

Western Oregon University Facility Reservation Policy

Implementation Date: July 1, 2009

Philosophy

Western Oregon University serves a variety of internal and external constituencies and offers a variety of services to meet individualized needs. WOU Facilities Reservations strives to meet the needs of these constituencies whenever possible and this service is our overriding goal.

Western Oregon University has academic and non-academic usage throughout campus for business directly related to the university, for groups affiliated with the university (conferences) and community members and guests using the facility on a fee basis. WOU has an obligation to balance these competing needs by prioritizing and offering policies and guidelines for the campus community.

All reservations that involve food or catering must follow WOU Dining Services policies and guidelines.

Questions or comments about these policy guidelines can be directed to Jon Tucker, Director of the Werner University Center, Student Leadership & Activities.

Definitions

- All-Facility Reservations - reservations for events that use all of the conference or meeting rooms in a facility. This could be reserving all the conference rooms in the Werner University Center or all of the athletic spaces in New PE.
- Building Manager – WOU staff or faculty member responsible for the coordination of a specific building on campus including staffing, locking/unlocking, setups, etc.
- Class – any regularly-scheduled academic reservation that has a CRN number. This does not include supplemental lectures, field trips or relocating rooms.
- Client – sponsoring organization, group or individual for an event or reservation.
- “Direct” charges – charges that are a result of the reservation, set-up, take-down or staff time provided during an event. For example, an audio/visual student technician required to monitor sound at an event or custodial charges for a staff member to clean above-and-beyond normal cleaning as a result of the event.
- Event – any non-routine reservation. Often open to a group of people, advertised and requires logistical work. For example, if a department invites the public to a program/meeting, then this is an event that must go through the Facilities Scheduling department.
- Non-event reservation – Included in this list are
 - Athletic practices, games and meetings
 - Rice Auditorium plays, rehearsals, staging and setups
 - Department meetings
 - Library study rooms
 - Music practice rooms
 - Other items that are currently scheduled by Building Managers
- Normal Business – routine business within a department including department meetings, internal activities, Rice auditions/plays, Smith Fine Arts, athletic games/practices, etc.
- Recruitment-Related Event – an event that has a direct and real possibility of encouraging prospective students to come to WOU in the future. The event must be one that showcases WOU and includes providing some WOU-related materials or Admissions presentations.

- Reservation – request for space that has been confirmed by Facilities Scheduling via electronic or paper format.
- Rooms – any reservable space on campus including exterior areas, parking lots, vendor or information table spaces, sports fields, etc.

Reservation Priorities

Any and all reservations may be welcome to use the Western Oregon University campus. This policy establishes a priority-based system to be used for ensuring WOU facilities are available for Western Oregon University events. Priority for reservations of WOU facilities will be as follows:

Primary:

- **Western Oregon University Reservations** - Reservations specifically for Western Oregon University students, faculty, staff or WOU recruitment-related events made by WOU staff, faculty or students.
Recruitment-related events are those events that have a strong potential to bring new or transferring students to Western Oregon University as determined by the WOU office of Admissions or WOU Administration.
- **WOU-Affiliated Reservations** - Reservations for events affiliated with Western Oregon University, does not have a direct recruitment piece for prospective WOU students or the expected attendance is not primarily made up of WOU students, faculty or staff. These reservations should be made by WOU staff, faculty or students.

Secondary:

- **Non-Affiliated Reservations** - Reservations made by events not affiliated with Western Oregon University. These can be community groups, individuals, for-profit groups or other organizations.

Reservations made from a primary group may be made on a first-come, first-served basis.

Reservations for events not affiliated with Western Oregon University (secondary groups) may **not** be made more than six (6) months in advance of the date of the event. This is to allow WOU and WOU-affiliated organizations the opportunity to utilize the facilities on campus. After this date has passed, any organization (primary or secondary) may reserve campus space on a first-come, first-served basis and may not be “bumped” from this established reservation.

Example: An outside party has requested to use the WUC Pacific Room for a wedding reception scheduled nine months away. They would be told that they cannot make reservations until six months prior to the event. WOU Admissions calls and wishes to schedule an extra Preview Day for that same Saturday. In this case, the WOU Admissions program would have priority and the outside party would have to find another date or make alternative arrangements. If the request from the outside party occurred within the 6-month time period, Admissions would need to work around the event or find a different date.

Exceptions to this prioritization may be made at the discretion of a president, vice-president or provost of Western Oregon University in the event of:

- Academic needs necessitate changes to rooms and facilities
- WOU-related operation and/or recruitment events require the change in order to accommodate their program.
- Other priorities as designated by the WOU administration.

Once the academic classroom usage for a term has been determined and loaded into the WOU scheduling program, any further reservations or classroom changes must proceed through the appropriate building manager or the WOU Facilities Scheduling system.

