

## **UW South Madison Partnership Usage Guidelines**

2312 South Park Street (Village on Park)

Madison, WI 53713

608-265-4940

[www.universityrelations.wisc.edu/smp](http://www.universityrelations.wisc.edu/smp)

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### **Space Overview**

The UW South Madison Partnership will serve as a place for the university to connect with community partners in a space that is more accessible and open to community needs. We hope that The Partnership will facilitate new equitable, mutually beneficial partnerships that create a positive impact for both the community and UW-Madison.

The Partnership is in walking distance to Goodman South Madison Library, Urban League of Greater Madison, Madison College-South, Centro Hispano, Penn Park, Lane's Bakery and several restaurants.

We encourage university partners to use the space for classroom or meeting purposes, especially to minimize difficulties for community partners coming onto campus as well as to introduce UW-Madison students to South Madison.

### **Reserving Space**

Space may only be reserved for groups that have a university-community partnership meeting, event, or other programming. Reservations may be made by individuals associated either with the University partner or community partner involved in the meeting, event or other programming. Go to <http://universityrelations.wisc.edu/smp/reserve-a-space/> and fill out the form to reserve space. Please check the calendar (<http://go.wisc.edu/smp>) for availability. Please note that the front desk is staffed Mondays 12:30-6 pm, Tuesdays 12:30-4 pm, Wednesdays 10 am-5 pm and Fridays 10 am-5 pm. If you would like to make a reservation outside of these days/times or need more than just a one-time reservation, please email Merry Farrier-Babanovski ([farrier@wisc.edu](mailto:farrier@wisc.edu)).

*Cancellation:* If you need to cancel your reservation please contact The Partnership within 2 weeks of your event.

### **Rooms Available for reservation**

There are two rooms that can be reserved for university-community partnership use:

1. Classroom
  - a. Capacity: 45 with tables and chairs; 60 auditorium style (no tables)
  - b. Equipment: A/V with 2 screens, whiteboards, microphones
  - c. Tables and Chairs can be easily reconfigured as needed
  
2. Conference Room
  - a. Capacity: 14-16 with tables and chairs; 20-24 presentation style (no tables)
  - b. Equipment: A/V with 2 screens, whiteboards, microphones
  - c. Tables and Chairs can be easily reconfigured as needed

## **Rules and Regulations**

### Key-Door Policy

Be aware that there is a locked door policy, which means that the door will lock behind you. If you have made a one-time reservation, someone will be at the facility to let you in, or will be in touch with you about how to access the facility. If you have established regular usage of The Partnership your Wiscard will be registered with UW Police granting you front door access. For security reasons you should have at least 1 more person with you when using The Partnership space.

### Reception Area

If you are hosting an event, you are responsible for attending to the reception area and allowing your guests into the facility.

From time to time, people may come to the door looking for one of the other programs that also uses The Partnership. Please know that you might have to answer the doorbell and inform a visitor that the program they are looking for is not currently in the office, but it can be reached by (either calling a number or coming during certain hours--depending on the program). **There is a calendar of events/programs on the reception desk with the days/hours of programs.** If the program the visitor is looking for is not in session, you can give them a program brochure found in the entrance table/magazine rack. Current programs at The Partnership include:

- [UW Odyssey Project](#)
- [Economic Justice Institute \(UW Law School\) Neighborhood Law Clinic](#)
- [Wisconsin Alzheimer's Disease Research Center \(ADRC\)](#)
- [UW Carbone Center Cancer Health Disparities Initiative \(CHDI\)](#)

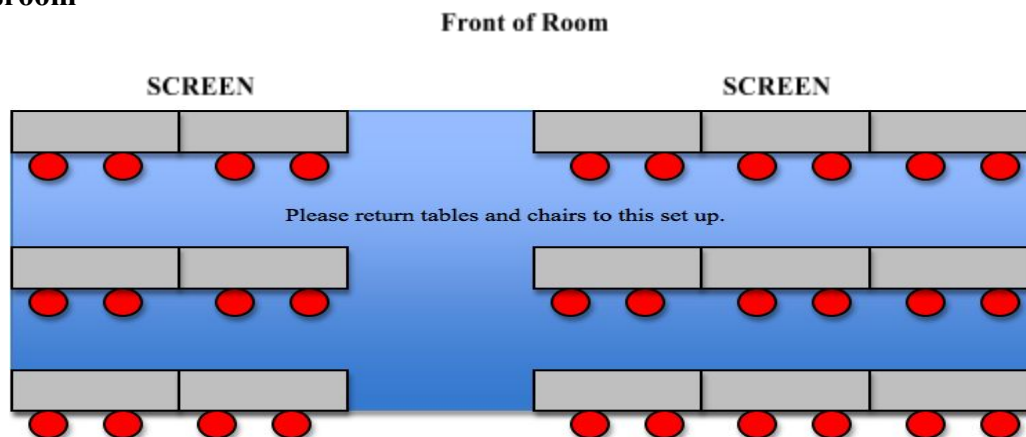
Program brochures/flyers can also be found for:

