

**UNIVERSITY OF WISCONSIN-MADISON  
FACILITIES USE GUIDELINES**

**SUBJECT:** Event Alert System  
**FROM:** Facilities Use Committee  
**DATE:** July 2007

**I. Goal of the Event Alert System:**

To quickly notify appropriate campus offices of an upcoming space use request for approval and/or support.

**II. Event Alert Procedure**

**A.** The Central Reservations Office and those persons responsible for reserving "Special Assignment" spaces will notify the offices listed below whenever a use request falls within the following guidelines:

- Any request for a large auditoria (Field House, Camp Randall Stadium, Stock Pavilion, Union Theater) with an anticipated audience of 400 or more.
- Event requests involving the use of outdoor space.
- Any event where there might be concerns about security, transportation services, potentially sensitive topics, liability, environmental health, etc.
- Political rallies/appearances during state, and federal elections.

**B.** Appropriate offices that must be notified by Central Reservations and "Special Assignment" space coordinators include:

- Dean of Students
- Facilities, Planning and Management/Physical Plant
- UW Police Department
- Risk Management
- Transportation Services
- University Communications
- Legal Services
- Environmental Health
- The Central Reservations Office is to be notified of all "Special Assignment" space requests.

These offices will be responsible for notifying the initiating reservations office within three days if there is a reason for concern for the proposed event. If no problems are identified, the facility

request will be approved. If potential questions/problems are identified, the appropriate reservations coordinator will initiate meetings to clarify the questions, with the aim of confirming the event as soon as possible.

**C. Typical events requested on campus outdoor spaces:**

Runs/ walks around campus, signage or displays on lower third of Bascom Hill, political rallies on Library Mall (literature distribution or open forums), art sales, orientation or information booths, recreational events, parades, festivals, Terrace entertainment, student organization fundraisers, etc.

**D. Sample Event Alert from Central Reservations Office:**

**\*EVENT ALERT\*EVENT ALERT \*EVENT ALERT\*EVENT ALERT**

**RESERVATION INFORMATION**

**EVENT DATE:** 09-29-2001, Saturday

**LOCATION:** Campus, Memorial Union

**RESERVATION#:** 0901-1187

**EVENT TYPE:** EVENT ALERT

**TITLE:** \*EVENT ALERT: AIDS Walk 2001

**SETUP:** None

**SPONSOR:** Name of Sponsoring Organization

**ATTENDANCE:** Estimated Attendance

**EVENT TIME:** 12:00 NOON - 2:30 PM

**REQUESTED BY:** Stuart Kipnis

**DATE REQUESTED:** 9/1/01

**ADDRESS:**

**CITY/STATE/ZIP:**

**PHONE: FAX:**

**REMARKS: (INFORMATION ON LOCATION AND EVENT DETAILS GOES HERE. PLEASE SEE EXAMPLE BELOW:)**

AIDS Network and AIDS resource Center of Wisconsin will be sponsoring an AIDS Walk in Madison through UW campus area. The route will go from State St. into Library Mall, stop for band and beverages; cross Langdon to Lake Mendota behind MU and along the lake past the Terrace; further taking Bike Path until Lake Front Dorms; stop in the grassy area by the crew house; South to Babcock Dr. past Allen Centennial Gardens; right onto Linden Dr until the pedestrian bridge across Campus Dr.; cross the bridge and head to Lathrop. -Organizer contacted Glen Miller of the UW Police. 6/1 LM and email Stuart to call risk management and to draw map. jmz

**PLEASE RESPOND WITHIN THREE DAYS FROM [date request sent]**

**TO:** Physical Plant, Transportation Services, UW Police, Dean of Students, Risk Management, Timetable and Classroom Scheduling, and UW Communications

**FROM:** University of Wisconsin Central Reservations Office  
800 Langdon Street Madison, WI 53706 262-2755

**RE:** Event Alert

**The following reservation meets the requirements, set forth by the Committee on Facility Use, as needing approval by your office prior to our confirming their use of the facility noted. Offices receiving this notice are requested to notify the Central Reservations Office if you have concerns. If notification is not received within 3 (three) days after [event request date], this reservation will be confirmed.**