Making Reservations

Reservations can be able to be made through the online ASTRA reservation software process by any member of the Western Oregon University community. These will be processed through the Facilities Scheduling department of the Werner University Center. Specific staff members on campus will also be able to make confirmed reservations in facilities they operate that are a part of the routine and normal business of that department. These staff members will be representatives from the following departments:

- Rice Auditorium (Creative Arts)
- Physical Education – New PE and Old PE
- Department Secretaries for the Deans of the Colleges of Liberal Arts & Sciences and the College of Education
- Hamersly Library
- Gentle House – University Advancement
- University House – WOU President’s Office
- Office of University Residences/Valsetz Hall

Off-campus groups should utilize the WOU Facilities Scheduling department for reservation unless a campus department is sponsoring the event. The sponsoring department or group should be able to provide all of the necessary information.

These staff may make non-event reservations for meetings, normal business or events as: practices for athletic teams, rehearsal and set-up for theater productions, department meetings, library study rooms, etc. Building managers who make these reservations are solely responsible for coordinating HVAC, building access, parking, public safety, etc. for these events. Building managers may not coordinate events, conferences or other programs without going through the WOU Facilities Reservation process. This is to ensure the optimum campus coordination and communication as well as customer service.

Use of ASTRA

All campus events, classes and meetings (with exception of residence hall lounges and other space) **must** be scheduled through the ASTRA facilities reservation program. At no point may a WOU faculty, staff or student use an alternative program or system for making facility reservations. This is to ensure no conflicts arise with space and that there is clear and accurate information about facility usage at any given time. All rooms on campus that may be used for any of these purposes must be included on the ASTRA reservation system.

Once classes are loaded into the ASTRA program for the subsequent term, any changes, additions, and modifications must proceed through individual Building Managers & the Registrar’s office. These changes will pend until confirmation is given about availability through the ASTRA program.

Once academic classes have been loaded, all academic and event reservation requests will be treated equally and in the order received. For example, an academic request to change rooms will not be able to bump an event reservation that is already in place for the desired location unless an emergent situation e.g. an Americans with Disabilities Act (ADA) conflict where an accessible room must be utilized.

“All-Facility” Reservations

Clients are welcome to file reservations for facilities in accordance with these policies for entire buildings, especially if the size and scope of the event isn’t initially known. It is absolutely **imperative** to ascertain the exact usage of rooms and facilities that a group or individual needs. Space is at a premium on

campus. Reservations for conferences or for “all-facility” reservations (such as reserving the entire Werner University Center) must be finalized no later than 30 days prior to the event. Failure to finalize a reservation with all necessary detail will lead to opening those spaces for other activities or reservations. It is the responsibility of the client to provide the needed details in a timely manner.

For any organization that makes an “All-Facility” reservation, if that group reserves the entire facility but then cancels or fail to use rooms then they will be assessed labor charges and a 10% administrative charge for the rooms that were not utilized. It is imperative that any client or sponsoring organization prepares facility needs well in advance for large events that utilize multiple rooms or facilities.

Event Advisements for Student Organizations

All student organizations on campus will be required to go through the “Event Advisement” process for facility reservations. Event advisors are staff who specialize in student events and are able to understand campus policies, student needs and alternatives to help student groups put on successful programs. The purpose of this process is to:

- Facilitate two-way communication between the student organization/group and the areas on campus that need to approve or know of the event that is scheduled to take place.
- Ensure that the student organization is aware of campus policies appropriate to that event.
- Assist the student organization with successful event planning and coordination.

Event advisement is required for all student organization reservations that take place outside of the residence halls, sponsored by residence hall-affiliated organizations or staff. It is required for all events except regularly-scheduled student organization meetings or information tables (strictly information or recruitment purposes – no sales, food, fundraising, etc.)

Student organizations are required to reserve space online through the ASTRA program. They will be notified by the Werner University Center Facilities Scheduling area whether they meet with an Event Advisor through the Student Leadership & Activities department prior to an event being finalized. Failure to have this meeting by the date indicated will result in the cancellation of the event. The student organization representative who completes the Event Advisement will be required to gather signatures of WOU faculty, staff or departments who can provide information about policies, guidelines and communication necessary for their event. Once those signatures have been secured and returned to the SLA office, the event will be finalized and allowed to go forward. Failure to return the folder by the prescribed date will result in possible cancellation of the event per Event Advisement guidelines.

Facility Charges & Waivers

There are three different classifications for billing for services in the Werner University Center for conferences, guests, meetings, events, etc. These categories describe the primary audience of the program or event. Charges will be based upon the audience of the event as well as whether any waivers for charges are granted (see below).

Western Oregon University Reservations

Any event that is primarily and has a majority of people that are students, staff, or faculty from Western Oregon University fall in this category. Events sponsored by WOU student organizations that are for WOU students are also included. In addition, any event that has a significant potential to serve as a recruitment tool for future WOU students can fall under this category.