- [Morgridge Center for Public Service](#)
- [UW-Madison Admissions](#)
- [Division of Diversity, Equity & Educational Achievement](#)
- [The Network: Wisconsin Collaborative Education Research](#)

When you are finished with your programming/event at The Partnership you must make sure the door is closed and locked (the door locks automatically).

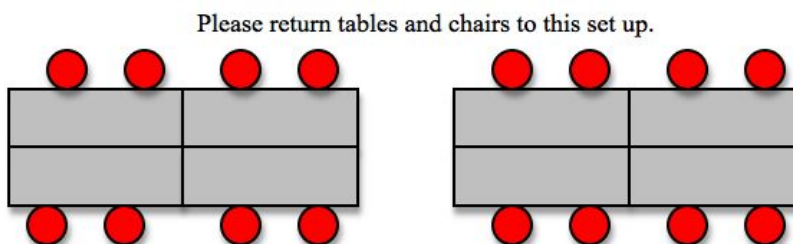
## Room Set up

### 1. Classroom



- a. This room will be set up with tables and chairs in a *classroom set up* with 15 tables and 30 chairs. If you would like the room in an auditorium style you can move the tables into the storage room. They have a lever beneath the tabletop that allows them to fold and move easily. You will be responsible to configure the room for your event, and then return all tables and chairs as the diagram above. So, please make sure to reserve the room with enough time to set up and clean up.
- b. The partitions (with whiteboards) that make up the back of the classroom space are movable and you can configure them as you see fit. (ex: if you prefer to have a private space you can move the partitions in to create an enclosed classroom). However, you must make sure that the partitions are returned to their place at the end of your event.

### 2. Conference Room



- a. This room will be set up with two groups of tables and chairs. Each group will have 8 chairs. If you would like to reconfigure the room to 1 group or presentation style (no tables), you can move the tables/chairs to the storage room. You will be responsible to configure the room for your event, and then return all tables and chairs as you found them in the 2 group set up. So, please make sure to reserve the room with enough time to set up and clean up.

## A/V Procedures

### Classroom:

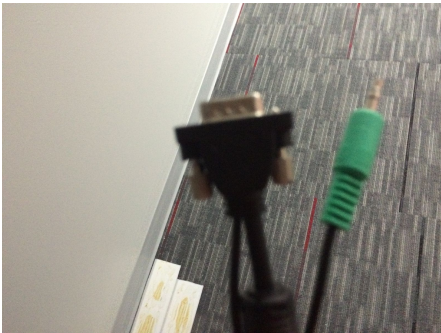
The monitors in the classroom turn on with the AV Control Pad found on the small AV cart. Both monitors turn on when you push the “ON” button. Depending on your Laptop you can connect via an HDMI or VGA cable.

*(Please note that there is a ring of adapters that should work if you use a Mac laptop or a PC that uses a mini-display port, however if you have your own adapter please bring it with you).*

***The system will shut down if not in use for 8 hours and you will need to turn it back on manually.***



### VGA cable + Audio Cable:



### HDMI cable:



**Audio:** You can use the system to give an audio presentation without using the monitors, but you will still have to press the “ON” button to turn on the speakers. The volume is controlled by the volume knob. If you do not hear audio and are using the VGA cable please check that the audio cable is plugged into your laptop. If you hear static/interference, make sure your laptop power cord is plugged in.

**Microphones (found inside AV cart):** The microphones will work without turning on the monitors. You can control the microphone volume with the “Mic up” “Mic down” buttons. You have the option

of using either the Hands-free microphone, which has a small on/off button at the top or the Wireless hand held that has the “On/off” slide button. Both microphones use AA batteries.

**Hands-free:**

**Wireless hand held:**

***For any***



***network***



***(Wi-Fi/Internet) issues call DoIT Field Services (608-262-7474) 7:45am-4:30pm***

**Conference Room:**

The AV equipment in the conference room is very similar to the classroom. Instead of an AV cart, there is an operating panel on the wall (see picture below). The conference room does not have speakers, but audio comes through the screen speakers and is controlled by the volume knob. If you do not see your computer mirrored on the screen make sure you are using the right connection (HDMI) or (VGA). If you do not hear audio, make sure you have connected the audio cable if using VGA and the “Mute” button is not pressed.



