
Services available through the Office of Continuing Education

Let us take care of the details of coordinating your event! Continuing Education specializes in offering trainings, seminars and workshops for businesses and nonprofits.

Event Services

- Coordination of online, face to face and phone registration
- Payment collections
- Promotional brochures
- Informational folders and materials
- Event check in
- Name tags
- Signage: parking and interior
- Certificates for CEU (Continuing Education Units)
- Evaluations

Contact Continuing Education to request services and fees.

Applicable UW-Marshfield/Wood County rental and maintenance fees apply.

Please ask us about services available through the Office of Continuing Education.



A Campus of the University of Wisconsin Colleges

UW-Marshfield/Wood County
2000 West 5th Street
Marshfield, WI 54449

Contact Administrative Services
715-389-6536 | msfadmit@uwc.edu

For more information visit:
<http://marshfield.uwc.edu/arts/rental-info>



A Campus of the University of Wisconsin Colleges

Campus Facilities Rental

Guidelines, fees & rates for
campus facility rental services

UW-Marshfield/Wood County
2000 West 5th Street
Marshfield, WI 54449

Facilities Use Guidelines

The University of Wisconsin-Marshfield/Wood County strives to be an accessible community resource available to non-campus community groups.

Wisconsin Administrative Code, Chapters UWS-18 and UWS-21 regulate the use of university facilities; therefore, the use of our facilities is limited by the following:

- The requesting organization must declare that it does not discriminate on the basis of sex, race, religion, age, or national origin.
- The activity must be open to the public.
- The activity must be in keeping with the overall educational and public service objectives of the university.
- Religious services may not be conducted on a regular or continuous basis anywhere on campus.
- Selling, peddling, and solicitation for sale of goods by persons not associated with the university are prohibited.
- Serving of alcohol beverages is prohibited unless prior approval. Serving of any alcoholic beverage must be accomplished in accordance with existing policies (available upon request).
- Food and beverage service must be offered to the onsite Food Service Provider for first right of refusal.

Campus facilities are available for use by off-campus groups upon formal request. In all instances, University needs must be served first. The Office of Administrative Services schedules these activities.

1. Organization or Business must complete the **Facility Use Form** (available at www.marshfield.uwc.edu or upon request from Administrative Services) and review the **Rate and Fee Schedule** (at right).
2. Return the completed Facility Use Form to the Office of Administrative Services.
3. Administrative Services will verify the availability of the room/area, review the services requested, and provide an invoice to the organization upon approval.

Services and Amenities

UW-Marshfield/Wood County strives to offer convenient, affordable and accessible rental facilities suitable for corporate meetings, retreats, training, seminars, and special events.

Free wifi available and internet accessible conference and classrooms for presentations, meetings and workshops.

Free parking available on site.

Please refer to Continuing Education for additional services available.

Rates & Fees

Non-profit Rates

Space	Hourly	Daily*
Regular classroom or Conference Room	\$25	\$150
Computer Lab (Rm. 465 or 130)	\$50	\$300
Helen Connor Laird Theatre (mainstage)	\$75	\$400
Art Gallery	\$30	\$200
Gym	\$40	\$250
Commons	\$75	\$400
Helen Connor Laird Fine Arts Building (Includes: dressing rooms, shop, etc.)	\$110	\$800

Fees for Services

Administrative event planning fee (Invoices more than \$200)	\$35 per hour
Maintenance	\$35 per hour
Technical Services (AV, lights, sound, etc.)	\$35 per hour
Marketing (On campus signage, screens) <i>Based upon availability</i>	\$35 per hour

Private Organization Rates

(For profit, industrial, political, business, etc.)
Add an additional 20 percent to all fees.

For more information visit:

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***Daily Rates will be charged for any event that is five hours or more.**