Charges associated with these events include:

- Direct Audio/Visual support charges – CS (Classroom Services) set-up and use charges
- Direct labor and equipment charges - Physical Plant or CS Labor charges
- Direct “Special Events” charges – security, parking, etc.
- Housing and Dining costs

WOU-Affiliated Reservations

These are reservations for events affiliated with Western Oregon University, does not have a direct recruitment piece for prospective WOU students or the expected attendance is not primarily made up of WOU students, faculty or staff. These reservations should be made by WOU staff, faculty or students. The purpose of the reservation is an event for an audience that is not primarily a direct part of WOU.

Conferences, seminars, workshops, alumni events etc. all fall under this category if most of the individuals attending or participating are not affiliated with Western Oregon University.

Charges associated with this category include:

- 10% administrative support charge for facility room reservations.
- 50% reduction in regular room rental costs.
- Direct charges for CS and WUC Audio/Visual set-up and usage.
- Direct labor and equipment charges (custodial, WUC labor, Physical Plant, A/V technician, etc.)
- Set up and take down labor of furnishings
- Direct “Special Events” charges – security, parking, etc.
- Housing and Dining costs

Non-affiliated Reservations

These events are not a part of Western Oregon University’s general business and are primarily outside groups or individuals wishing to conduct an event and utilize WOU’s facilities. This can include outside-sponsored dances, quinceaneras, weddings, outside meetings or conferences, receptions, performances, fundraisers, etc.

Charges associated with this category include:

- Full room and A/V rental charges
- Direct charges for labor and equipment, custodial, A/V, Special Events, Parking, Housing, Dining, etc.
- 10% administrative charge for room reservation diagrams and administrative support.

These guidelines will be consistent whether an outside organization or a WOU department schedules an event for campus.

Billing will be done through Western Oregon University. Late fees and/or collection services can be utilized on delinquent accounts.

Waivers of Charges

All organizations on campus will utilize the above three categories for reservations and billing purposes. Beginning July 1, 2009, there will be no exceptions allowed to these guidelines unless a waiver of charges is approved by the Executive Vice President for Business and Finance two working days in advance of the event date. Copies are available online.

Notes for Student Organizations

Official student organizations, ASWOU, residence hall-affiliated student groups, Advocates, PLUS Team and student groups through Service Learning and Career Development should have free room rentals on campus. This reflects a philosophy of support for our student organizations on campus. Student organizations are responsible for all other charges that may be incurred for labor, equipment, set-up, take down, etc. as designated by the department (Physical Plant, WUC, Classroom Services, etc.)

Cancellations, Last-minute changes or non-use of Reservations or Events

Western Oregon University Reservations –

Cancellations, changes or non-use of facilities – events cancelled within one business day (8-5 M-F) are subject to a \$25 service charge and payment of labor charges associated with setting up rooms, preparing A/V, etc. (if any).

WOU-Affiliated Reservations –

Cancellations, changes or non-use of facilities – events cancelled within two weeks (14 days) of the event will be subject to a 10% charge for facility reservations, any direct set up, take down, staffing change or audio/visual support charges (if any).

Non-Affiliated Reservations-

Cancellations, changes or non-use of facilities – events cancelled within two weeks (14 days) of the event will be subject to a 10% charge for facility reservations, any direct set up, take down or audio/visual support charges.

Building managers may reserve the right to charge any and all groups for last-minute changes made to an existing reservation that causes significant staff time to move furniture, add more than one piece of audio/visual equipment, or other set-up needs. These last minute changes are those requested the day of the event. Minor requests will be accommodated without charge.

Inclement Weather –

It is highly encouraged that outdoor activities reserve a back-up location in the event of inclement weather outdoors forces a change in location. If a rain back-up location is utilized and no notification of the cancellation of the outdoor location is provided in advance, the organization or group is responsible for all applicable charges. Groups must provide notice of using a rain “back-up” location at least one business day in advance to avoid cancellation charges.

If a room or facility is reserved and not utilized by the organization, department or group that made the reservation, Western Oregon University reserves the right to treat that space as a cancelled event and levy appropriate cancellation charges.

Campus Closure

In the event that the Western Oregon University campus closes due to inclement weather or other reason determined by the WOU President, charges will be dismissed for the set-up, take-down, etc.

Vendor and Information Tables

Official student organizations, ASWOU, residence hall-affiliated student groups, Advocates, PLUS Team and student groups through Service Learning and Career Development will be able to utilize vendor tables in the Werner University Center free-of-charge. Each organization may utilize no more than two (2) vendor spaces at any one time in the Werner University Center. All groups are responsible for following relevant Food Services policies for any food-serving or sales reservations.

Groups that make reservations and fail to appear within the first hour of the reservation may have the vendor or information table forfeited and another organization or group may then utilize that space. This is done at the discretion of the Werner University Center professional staff.

Vendor & information table and room reservations for businesses, organizations, and government agencies wanting to recruit students for jobs, internships, and volunteer opportunities should be done through the office of Service Learning & Career Development. These reservations are available to recruiting

organizations that actively support Equal Employment Opportunity Statutes and Guidelines and abide by the Principles for Professional Conduct established through the National Association of Colleges and Employers (NACE).

April 29, 2009