### **Office Suite:**

Office space is designated for the UW Law School Economic Justice Institute and the Wisconsin Alzheimer's Disease Research Outreach Coordinator, however there is 1 office that is available during certain days/times. If you would like to use office space, please contact Merry Farrier-Babanovski (farrier@wisc.edu).

### **Storage**

There is a designated storage room in the hallway before the bathrooms. If you would like to store small items securely please bring your own combination/key lock to use a small locker. If you will be using a locker for an extended period of time (i.e. more than 1-2 weeks) please contact Merry Farrier-Babanovski (farrier@wisc.edu). We have bigger shelves for programs with regular use of the Partnership, which are labeled by program name. If you would like shelf space, please email Merry Farrier-Babanovski (farrier@wisc.edu).

### **Copy Room**

If you need to use the copy machine, please write your name, department/organization, number of copies and date in the notebook beside the copy machine. Mitch (Director of the Neighborhood Law Clinic), or a representative of the Neighborhood Law Clinic will contact you regarding cost for usage.

### **Kitchenette Use**

This is a shared space, so please clean after yourself when you use the microwave, refrigerator, and/or sink. Cleaning supplies are under the sink. Please note that the sink is not equipped with a garbage disposal. If you would like to keep anything stored in the cabinets, please label it with your name and program. Also label any food that you store in the refrigerator, and be sure to throw out any old food. Anything that is expired or has been sitting in the refrigerator more than 1-2 weeks will be thrown out.

### **Food/Beverages**

Food and beverages are allowed in the space, but alcohol is prohibited.

### **Décor/Signs**

You may put up decorations for your event, but you cannot put up anything that will ruin the walls (e.g. Staples, nails, pins, strong tape and other defacing items cannot be used when decorating).

### **Bathrooms**

There are 2 bathrooms in the facility. They are each equipped with a baby changing table. Please make sure that your participants keep the bathrooms as clean as possible. For a larger scale event, you may want to designate the bathrooms as gender neutral. We will have janitorial services that will fill bathroom supplies, however should you need any supplies (i.e. toilet paper) there will be some stored in the last shelf in the storage room.

### **Cleaning**

You are also responsible for clearing table tops, decorations and other miscellaneous items that were brought in the facility (i.e., boxes, food items, equipment, etc.). We will not have a daily janitorial service, so please make sure to leave facility and clean as possible. Cleaning supplies to clean tabletops can be found under the sink in the kitchenette.

## **Garbage**

If your group or event will have food and beverages that result in bug attracting trash or large amounts of trash you need to remove it to the dumpsters in the back of the building. Our janitorial services will not empty trashcans everyday. For larger scale events there is 1 large garbage can in the storage room that can be used, however you must make sure to empty it out at the dumpster at the end of your event.

## **Security**

Should there be any minor security concerns you can contact the security guard (**JBM Security:** 608-712-7156, who patrols the Village on Park. UW Police (608) 264-2677 should be contacted in case of a larger incident that has occurred within the space (i.e. burglary). For any incident occurring outside the space please call Madison Police-South District (608) 266-5938. In an emergency always call 911.

## **Emergency Evacuation Plan**

Please refer to the Occupant Emergency Plan (located at the Reception Desk) for information on: *Emergency Evacuation; Fire Emergencies; Weather Emergencies; Response to Illness Or Injury; Missing or Abducted Person; Response to Utilities and Maintenance Emergencies; Response to Threats*. The Plan also includes an Emergency Contact List.

## **Statutes, Rules and Regulations**

Use of the space is subject to all rules and regulations of the University of Wisconsin System and University of Wisconsin-Madison, and must comply with all the laws of the United States and the State of Wisconsin, the rules and regulations of all jurisdictional governmental boards and bureaus.

- Fire Restriction in compliance with local fire codes, the maximum room occupancy may not exceed the designated room capacity, and all aisles and doorways must remain unobstructed
- Smoking is not allowed at any time in the space.
- The possession or consumption of alcohol is prohibited in the space.
- ADA Compliance with applicable provisions of the Americans with Disabilities Act is required for events held in University facilities.
- Failure to comply with the above provisions and the other terms of the usage guidelines will be grounds for termination of the event and loss of reservation privileges in the future.
- Weapons and/or firearms are prohibited.

## **Damages**

- Any damages to rooms or equipment in excess of ordinary wear to the building and outside areas, furniture, floor surface, equipment, or other fixtures may ultimately be the responsibility of the person who made the reservation request.
- We do not assume any responsibility for damage to or loss of any property left in storage or in any room space prior to, during, or after an event.