper

Cold Cuts - Cheese - Cheese Dip  
Potato Salad and Potato Chips  
Relishes  
Bread - Crackers - Butter  
Coffee

Cheese and Crackers  
Sloppy Joes/Buns  
Potato Chips  
Baked Beans  
Coffee

Other menus may be selected. The costs of items to be served should be discussed with the appropriate Food Service Manager.

Beer Service

The house will be billed for beer and soft drinks. Beer will be served from 4:30 p.m. - 8:30 p.m. All students must show their ID card to be served beer. Beer will be served in paper cups. Plastic cups are available at an additional cost.

Service Provided

Bar with beer and soft drinks.

Buffet table set up with plates, silverware, food and beverages, students will serve themselves.

Candles will be placed on tables.

Service Charge

The House having the beer supper will be billed a \$5.00 service charge to cover additional labor and supplies.

### Placing Orders for Buffets or Beer Suppers

Place order with the Assistant Food Service Directors at least two weeks prior to the event. Tickets must be purchased (cash or meal ticket) 2 days prior to the event.

Gordon - Gordon Snack Bar

Chadbourn - Chadbourn Dining Room

Pine Room - Gulley Dining Room (Saturday and Sunday are not counted in the 2 days at Gulley because the dining room is closed weekends).

Food will be prepared based on the number of tickets sold. Tickets will be picked up as students enter the buffet room. NOTE: Unused tickets cannot be returned for refund.

### Brand of Beer

When placing orders for beer, students may request any brand of beer. The Food Service Manager can provide students with information on the most reliable sources.

Requests for premium beer should be placed at least two weeks in advance to insure delivery.

### Special Events

There will be occasions when student groups may want to make arrangements for an event such as an Honors Banquet or a Christmas Party which requires a special menu or menu item (e.g., Christmas Cookies, hors d'oeuvres). Arrangements can be made for this type of food service by contacting the Assistant Food Service Directors: Mrs. Margaret Monahan, Gordon Commons, 2-6981; Miss Betty Hyde, Slichter Hall, 2-0057.

NOTE: All special events require advance notice of at least 2 weeks.

### "A Quiet Meal Together"

At those times when the members of your house, the officers of a student group or a committee would like to eat together to enjoy each other's company or to conduct some business or perhaps to entertain a faculty member, you can arrange to reserve the Upper Gulley or Gordon North Buffet Room for your group and carry your trays from the cafeteria line in the building to the other location. Contact the Food Service Manager in Gordon and Carson Gulley to reserve the room at least a week in advance so you can inform those people who are attending.

NOTE: The group should plan to clean up the room at the end of the meal. A clean-up charge will be assessed if the clean-up is inadequate.

PRICE LIST (ESTIMATES)

The following is an approximate price list of possible expenses for your future House parties. This should help you in budgeting your House money properly. PLEASE NOTE: These prices are subject to change without further notice to you, therefore, they should only be considered as general guidelines for planning and should not at any time be taken as absolute. Consult with the Food Service Manager for the most recent prices or the prices for quantities not listed. Plan for the complete semester, taking other expenses of your House into consideration.

BEER

1/4 barrel (about 60 - 16 oz. cups) . . . . .	\$11.00
1 case of beer, 24 - 12 oz. bottles . . . . .	5.75
(3 cases are the equiv. of 1/4 barrel)	
(Resident Student Beer Discount, case \$1.00)	
1 can . . . . .	.30
Ice, 1 tub . . . . .	1.25

SOFT DRINKS

1 case of pop, 24 - 12 oz. cans per case . . . . .	4.75
1 can . . . . .	.20

FOOD

Potato Chips . . . . .	.75/lb.
Pretzels, per case . . . . .	4.50
Popcorn, per case . . . . .	3.50
Cheese and crackers	
Crackers, Ritz . . . . .	.65/box
Cheese, sliced, 1 lb. . . . .	1.35

SUPPLIES

Paper cups, Hot Drink - 8 oz. 50 per pkg. . . . .	.75
Paper tubs, each . . . . .	.15
Beer cups, 50 per pkg. (12 oz. waxed paper) . . . . .	.75
Beer cups, 25 per pkg. (16 oz. plastic) . . . . .	1.00
Candles, each . . . . .	.15
Cold cups, 100 per pkg. (8 oz.) . . . . .	.75

OTHER EXPENSES

Party Attendant, wages per hour (not determined at time of publication)

NOTE: Average time for party attendant is 7 hours. More than one party attendant will be scheduled for large parties.

