

Date of Request \_\_\_\_\_

**UNIVERSITY OF WISCONSIN-WHITewater  
LAWCON PICNIC SHELTER REQUEST FORM**

NAME OF GROUP \_\_\_\_\_

DAY(S) AND DATE (S) OF EVENT \_\_\_\_\_

TIME (S) OF EVENT \_\_\_\_\_ NUMBER OF PEOPLE \_\_\_\_\_

ACTIVITY (S) TO BE HELD \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

ALCOHOL TO BE SERVED? \_\_\_\_\_ YES \_\_\_\_\_ NO (See Policy Statement #5 Below)

AMPLIFIED MUSIC TO BE PLAYED? \_\_\_\_\_ YES \_\_\_\_\_ NO

PICNIC SHELTER POLICIES:

PICNIC SHELTER HOURS: 7 am – Dusk

1. All groups must request the use of the shelter and restroom facilities on this official request form, and have signed approval for its use.
2. The proposed activities may not interfere with or detract from the University's promotion of health, welfare, safety, or recreation. Camping is not allowed at the picnic shelter or Lawcon recreation area without pre-approval.
3. The proposed activities will not require additional burdensome time or expense to the University Police or Maintenance operations. The applicant will be billed for any damages to the facility or services required (set-up, take-down, etc.) as a result of the event.
4. The applicant agrees to hold harmless and indemnify the University of Wisconsin Whitewater, their officers, agents and employees from all liability, losses, damages or injury sustained by virtue of the activity conducted.
5. Alcoholic beverages are not permitted as carry-ins at the Lawcon picnic shelter area, in accordance with the University Alcohol Policy. Alcoholic beverages may be sold by the University Dining Services only, and a University Dining Services employee must be in attendance at any activity in which alcoholic beverages are served and is responsible for identification checking. Groups can make special arrangements with the University Dining Service for this service.
6. RENTAL FEE is \$25.00 per day (\$15.00 per ½ day or less) for all non-University sponsored groups, according to the guidelines in the University Handbook. (Please make check payable to UW Whitewater.)
7. The restrooms will be open and the group is expected to insure that items are not damaged.

I have read the above Lawcon picnic shelter policies and understand the fees and regulations relative to the use of this facility.

Name \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Therese Kennedy, Director  
Recreation Sports & Facilities  
100 Williams Center  
Whitewater, WI 53190  
(262) 472-1544  
Fax – (262) 472-1875  
Email – kennedyt@uww.edu

OFFICE USE ONLY!
RENTAL FEE PAID _____
DATE _____