

Venue Operator Roles and Responsibilities

Venue operators are responsible for supervising the use of facilities assigned to them by their department or organization. This includes reviewing and approving Use of University (UUF) and Alcohol Service (ASR) requests.

The **Use of University Facilities (UUF)** and **Alcohol Service Request (ASR)** approval processes require the venue operator to review and approve or deny applications, advise clients on proper use of facilities, and monitor the use of spaces, especially with alcohol service.

More information on Alcohol Service can be found on the [OSP website](#), including a handy flowchart that shows what kinds of permits are required. Banquet permits and Special Occasion Licenses, which are required in addition to the ASR, are obtained through the [WSLCB](#).

Applicants are instructed to contact the UW facility to reserve the space **PRIOR** to submitting a UUF, and to discuss their alcohol service plan **BEFORE** submitting an Alcohol Service Request. Venues may have their own specific guidelines regarding alcohol service.

- Venue approval is a step in the UUF and ASR approval process. The venue may deny a request if a reservation has not been made with them beforehand.
- The room number where alcohol will be served is important to note. Alcohol service will be limited to one date and the specific room number indicated on the Alcohol Service Request. The WSLCB banquet or other permit will need to be posted.

Responsibilities will differ in accordance with the size and basic policies of the venue, but may include:

- Answering inquiries about use of space
- Advising potential space users about the UUF and ASR processes
- Making reservations
- Room set-up prior to the event
- Billing/invoicing
- Communicating policies/rules to clients
- Providing access to venue

Good to know:

- Venue operators have the right to decline use of their space at their discretion.
- Be sure to arrange for back-up when you will be out-of-the-office, so that requests don't go stale.
- If a client wants to reserve one of your spaces that isn't on the list of approved venues, let OSP know if you want that space to be added into the venue database.
- If there are multiple venue operators for one space, the email notifications will come to all, and whoever responds first will "close the ticket."
- Some changes can be made to the requests after they have been submitted; e.g., dates, room number, or sponsor -- contact OSP for assistance.
- If a UUF/ASR form has been pending venue approval for a while, OSP may resend the automated email notification as a reminder.

- While it is preferable to have all approvals complete prior to the event, venue approval can still be made after the event has taken place, so that OSP records are accurate.