



## FACILITY USE GUIDELINES

University of Wisconsin-Madison

### HO-CHUNK CLAN CIRCLE #0632

EFFECTIVE DATE: 23\_1014

REV: 23\_0908

### Guidelines Statement & Purpose

Use of the Ho-Chunk Clan Circle, a non-sacred yet culturally significant artistic space on campus, is intended for University faculty, staff, student entities and Wisconsin First Nations (Ho-Chunk priority). Personal and/or individual events and other non-University of Wisconsin entities may not reserve the space. These guidelines are intended to provide approving bodies with agreed upon direction related to intake of use requests, roles and responsibilities of entities involved, and supporting rational and reference documentation. Establishing consistent pre and post space use expectations creates a fair and efficient process for reviewing requests and ensuring all entities are informed of such requests leading to efficient stewardship of campus resources. These guidelines were approved by the campus Facilities Use Committee on October 13, 2023.

- Wisconsin Administrative Code UWS § 18: Conduct on University Lands
- Wisconsin Administrative Code UWS § 21: Use of University Facilities
- Reference Documents: University Policy UW-6000: UW-Madison Use of Facilities and Lands
- Facilities Planning & Management Facility Use Guidelines

### General Guidelines

1. The Ho-Chunk Clan Circle is located within the Lakeshore Nature Preserve near Willow Creek at the confluence to Lake Mendota. It is an exterior space approximately 100' from the northwest corner of the Bakke Recreation and Wellbeing Center.
2. In general, this space is not intended to provide social spectacle or amusement to users and therefore reviewing space use requests through that lens is beneficial and in keeping with the intention of the artwork.
3. Requests due at least seven business days prior to the event.
4. University Departments, Registered Student Organizations, University Affiliated Groups, and Sponsored Entities (Wisconsin First Nations) wishing to reserve or schedule an event or activity first must contact the Campus Event Services Office (CESO) and fill out an Outdoor Space Request (net ID required). Select "Other Outdoor Space" and add a note in the comments requesting 'Ho-Chunk Clan Circle'.
5. All requests will be reviewed first by the Office of Tribal Relations to give priority to Wisconsin First Nations. If it is a Wisconsin First Nations request, they will work with the Office of Tribal Relations as their sponsor to reserve the space. All other requesting entities will follow the standard event alert process following Office of Tribal Relations acknowledgement.
6. CESO and the Office of Tribal Relations may consider coordination on a preapproved non-UW list.
7. Approved space use requests may be rescheduled at any point based on Wisconsin First Nation priority.
8. Additional requirements may be requested based on specific requests and reviewing entities.

### Specific Guidelines

1. Nothing may be affixed to, adhered to, or otherwise supported by the 12 Clan monuments.
2. Events must provide an event plan which includes logistics around: timeframes and duration, staging setup and take down, rain event protocols, activities to occur, event sponsor contact name/contact information,



and anticipated participants.

3. No amplification may occur beyond portable voice amplification devices for speaking in outdoor settings.
4. No electrical lighting or open flames may be provided or used within the space.
5. Tables, chairs, and tents without stakes are permissible through Physical Plant Campus Services, CESO, or approved outside vendor.
6. No stakes to be used within this area of the Lakeshore Nature Preserve. Staging and activities will not occur within the Willow Drive Mound Group Boundary Line (ASI 47-DA-0119). Refer to [Exhibit A](#).
7. Indigenous Peoples' Day events are limited to the Office of Tribal Relations and Wisconsin First Nations.
8. There will not be a fee to reserve this space.
9. Events may not be more than one day in duration and must occur between the hours of 7am and 10pm.
10. Adjacent paths will not be impeded for the duration of the event. Vehicles will not be parked on adjacent pathways and will use existing parking facilities. Vendors delivering to and from the site will use the loading dock on the north side of the Bakke Recreation and Wellbeing Center.

