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**Milwaukee Area Technical College**

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: MEETING ROOM, AUDITORIA EQUIPMENT, FOOD  
RESERVATION, AND RELATED SERVICES  
PROCEDURE FOR INTERNAL (MATC) USE ONLY

Code: GG0050

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Policy Reference: B0502, Goods and Services: MATC's Relationship with the Private Sector

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This regulation and procedure was developed to facilitate the preparation and planning of meetings and special events. Assistance with reservation of appropriate meeting rooms, support services, and requests for equipment can be provided timely and efficiently with advanced planning.

The Conference Management Team, which includes service departments of the Operations Division, the Conference Center coordinator, Community Services coordinator, Public Safety, and Class Scheduling, was formed to assist MATC event planners in availing themselves of the services that are provided in conjunction with use of the facilities. The Conference Management Team meets routinely to plan and coordinate events. When planning a large or complex event, the coordinator(s) should meet with this group to pre-plan the event. Contact the coordinator of Operations Services, at 297-6323, to discuss planning needs.

Following is a framework to guide MATC meeting and event planners.

I. Who Arranges and Coordinates Meetings or Special Events?

A. MATC Host

An MATC person is responsible for arranging facilities and services. This person must attend the event and is responsible for any changes or cancellations.

B. Event Coordination

Marketing and Public Relations must be contacted for coordination of all events representing MATC administration or district board and for assistance with signage and promotional material.

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Approving Authority:

Lester C. Ingram  
Vice President, Administrative Services

Date: 12/3/01

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II. All MATC facilities can be available from 7 a.m. to 11 p.m.

Anyone wishing to use the facilities must make a request by filling out the "Application for Use of Facilities and Related Services" form. For use of the facilities after 11 p.m. on any evening, approval from the general manager of Operations must be obtained.

III. What Rooms Are Available?

The following rooms can be reserved through the Class Scheduling Department at the Milwaukee Campus, and the campus team leaders' offices at North, South and West Campuses. Except for emergency situations, all requests must be made in writing. The Class Scheduling Department will assign an appropriate room based on the needs described by the requester. If only one room is acceptable, this must be noted on the request. If there is concern regarding inappropriate utilization of facilities, the coordinator, Operations Services and/or the general manager, Operations will be consulted. The general manager, Operations, will make a final decision.

MILWAUKEE CAMPUS

<u>Room</u>	<u>Capacity</u>	<u>Room</u>	<u>Capacity</u>
Cooley Auditorium	1,900	Student Center Atrium	Varies
C263 Auditorium	330	Seventh Street Mall	Varies
T207 Auditorium	400	S114 (Breakout Room)	Varies
Cafeteria (Room 605)	600	S116 (Teleconference)	32
Multipurpose Room (S315)	500	S120 (Teleconference)*	100
Conference Room 204	20	S216	14
Conference Room 612	42	S218	8
Conference Room 614	36	S3316 (Conf/Dining)	20
Conference Room 616	135	S318(Conf/Dining)	20
(Faculty/Staff Cafeteria)		S316 & S318 (Conf/Dining)	40
		S320 (Conf/Dining)	50

\* ENTRANCE THROUGH S114, ONLY. NO FOOD OR DRINK ALLOWED IN S120. SCREEN CANNOT BE USED FOR WRITING. Chalkboards are located on both sides of the screen. Flipcharts can be ordered from Building Services.

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#### NORTH CAMPUS

<u>Room</u>	<u>Capacity</u>
Cafeteria (Room 101)	240
Lecture A (Main Hall)	190 (w/tables & chairs) 235 (chairs, only)
Lecture B (East Wing)	53
Lecture C (West Wing)	53
Room 261	12

#### SOUTH CAMPUS

<u>Room</u>	<u>Capacity</u>
Cafeteria 290	
Lecture A (Main Hall)	60 (w/tables & chairs) 125 (chairs, only)
Lecture B (Theatre-style)	53
Lecture C (Theatre-style)	53
Room A-100F	32
Room A-100G	50
Conference Room A-200D	14

