

ADMINISTRATIVE REGULATION
AND PROCEDURE



Title: EVENTS AND ROOM
RESERVATIONS FOR INTERNAL

GROUPS
Code: GG0050

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

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 division or department of the college,
- An employee Affinity Group recognized by the college's Diversity, Equity & Inclusion office,
- A student organization recognized by the college's Student Life office, or
- A recognized bargaining unit hosting a meeting for only its members

All other organizations and meetings for purposes not listed above should see [procedure GG0051 regarding external events](#).

Internal groups **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 includes service departments of the Operations division. The College Events Coordinator, Public Safety, Class Scheduling, Student Life, Audiovisual Services and Catering assist MATC event planners in coordinating usage of MATC facilities. The Conference Management Team meets routinely to plan and coordinate events. When planning a large or complex event, the College Events Coordinator meets with this group to pre-plan the event. Contact the College Events Coordinator, at 414-297-6703, 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

The MATC Host is responsible for arranging facilities and services. This person must attend the event in its entirety and is responsible for communicating any changes or cancellations to the College Events Coordinator and/or Administrative Coordinators. In the event their Host becomes unavailable, he/she must supply a secondary contact for events.

B. Event Coordination

The Department of Marketing and Communications' Office of College Events must be contacted for coordination of all events that:

- Are located in an area designated as a college event space,
- Are co-hosted by an external organization,
- Are open to the public,
- Take place outside the college's normal hours of operation, or
- Represent MATC administration and/or the District Board.

II. All MATC facilities can generally be available from 8 a.m. to 8 p.m.

To utilize the facilities, individuals are required to submit a request through the Office of College Events via matc.sharedwork.com/requests. For use of the facilities before or after these hours, additional approval from the Directors of Public Safety and Facilities Operations must be obtained. This approval will be routed through the college's Conference Management Team.

III. What Rooms Are Available?

The following rooms on the Downtown Milwaukee Campus must be reserved through the Office of College Events. Those listed for the regional campuses can be reserved through the campus Administrative Coordinators at Mequon, Oak Creek and West Allis Campuses and the Education Center at Walker's Square. Except for emergency situations, all requests must be made using the form (matc.sharedwork.com/requests). If only one room is acceptable, this must be noted on the request. In the event that there are concerns about the use of MATC facilities, the Director of Facilities Operations will make the final determination on the use of the facilities.

DOWNTOWN MILWAUKEE CAMPUS (Room Capacity)

Cooley Auditorium (1,900)

C Auditorium (330)

M605 (220)

M616 (100)

A special request can be made to use other rooms on the Downtown Milwaukee Campus. Spaces that require a special request include, among others, the Art Gallery and Cafeteria.

Standard small/medium meeting rooms can be requested through the Google calendar system and do not require a College Events request. If an internal group chooses to use one of these smaller spaces, there are no external support services available and an external co-host cannot be used. These rooms also are not available after hours and

cannot be open to the public.

The following rooms are available at the regional campuses and can be reserved via the Google calendar.

MEQUON CAMPUS

A129 Conference Room (32) (Contact coordinator to reserve)

A131 Conference Room (32) (Contact coordinator to reserve)

A202 Executive Conference Room (15-20)

A289 (Main Lecture Hall Hall) (70-125)

A289A (East Wing) (54)

A289B (West Wing) (54)

Cafeteria (200)

Classrooms are also available.

OAK CREEK CAMPUS

A200E Conference Room (15)

A241A (Main Hall) (60-120)

A241B (Theatre-style) (45)

A241C (Theatre-style) (45)

E114 ECAM (60)

WALKER'S SQUARE

Conference Room 438 (10)

Conference Room 451 (20)

Conference Room 488 (40)

Cyber Cafe (80-100)

First Floor Lobby (50)

WEST ALLIS CAMPUS

Cafeteria (80)

107 Conference Room (30)

117 Conference Room (50)

107/117 both 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

when AV or room set up is required, requester must include the appropriate "Room" selections and campuses: EX: Mequon-Room-Setup",

Mequon-AV-Equip, selections

In order to request a reservation, please complete the form at **matc.sharedwork.com/requests** for the Downtown Milwaukee Campus or contact the office at each regional campus.

B. Timing of Room Reservations

All room requests must be made at least 30 days in advance or at least 60 days in advance for events that require promotional support.

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.

C. Confirmation of Room Reservations Only

College Events will confirm reservation/s in writing if a 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 host is responsible for the ordering and placing of appropriate signs for special events. This should be requested as part of the overall event request.

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.

H. Tabling

Tabling requests are governed as a separate procedure, GG0050-1.

J. Hosting Events with Partners

Cohosting: The internal groups listed at the top of this procedure may cohost events with

partners. In these cases, the internal group must work with College Events. For an event to be considered a partnership and reserved through the internal process, the respective division or department of MATC must have co-ownership of the agenda and guest list and should also appear on promotional materials.

Sponsoring: If a partner organization is looking to you a college division or department to provide space for an event but the college division or department does not co-own the agenda or guest list, this should be referred as a rental request and the partner organization must complete the rental form online. The college division or department may choose to request that the president's office waive rental fees and may also choose to sponsor any hard costs such as public safety or A/V support.

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.

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: Feb-2024