**E. Names of Individuals receiving the Event Alert Notifications: (revised 5/24/02)**

Ackerbauer, Kris	<a href="mailto:kackerbauer@fpm.wisc.edu">kackerbauer@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
Amundson, Steve	<a href="mailto:samundson@wisc.edu">samundson@wisc.edu</a>	VIP
Anderson-Vedejs, Julia	<a href="mailto:jea@athletics.wisc.edu">jea@athletics.wisc.edu</a>	Athletics
Beich, Debbie	<a href="mailto:dbeich@bussvc.wisc.edu">dbeich@bussvc.wisc.edu</a>	Risk Management
Beyler, Liz	<a href="mailto:lbkraak@wisc.edu">lbkraak@wisc.edu</a>	University Comm. Dept.
Brachman, Connie	<a href="mailto:brachman@engr.wisc.edu">brachman@engr.wisc.edu</a>	School of Engineering
Bridges, Brian	<a href="mailto:bbridges@wisc.edu">bbridges@wisc.edu</a>	UW Police Dept.
Bruner, Cathy	<a href="mailto:cbruner@fpm.wisc.edu">cbruner@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
Buss, Dean Daryl	<a href="mailto:busd@svm.vetmed.wisc.edu">busd@svm.vetmed.wisc.edu</a>	Veterinary Medicine
Burdick, Keith	<a href="mailto:kburdick@fpm.wisc.edu">kburdick@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
Carroll, Bruce	<a href="mailto:bwcarroll@wisc.edu">bwcarroll@wisc.edu</a>	UW Police Department
Crabb, Ted	<a href="mailto:tcraab@wisc.edu">tcraab@wisc.edu</a>	Wisconsin Union
Crim, Elton	<a href="mailto:ecrim@bascom.wisc.edu">ecrim@bascom.wisc.edu</a>	Dean of Students Office
Critchley, Jeanine	<a href="mailto:jcritchley@bussvc.wisc.edu">jcritchley@bussvc.wisc.edu</a>	UW Risk Management
Dibbell, Susan	<a href="mailto:smvandeh@wisc.edu">smvandeh@wisc.edu</a>	Wisconsin Union
Driscoll, Shane	<a href="mailto:smdriscoll@facstaff.wisc.edu">smdriscoll@facstaff.wisc.edu</a>	UW Police Department
Ehlinger, Bruce	<a href="mailto:bjehling@wisc.edu">bjehling@wisc.edu</a>	Wisconsin Union
Einstein, Daniel	<a href="mailto:deinstein@fpm.wisc.edu">deinstein@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
Evans, Paul	<a href="mailto:paul.evans@housing.wisc.edu">paul.evans@housing.wisc.edu</a>	University Housing
Fangmeyer, Yvonne	<a href="mailto:fangmeyer@odos.wisc.edu">fangmeyer@odos.wisc.edu</a>	Student Org. Office
Fox, Barry	<a href="mailto:blf@athletics.wisc.edu">blf@athletics.wisc.edu</a>	Athletics
Golbach, Heidi	<a href="mailto:hagolbach@facstaff.wisc.edu">hagolbach@facstaff.wisc.edu</a>	UW Police Department
Griffiths, Ben	<a href="mailto:bgriffiths@vc.wisc.edu">bgriffiths@vc.wisc.edu</a>	Legal Services
Guthier, Mark	<a href="mailto:meguthier@wisc.edu">meguthier@wisc.edu</a>	Wisconsin Union
Grimyser, Peter	<a href="mailto:pggrimyser@wisc.edu">pggrimyser@wisc.edu</a>	UW Police Department
Grueneberg, Dave	<a href="mailto:dgrueneberg@fpm.wisc.edu">dgrueneberg@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
Harrod, John	<a href="mailto:jharrod@fpm.wisc.edu">jharrod@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
Hart, Thomas	<a href="mailto:hart@svm.vetmed.wisc.edu">hart@svm.vetmed.wisc.edu</a>	Veterinary Medicine
Hentschel, Randy	<a href="mailto:rlhentsc@wisc.edu">rlhentsc@wisc.edu</a>	Environmental Health Services
Henderson, Kim	<a href="mailto:lhenderson@fpm.wisc.edu">lhenderson@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
Horn, John	<a href="mailto:horn1@recsports.wisc.edu">horn1@recsports.wisc.edu</a>	Asst. Dir. Recreation Sports
Hoyt, Bill	<a href="mailto:wrhoyt@facstaff.wisc.edu">wrhoyt@facstaff.wisc.edu</a>	Allen Gardens
Johnson, Janie	<a href="mailto:jbjohnso@wisc.edu">jbjohnso@wisc.edu</a>	Central Reservations
Kennedy, Marc	<a href="mailto:mhkenned@wisc.edu">mhkenned@wisc.edu</a>	Wisconsin Union
Kinderman, Mike	<a href="mailto:mike.kinderman@housing.wisc.edu">mike.kinderman@housing.wisc.edu</a>	UW Housing
Kujak-Ford, Nancy	<a href="mailto:nmkujak@wisc.edu">nmkujak@wisc.edu</a>	Central Reservations
Lamberty, Kelli	<a href="mailto:klamberty@cityofmadison.com">klamberty@cityofmadison.com</a>	City of Madison
Larson, Bill	<a href="mailto:wwlarson@wisc.edu">wwlarson@wisc.edu</a>	UW Police Department
Lauder, Deb	<a href="mailto:ddl@bascom.wisc.edu">ddl@bascom.wisc.edu</a>	Chancellor's Office