#### WEST CAMPUS

<u>Room</u>	<u>Capacity</u>
Cafeteria	70-80
Community Room (103)	50-60

#### IV. How To Arrange Room/s and Equipment Reservations

##### A. Standard Room Reservation Only

If MATC faculty and/or staff need a room, the following information must be supplied on the "Application for Use of Facilities and Related Services" form (copy attached):

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1. your name, date of your request
2. your dean/supervisor's approval
3. telephone extension, number of people expected
4. type of event, sponsoring organization/department
5. name of MATC staff person who will be present
6. room requested, day and date of event, time of day
7. whether or not you want food
8. whether or not special services (personnel, AV equipment, etc.)  
will be needed
9. diagram for different room setup
10. listing of special services and equipment needed

**B. Special Events and Activities**

1. Events cannot be scheduled in the Sixth Floor Cafeteria or the All-Purpose Room in the Student Services facility (Milwaukee Campus) without the consent of the district Food Service manager.
2. If any furniture arrangements or setups are needed in advance, or equipment is to be reserved and/or set up, or food service is needed, it must be clearly indicated on the "Application for Use of Facilities and Related Services" form. If a different room arrangement is needed, a diagram must be drawn on the back of the form.

**C. Timing of Room Reservations**

All room reservations must be made in writing at least two (2) working days prior to the meeting. An extra day should be allowed if the form is mailed.

In the event of an emergency, contact the Class Scheduling Department, Room 176, Phone Ext. 6909 (Milwaukee Campus). Other campuses, contact campus team leader's office.

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D. Confirmation of Room Reservations Only

Class Scheduling will confirm reservation/s in writing if request is received soon enough to make this possible.

E. Equipment

Equipment needs should be indicated on the "Application for Use of Facilities and Related Services" form. If equipment is not available, the meeting planner will be notified by the Audio-Visual Department.

F. Signage

The meeting planner/organizer is responsible for the ordering and placing of appropriate signs for special events.

G. Special Needs/Services

Other needs such as temperature control, equipment, technician, security and room/building access should be indicated on the application and will be addressed by the Conference Planning Team.

H. Expenses incurred for additional security shall be the responsibility of the requesting group. All additional security requirements shall be arranged through the MATC Public Safety Department. No contract security officers shall be utilized unless authorized by the director of Public Safety.

V. How to Arrange Food Service Reservations

Below is a framework to guide meeting planners in planning for food service requests for meetings or special events at the Milwaukee Campus. See Administrative Regulation and Procedure HH0105 for specific guidelines.

A. Prior to scheduling a food service function, a room must be reserved through the Class Scheduling Department. Plan early to reserve the facilities.

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- B. Catering at all MATC Campuses must be provided by the MATC Food Service Department. Outside caterers are prohibited from catering on the MATC campus except with prior approval of the Food Service Department.
- C. Because of Wisconsin Health Department regulations, user groups are prohibited from preparing and/or bringing in their own food. This regulation applies to both internal and external organizations.
- D. Alcoholic beverages may not be consumed on the premises of the Milwaukee Area Technical College, except for those functions sponsored by academic, support, and/or service departments as approved by the executive vice president. (See Administrative Regulation and Procedure FF0601, 8/15/94.)
- E. Lead-time Needed
  - 1. All menus for banquets and receptions should be planned three (3) weeks prior to the event. A guaranteed number must be submitted three (3) business days prior to the event. User groups are responsible for payment of the guaranteed number or the actual number served, whichever amount is greater.

#### VI. Other Facilities

Classrooms may be scheduled, under certain circumstances, but only if reserved through the Class Scheduling Department. A few alternate meeting rooms are available on an emergency basis. For general information only, they are listed below. Most are used for programmatic and executive meeting purposes and therefore are not routinely scheduled.

<u>Room</u>	<u>Room No.(s)</u>
Career Planning Center	S215B, S215E, S215F, S215G
Conference Room	206
Executive Meeting Rooms	200
Student Senate Meeting Chambers	320

In all cases, contact the Class Scheduling Department first and use the "Application for Use of Facilities and Related Services" form to request meeting facilities and needs.

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Office of Responsibility: Administrative Services Division - Operations