## Responsibilities

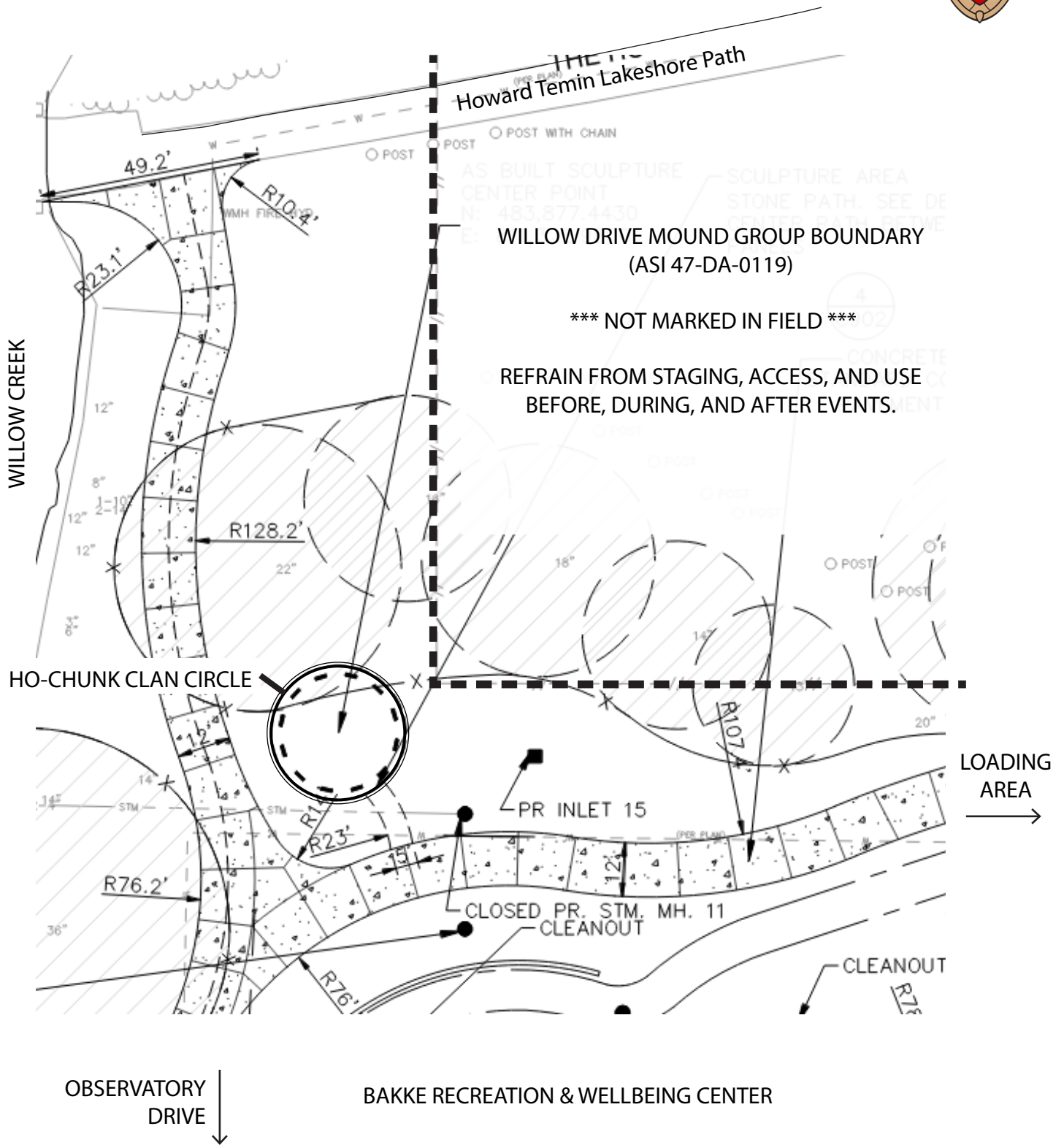
1. RecWell will maintain the lawn directly adjacent to the space on a regular basis.
2. RecWell will provide regular observation of the site and handle minor debris removal and report vandalism or issues as appropriate through the FP&M Work Order system.
3. UW Grounds will provide repairs to landscape materials associated with the space (ie. Stone redressing, washouts, weed control, etc.)
4. Office of Tribal Relations will review space use requests and assist in sponsorship of Wisconsin First Nation requests. This may include assistance with event logistics, equipment, catering, etc.
5. Wisconsin Union and Campus Event Services Office will provide the online intake platform and customer service to space use requests. CESO will provide guidance and references around space use requirements and event logistics, but will not act as event sponsors, planners, or coordinators.
6. Event sponsor will be required for event oversight if necessary.

## Coordinating Entities

- Wisconsin Union & Campus Event Services Office
- Office of Tribal Relations
- UW Grounds - Facilities Planning & Management
- Recreation and Wellbeing (RecWell)
- Lakeshore Nature Preserve
- UWPD
- UW Risk Management

## Noncompliance

- Unsanctioned larger events or approved events not in compliance with the event plan will be asked to cease operation with any and all fees associated with non-compliance charged to the requesting group or individuals responsible.



**EXHIBIT A**  
 Ho-Chunk Clan Circle #0632 Plan Graphic  
 University of Wisconsin-Madison Facilities Planning & Management  
 P:\Common\Planning\POLICIES-GUIDELINES\UW-Guidelines - Ho-Chunk Clan Circle Use