Lowrey, Pete	<a href="mailto:plowrey@fpm.wisc.edu">plowrey@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
Lucas, Christine	<a href="mailto:cmm@athletics.wisc.edu">cmm@athletics.wisc.edu</a>	UW Athletic Dept.
Lucas, John	<a href="mailto:jplucas@wisc.edu">jplucas@wisc.edu</a>	UW Communications
Maly, Margaret	<a href="mailto:mcmaly@whs.wisc.edu">mcmaly@whs.wisc.edu</a>	Historical Society
Mattke, Jim	<a href="mailto:jmattke@cityofmadison.com">jmattke@cityofmadison.com</a>	City of Madison
Merrill, Geoff	<a href="mailto:gmerrill@uwmad.wisc.edu">gmerrill@uwmad.wisc.edu</a>	VIP
Nagy, Casey	<a href="mailto:cnagy@mail.bascom.wisc.edu">cnagy@mail.bascom.wisc.edu</a>	Chancellor's Office
Paine, John	<a href="mailto:paine@education.wisc.edu">paine@education.wisc.edu</a>	Intramural Sports/Nat.
Pryes, Cathy	<a href="mailto:capryes@wisc.edu">capryes@wisc.edu</a>	Allen Gardens
Radomski, Noel	<a href="mailto:ntradoms@education.wisc.edu">ntradoms@education.wisc.edu</a>	Education
Radtke, Kristen	<a href="mailto:keradtke@wisc.edu">keradtke@wisc.edu</a>	UW Police Department
Rogers, Jim	<a href="mailto:jbrogers@wisc.edu">jbrogers@wisc.edu</a>	Wisconsin Union
Rose, Doug	<a href="mailto:drose@fpm.wisc.edu">drose@fpm.wisc.edu</a>	Space Management
Russo, Ralph	<a href="mailto:rfrusso@wisc.edu">rfrusso@wisc.edu</a>	Wisconsin Union
Schmidt, Jeff	<a href="mailto:JS3@athletics.wisc.edu">JS3@athletics.wisc.edu</a>	UW Athletic Department
Scott, Robert	<a href="mailto:rscott@fpm.wisc.edu">rscott@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
Seagren, Sharon	<a href="mailto:Sharon.seagren@housing.wisc.edu">Sharon.seagren@housing.wisc.edu</a>	University Housing
Simonson, Gary	<a href="mailto:gsimonson@fpm.wisc.edu">gsimonson@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
Soley, Karen	<a href="mailto:kssoley@wisc.edu">kssoley@wisc.edu</a>	UW Police Dept.
Timm, Amy	<a href="mailto:amytimm@wisc.edu">amytimm@wisc.edu</a>	Central Reservations
Toburen, Amy	<a href="mailto:atoburen@wisc.edu">atoburen@wisc.edu</a>	University Comm. Dept.
Turk, Gene	<a href="mailto:gturk@fpm.wisc.edu">gturk@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
Vakili, Faramarz	<a href="mailto:fvakili@fpm.wisc.edu">fvakili@fpm.wisc.edu</a>	Facilities, Planning & Mgmt
VanNatta, Jerome	<a href="mailto:jenanat@wisc.edu">jenanat@wisc.edu</a>	UW Police Dept.
Visitor Parking	<a href="mailto:Visitor-parking@fpm.wisc.edu">Visitor-parking@fpm.wisc.edu</a>	
Vogts, Roger	<a href="mailto:rvogts@wisc.edu">rvogts@wisc.edu</a>	Parking and Transportation
Wise, Cheryl	<a href="mailto:Cheryl.wise@em.wisc.edu">Cheryl.wise@em.wisc.edu</a>	Wisconsin Union
		Timetable/Registrar