Party clean-up . . . . . \$5.70 - \$35.00  
Clean-up charges vary greatly depending upon the size of the room and the condition in which it was left.

EQUIPMENT

Use of Equipment

Residence Halls will provide equipment only when food is being purchased through our food service and is requested at the time food is ordered.

All equipment must be returned by 2:00 p.m. the day following the event.

Cups and/or punch cups will not be washed by food service -- we suggest the use of paper or plastic.

Glass punch bowls, copper, and silver serving equipment belonging to student organizations will not be cleaned or stored by the food service department.

Return of Equipment

All equipment must be returned by 2:00 p.m. the day following the event. Please check with a supervisor at the time equipment is returned to avoid being billed for non-return of equipment.

Failure to comply with this procedure will result in a group being billed for the value of the unreturned equipment.

Beer Pumps	\$40.00
Quarter Barrels	15.00
Half Barrels	15.00
Galvanized Tubs	10.00

## PICK-UP PROCEDURES

### Pick-up of Food

Food and equipment will be assembled in the kitchen by food service staff.

All food and equipment must be picked up by staff or students from the kitchen in Carson Gulley, Chadbourne, and Elizabeth Waters or The Shed in Holt or Gordon Commons.

If student employes are hired by the student organization they may be directed to assist with these activities.

The House Fellow must come when beer is to be picked up. All of the beer that is ordered for a party must be picked up at the same time. Pickup time for requisitioned items is established at the time the order is placed.

### Pick-up of Additional Beer

Additional beer may be picked up for groups who have been issued beer that night at the Snack Bars. Beer will be canned beer and will be issued in case lots. Beer must be picked up by 11:30 p.m.

1. House Fellow returns to Snack Bar requesting beer.
2. Supervisor makes a notation on the original party order indicating additional amount of beer issued.
3. House Fellow signs food order indicating he has picked up additional beer.
4. Supervisor issuing beer signs party order indicating amount of beer issued.

### RETURN OF BEER FOR CREDIT

Untapped quarter barrels of beer may be returned the following day by 11:30 a.m. for credit. Credit will be given at the rate of selling price less \$.50 per barrel.

Staff will be available to accept returned beer at the following times only:

	Saturday and Sunday
Gordon Snack Bar and The Shed	8:30 a.m. - 11:30 a.m.
Chadbourne and Elizabeth Waters	9:30 a.m. - 11:30 a.m.

When accepting returned beer, the Food Service Supervisor will indicate the amount returned on the original party order. The supervisor and the individual should both sign the form indicating the amount returned.

BILLING INFORMATION

Billing Procedure

Bills are calculated by the Food Staff and sent to Slichter Accounting and Cashier's Office. Bills are sent to the organization by the Accounting Office. Bills are paid at the Cashier's Office, Slichter Hall. Make checks payable to "University Housing."

Questions pertaining to the bills should be referred to the Food Service Managers.

Houses with unpaid bills will not be permitted to order food for additional functions.

Charges for Room Use - Set-up

NOTE: We expect that the charges in this column will cover normal costs; however, if houses have particularly messy parties or if houses do not clean up sufficiently after den parties, additional charges on an hourly rate will be assessed.

Gordon Commons

Dances (Resident Groups)	\$10.00 for North Buffet Room \$25.00 for one dining room \$50.00 for two dining rooms in same building
Dances (Non-Resident Groups)*	\$ 25.00 for North Buffet Room ** \$ 50.00 for one dining room ** \$100 for two dining rooms **

\*Must be listed as a registered student organization by the Office of the Dean of Students.

Lakeshore Area

	<u>Resident Groups</u>	<u>Non-Resident Groups*</u>
Upper Gulley	\$15.00	\$35.00 **
Holt Party Room	\$10.00	\$20.00 **
Pine Room	\$10.00	\$25.00 **

\*\*When admission is charged an addition to the basic room rental rate will be added.

Party Attendant Wages - - - - to be determined.

Other Facilities

Resident Groups Only

Chadbourne Dining Room	No charge except for actual costs
Elizabeth Waters Dining Room	

NOTE: These facilities may be scheduled only by the student association in the hall.

## EVENT REGISTRATION PROCEDURES

### 1. Space Reservation

Contact the appropriate staff member to select and reserve a room and a date well in advance of the event. Pick up an Event Registration Form (sample attached).

