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Title: MEETING ROOM, AUDITORIUM 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 for use by internal groups. Assistance with reservation of appropriate meeting rooms, support services, and requests for equipment can be provided timely and efficiently with advanced planning. An internal group is defined as any organization or group comprised exclusively of MATC faculty, staff, administrators and/or students. MATC departments or divisions shall work with the College Events Coordinator in the following circumstances: the event is held in a space that has been designated as a college event space, an external organization is co-hosting the event, the event is open to the public, or the event takes place outside the college's normal hours of operation.

The Conference Management Team, which includes service departments of the Operations division, the -College Events Coordinator, Community Services coordinator, Public Safety, -Class Scheduling, Student Life, Audiovisual Services and Catering 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 College Events Coordinator-Services, at 297-6703, 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

The Department of Marketing and Communications' Office of College Events must be contacted for coordination of all events representing MATC administration and/or district board for assistance with signage and promotional material.



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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 through the Office of College Events. A completed application must be submitted at the time of the [request](#). 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 Office of College Events at the Downtown Milwaukee Campus, and the campus team leaders' offices at Mequon, Oak Creek and West Allis Campuses. Except for emergency situations, all requests must be made in writing. - 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.

DOWNTOWN MILWAUKEE CAMPUS

<u>Room</u>	<u>Capacity</u>	<u>Room</u>	<u>Capacity</u>
Cooley Auditorium	1,900	C Auditorium	330
M605	220	Cafeteria (S315)	500
S120 (Teleconference)	100	Conference Room M204	20
Conference Room M612	20	S218	8
Conference Room M614	20	Conference Room M616	60 - 80
Multimedia Classrooms	10 - 35	Art Gallery	30 - 50
Laboratory Space	Varies		

\*No food or drink allowed in S120, Cooley Auditorium and C Auditorium

\*Screens cannot be used for writing

\* Flipcharts can be ordered from Building Services.

MEQUON CAMPUS

<u>Room</u>	<u>Capacity</u>
A101-Cafeteria	200
A289 (Main Hall)	70-125
A289A (East Wing)	50
A289B (West Wing)	50
A202 Conference Room	18
A129 Conference Room	32
A131 Conference Room	32



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Multimedia Classrooms	20-35
Courtyard	70
Outdoor Patio	Varies
Parking Lot	Varies

OAK CREEK CAMPUS

<u>Room</u>	<u>Capacity</u>
A100-Cafeteria	125
A200E	15
A241A (Main Hall)	60 - 120
A241B (Theatre-style)	45
A241C (Theatre-style)	45
E114 ECAM	60
Multimedia Classrooms	20 - 40
Outdoor Sport Facilities	Varies
Outdoor Patio	Varies
Parking Lot	Varies

WEST ALLIS CAMPUS

<u>Room</u>	<u>Capacity</u>
Cafeteria	80
107 Conference Room	30
117 Conference Room	50
107/117 <b>both</b> Conference Rooms	80-180 (depending on event and desired set-up)
104E Video Conference Room	6
345 Video Conference Room	20
361 Video Conference Room	20
Multimedia Classrooms	24-50
Multimedia Computer Classrooms	20-24
Parking Lot	Varies

IV. How To Arrange Room/s and Equipment Reservations

A. Standard Room Reservation Only

In order to request a reservation, the following information must be supplied on the "Application for Use of Facilities and Related Services" form (copy attached):



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1. Project title
2. When do you need this?
3. Your Division
4. Your Phone Number
5. Your Preferred Method of Communication
6. My supervisor is aware of and/or has approved this request as appropriate
7. Who will give final approval on the project?
8. Which MATC strategic goal does this project support?
9. Who do you want to attend?
10. Please describe your event.
11. Where do you want to host the event?
12. Do you have an alternate date?
13. Start Time of the event
14. End Time of the event
15. Is this a recurring event? If so, how often is it held?
16. How many people are expected to attend?
17. Is this event hosted or sponsored by MATC?
18. Is the general public invited?
19. Is there an external co-sponsor?
20. Do you have ideas about how to reach your audience to tell them about this event?
21. Do you plan to have a speaker from MATC administration?
22. Will you be selling anything?
23. Will or are you planning to cater the event?
24. Do you have room set up or audio-visual (A/V) needs?
25. Do you want MATC to capture the event by photo or video?
26. Will another organization's photographer be covering the event?
27. Requester would like a meeting to discuss this event
28. Will you need assistance arranging parking with local vendors?

**B. Timing of Room Reservations**

All room reservations must be made in writing at least five (5) 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 Office of College Events at the Downtown campus. For other campuses, contact the campus team leader's office.



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C. Confirmation of Room Reservations Only

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

D. Equipment

Equipment needs should be indicated on the "Reserve a room/plan an event" form. If equipment is not available, the meeting planner will be notified by the Office of College Events or Audio-Visual Department.

E. Signage

The meeting planner/organizer is responsible for the ordering and placing of appropriate signs for special events. Branded signage should go through the Design Center in Marketing & Communications.

F. 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 Management Team.

G. 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. 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.

B. Prior to scheduling a food service function, a room must be reserved through the Office of College Events. Plan early to reserve the facilities.



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C. The time of your room reservation should reflect 30 minutes prior to the event start time and 15 minutes post event end time for catering set up and break down.

D. 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.

E. 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 Office of the President. (See Administrative Regulation and Procedure FF0601.)

F. Lead-time Needed

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 Office of College Events. A few alternate meeting rooms are available on an emergency basis.

Office of Responsibility: College Advancement Division - Department of Marketing  
& Communications - Office of College Events

Last Reviewed: Mar-2021