

Additional Registration/Reservation Requirements

In addition to the Event Registration form, a student organization will be required to complete and submit one or more of the following registration/reservation forms, depending on the nature of the proposed program/event or the requested service.

The type of program/event planned or service requested and the applicable registration/reservation form required are as follows:

1. Use of college equipment (e.g., tables/chairs), facilities (e.g., auditorium/meeting rooms), or services (e.g., audio/visual equipment) requires a “Use of Facilities and Related Services” form for the Downtown Milwaukee Campus and a “Facilities Reservation” online form for the Mequon, Oak Creek and West Allis campuses;
2. Food Service requires a “Catering Order” form and “Internal Requisition:”
3. Fundraisers involving products/services acquired for sale from commercial vendors (e.g., individuals or groups engaged in selling/marketing products or services for profit) require contracting on a cash and carry basis utilizing a “Student Organization/Vendor Sales Contract” and filing a copy of the vendor insurance policy;
4. Raffles require a “Student Organization Raffle Report”;
5. Student fee funding requests (active student organizations in good standing may request student fee funds to support their programs/events) require a “Student Fee Funding Application” form and “Projected Budget Worksheet”;
6. Payment for services or products not provided through the college (performing artist fees, conference registration, housing or travel costs, commercial printing, etc.) requires a “Request for Payment” form, a copy for a receipt/bill for services/products already received, a prebill on company stationery or cost sheet (e.g. conference registration packet) or MATC contract (e.g. artist’s agreement) for services/products pending;
7. Payment for services or products provided through the college (bookstore supplies, printing services, food service, etc.) requires an “Internal Requisition”;
8. Use of the MATC student van(s) requires an individual who has completed the Defensive Driving program provided by MATC and a valid driver’s license and insurance.

9. Travel by common carrier (car, bus, train, plane, etc.) other than the MATC student van(s) requires an “Acknowledgement of Risks/Acceptance of Responsibility” form;
10. Conferences, seminars, or meetings involving registration fees and/or travel outside the MATC district require a “Prior Approval for Travel” form; and
11. Social events involving the exchange of money or any other event for which a student organization formally requests additional security requires a “Public Safety Department” form.
12. Alcohol is not allowed at any MATC Student Sponsored Event on or off campus.

Note: Each of the before-mentioned forms, accompanied by a corresponding “Event Registration” form, must initially be submitted to the Office of Student Life in accordance with the requirements detailed in this document.