Staff members responsible for the various facilities in residence halls are listed on page 7 of the Handbook for Social Chairpersons.

### 2. Hours

For events planned to begin before 6:30 p.m., special authorization must be obtained from the Student Affairs Coordinator. Beer service ends promptly at 12:30 a.m. EVENTS SCHEDULED PAST 1:00 A.M. must be discussed with and approved by the Student Affairs Coordinators.

### 3. Event Registration Form

When the space and the date for the event have been confirmed, fill in the details regarding space, time, and date on the Event Registration Form and obtain the signatures of your House Fellow and/or the person responsible for chaperoning the event and your Hall Adviser. You will not be able to order alcoholic beverages or food service or make arrangements with the maintenance staff without these signatures.

### 4. Food Service

If food and/or beverage service is planned as part of the event, make arrangements with the appropriate Food Service personnel. (See page 9 of the Handbook for Social Chairpersons.)

Remember: It takes at least two weeks to order food service for a buffet or beer supper and plans need to be made at least a month in advance for special events such as a banquet or a large reception.

### 5. Maintenance

Arrangements for room set-up and cleaning as well as a locking schedule must be made with the Maintenance Manager. Their names and office locations are listed on page 7 of the Handbook for Social Chairpersons.

### 6. Distribution of Copies

A copy of the Event Registration Form will be retained by Food Service and Maintenance. When all arrangements have been made and all signatures have been obtained, the third copy should be delivered to your Hall Adviser or to the Student Affairs Coordinator if you are planning an event in one of the rental facilities no later than one week in advance of the event.

7. Admission Events

All groups charging admission should be familiar with the applicable University regulations regarding revenue producing events. For example, such funds must be deposited with the Office of Student Organization Finance, 121 Bascom Hall. For further details refer to the 1974-75 Student Rules.

A completed Verification for Admission Event Form must accompany the Event Registration Form and its other support documents as a condition for final authorization for space utilization whenever live entertainment is scheduled.

Non-residence halls organizations will be assessed 20% of the appropriate room rental charge if they register an event for which admission is required.

8. Billing

Billing will be in accord with regularly established policies.

It should be noted that additional maintenance charges may be assessed if, in the judgment of the Maintenance Manager, such charges are necessary to cover costs.

Organizations will be charged for replacement of lost or damaged equipment and/or facilities.

All bills must be paid before your organization will be permitted to schedule an event in a rental facility or order food and beverages.

9. Organizational Responsibility

The sponsoring organization will assume full responsibility for (1) the general conduct of program participants, (2) security precautions, (3) adhering to stated University and University Housing policy or procedures governing student events, and (4) fulfilling all financial obligations.

Finally, it is understood that the Division of University Housing reserves the right to deny future use of facilities to a group which fails to meet any of the prescribed expectations.

10. Room Rental Charges

Residence Halls Student Organizations

Pine Room . . . . .	\$10.00	A-1, Gordon Commons . . . . .	\$ 25.00
Holt Party Room . . . . .	\$10.00	A-2, Gordon Commons . . . . .	\$ 25.00
Upper Gulley . . . . .	\$15.00	A-1 and A-2 . . . . .	\$ 50.00
		North Buffet. . . . .	\$ 10.00

Non-Residence Halls Student Organizations

Pine Room . . . . .	\$25.00	A-1, Gordon Commons . . . . .	\$ 50.00
Upper Gulley . . . . .	\$35.00	A-2, Gordon Commons . . . . .	\$ 50.00
Holt Party Room . . . . .	\$20.00	A-1 and A-2 . . . . .	\$100.00
		North Buffet . . . . .	\$ 25.00

UNIVERSITY OF WISCONSIN - MADISON  
Division of University Housing

CHAPERONE/SUPERVISOR POLICY AND RESPONSIBILITIES

A. POLICY

1. For a den party, the House Fellow will be present in the house during the event, being "on call" for crisis situations, and making periodic checks of the party.
2. For a closed or public party in a commons area (e.g., A-1, Upper Gulley) the House Fellow(s) will be present throughout the event.
3. If the House Fellow cannot be present for the party, it is the House Fellow's responsibility to inform the Hall Adviser and discuss alternative staff coverage plans that would be appropriate.

