

# Room and Outdoor Space Reservations

## Green Bay Campus

Registered student organization officers and members are able to rent meeting, promotional, and event spaces for free.

To make a reservation, visit the [Reserve a Space](#) page of the University Union web site.

You will need to know the date of the event, the time of the event, the number of people attending the event, and any other special needs concerning the event. Once your needs are assessed, a representative will check availability and assign the appropriate room(s) for your program.

There is no minimum time requirement for reserving a room. A room can be reserved for up to a year before the date of the event. However, future planning will enable more room choices for your event. If you need to cancel your program, it is expected that you cancel at least 48 hours prior to the event. If the program is to extend past normal building hours, special permission will need to be obtained. Notify the receptionist of this special request while making your reservation.

Contact Reservations at [unionres@uwgb.edu](mailto:unionres@uwgb.edu) or 920-465-2462 with any questions.

### [Phoenix Park - Fire Pit](#)

The Fire Pit on the Green Bay campus is reservable, and those reservations are also handled by Union Reservations now. You can contact Union Reservations about the Fire Pit at [unionres@uwgb.edu](mailto:unionres@uwgb.edu) or call 920-465-2462.

## Marinette Campus

Reservations can be made by completing the form located here: [Marinette Campus Reservations](#).

## Manitowoc Campus

Reservations can be made by completing the form located here: [Manitowoc Campus Reservations](#).

## Sheboygan Campus

Reservations can be made by completing the form located here: [Sheboygan Campus Reservations](#).