

Room Rental Policy (rev. 1/19/07)

Milwaukee County UW-Extension will rent rooms to non-Extension groups under the following conditions:

- A staff member or volunteer of Milwaukee County UW-Extension, another UW institution or County department will be in the building during the event. The staff person or volunteer will be responsible for unlocking and locking the building, turning off lights, putting away equipment and otherwise securing the building.
- If a staff person or volunteer is not available for the time of the event, we will not agree to a rental.
- A fee will be charged to help cover utility and cleaning costs. The fees for nonprofit groups will be discounted. See the [Room Reservations web page](#) for fees.
- A representative of the group renting the room will sign a rental agreement detailing their responsibilities. See the [Room Use Agreement](#).
- Groups renting rooms in our building may also rent audio-visual equipment for use in the building. Equipment will not be rented for use outside the building. See attached sheet for fees.