B. SPECIFIC RESPONSIBILITIES

1. Ensure an environment which respects the rights and safety of persons and prevents damages to property.
2. Ensure compliance with University and Housing regulations.
3. Solicits additional assistance if necessary from University Housing personnel, P & S, or other security personnel.
4. Terminates beer service if situation warrants.
5. Guarantees payment of all group financial obligations, even though it is the House itself that assumes responsibility for any damage that is a consequence of the party.
6. Supervises clean-up if necessary.
7. Reports any serious or unusual incidents to the Hall Adviser or Student Affairs Coordinator.
8. Makes presence known to party attendants when they work.

### Financial Regulations(\*)

These regulations governing financial regulations were approved by the Committee on Student Organizations in May, 1970. Incorporated in these regulations are policies established by the Board of Regents and the Madison Campus Faculty.

1. "Registered student organizations are not required to handle their funds through the Office of The Financial Adviser to Student Organizations."

"The services of this office, which is located in 121 Bascom Hall are available to any registered student organization requesting assistance. In all cases, except where University involvement is a requirement (see below), a fee will be charged to cover the costs of this assistance.

2. "If a registered student organization sponsors a fund raising event or charges admission for an event held in a University facility, the student organization must, in conformance with University regulations, make all financial arrangements, through the Financial Adviser to Student Organizations."

"Whenever an admission charge is made, or other revenue producing activity is carried on in a University facility, the proceeds must be under the control of the University, or the governmental organization or public educational agency, sponsoring the activity (Chapter VIII, Section 8.14, Laws and Regulations of the University of Wisconsin.) This policy is also applicable to any other fund raising events. (See U.W. Administrative Code 1.07 (12) in Chapter 1.)"

Budgets: "For all functions of student organizations held in University facilities to which admission is charged, a budget must be prepared in advance and receive the approval of the Financial Adviser to Student Organizations who will assist in the preparation of such budgets."

Collections: "If a collection or other fund-raising device is to be carried out in connection with a student organization meeting or activity, such procedure and distribution of proceeds must receive the approval of the Student Senate. Consult the Office of the Financial Adviser to Student Organization Advisers, 121 Bascom Hall, for information on complete procedure." (Also see U.W. 1.07 (12) Selling, Canvassing, Peddling, Soliciting.)

Admission Charges: "An admission charge is defined as a fee or other financial transaction either levied as a condition of attendance or requested as a donation from those who attend the event."

"Student organizations, whether departmentally sponsored or not, may present admission events only when the program or the event meets the following two conditions: (a) it is clearly related to the main purpose for which the organization exists, as implied in the name and/or statement of purpose of the organizations; (b) it does not unreasonably compete with events planned by other organizations, as described under the section on Coordinated Programming."

"Where an admission is charged for an event held in University facilities, a budget for the event must receive the approval of the Financial Adviser to Student Organizations, who will inform organizations of the responsibilities in paying taxes, in accounting for tickets, and other matters."

"Attendance at admission events, not departmentally sponsored, is limited primarily to students and Faculty. The general public may not be invited. This does not apply to departmentally sponsored programs or to the events (authorized by the Student Organizations Committee) which are traditionally open to the public, (such as Humorology)."

"All student organizations, whether departmentally sponsored or not, shall assume the established charges for admission events in such buildings and extra expenses to the University such as special janitorial service, police and fire protection occasioned by any reservation. The nature of the charges will be specified and agreed to as part of the room reservation agreement."

Funds of Inactive Organizations: "Any committee or organization which applies for registration under these standards agrees, that, if the committee or organization becomes inactive, allows its registration to lapse and does not claim its funds, such funds shall be transferred to an account known as the 'Dormant Account Fund.' If, after five years, funds in this account have been unclaimed, the Committee on Student Organizations will make funds available for undergraduate loans and scholarships or other worthy student enterprises."

UNIVERSITY OF WISCONSIN - MADISON  
Division of University Housing

FINANCIAL VERIFICATION FOR  
ADMISSION EVENT

\_\_\_\_\_ is in process of scheduling an  
(Organization)  
admission event in \_\_\_\_\_  
(Residence Halls Location)  
on \_\_\_\_\_.  
(Day) (Date)

They have completed all necessary financial arrangements with the  
Office of the Financial Adviser to Student Organizations.

\_\_\_\_\_  
(Signed) -- Financial Adviser  
121 Bascom Hall

\_\_\_\_\_  
(Date)

Original to: Student Affairs Coordinator  
Copy to: Financial Adviser