FACILITIES RESERVATION POLICY SUMMARY

PHILOSOPHY FOR WESTERN OREGON UNIVERSITY FACILITY USE:

- To fulfill Western Oregon University’s (WOU) mission by serving students enrolled in academic programs while also offering WOU as a resource to serve the educational, recreational, governmental, and public service needs of the community.
- To make WOU facilities available to WOU constituents.
- To make other services (housing, catering, etc.) available to WOU constituents in conjunction with planned activities.
- To meet community needs, as well as to promote WOU’s image locally, statewide, and in the Pacific Northwest.
- To further increase WOU’s visibility by improving the understanding of academic and community awareness.

ROOM RESERVATION POLICIES AND INFORMATION:

All groups using University facilities must comply with University standards and policies. It is the responsibility of the Facilities Reservation Manager, Assistant Director of Operations, Director of the Werner University Center, and the sponsoring group to ensure those standards are being met. Those groups failing to meet the standards or do not comply with regulations may be denied future use of University facilities. Those groups causing damages to University facilities may be charged accordingly.

Customer Groups:

All customers will be assigned to a customer group as outlined below. Charges for use of University facilities will be based on the customer group. The decision to permit or restrict the use of facilities will be based first on prior academic classroom commitment,
then prior reservations. Reservations requested by University groups are taken on a
first-come, first-served basis.

“WOU Reservations” are defined as any customer group whose event audience
consists almost entirely of students, clubs and organizations, faculty, administrators,
staff, or alumni of the University, whose primary activities are based out of or directly
related to the University. This also includes offices and departments at WOU. In
addition, any event that has a significant potential to serve as a recruitment tool for
future WOU students may also fall under this category (i.e. Admissions or
Administration recruitment events).

“WOU-Affiliated Reservations” are defined as University departments or chartered
student organizations holding events at Western Oregon University that include
outside participants, may charge an admission/registration fee, or act as a host to an
outside organization. Either the University Department, student organization or the
outside group is responsible for all charges associated with room rental, AV,
computer, telecom, catering, support services, or other associated charges. Events
that have some potential to serve as a recruitment tool for future students may fall
under this category (i.e. Conferences, seminars, workshops if the attendees are not
affiliated with WOU). Discount rates may be applied to these types of events if the
department or student organization hosting the outside organization is significantly
involved in the overall planning, organization, and/or implementation of the event.

“Non-Affiliated Reservations” are defined as any customer group not affiliated with
WOU’s general business and are primarily outside groups or individuals requesting to
utilize Western’s facilities. (Weddings, outside meetings, receptions, performances,
fundraisers, etc. fall under this category). The audience does not consist primarily of
WOU students, clubs and organizations, faculty, administrators, staff or alumni of the
University, and does not have a significant potential to serve as a recruitment tool for
future students. Approval of the reservations may depend upon the appropriateness
and/or fit of the event with the larger mission of the University. Use of the space will be
handled with a rental contract and accompanied by fees and appropriate charges. Facilities may not be reserved more than six (6) months in advance for reservations that fall under this category.

**Academic Classes:**

Academic division chairs will request classroom space for general fund courses directly through the Registrar’s Office.

**Department Business:**

Specific staff members on campus will be able to make confirmed reservations in the facilities they oversee that are a part of the routine and normal business of that department. Examples of these reservations include department meetings, athletic practices, theatre productions, rehearsal and set-up, etc. Building managers who make these reservations are solely responsible for coordinating HVAC, building access, parking, public safety, etc. for these events.

**Vendor and Information Tables – WUC:**

Any recognized campus organization or department can reserve vendor spaces in the Werner University Center at no charge.

Vendor and information tables for businesses, organizations, and government agencies wanting to recruit students for jobs, internships, and volunteer opportunities should be requested and scheduled through the Service Learning & Career Development office. These reservations are available to recruiting organizations that actively support Equal Opportunity Statutes and Guidelines and abide by the Principles for Professional Conduct established through the National Association of Colleges and Employers (NACE).

Any other off-campus group wishing to reserve a vendor space must be either pay a reservation fee or be sponsored by an on-campus entity (ASWOU chartered organization, campus department, etc) which will be responsible for reserving the vendor space for the group.
Groups that make vendor space reservations and fail to appear within the first hour of the reservation may have the space forfeited and another organization or group may utilize that space. This is done at the discretion of the Werner University Center Facility Reservation staff.

**All Other Reservations:**

All space requests for vendor, meeting, event, conference, or other program space should be submitted online at Western Oregon University’s Reservations website located at [http://www.wou.edu/student/wuc/Reservations/reservations.php](http://www.wou.edu/student/wuc/Reservations/reservations.php)

- If you are a group or organization outside of the WOU community and wish to reserve a facility on campus, please contact the Facilities Reservation Department at 503-838-8261 or by E-mail at reservations@wou.edu. Regular business hours are Monday – Friday, 8am – 5pm.

Once a facility is scheduled, every effort will be made to avoid last-minute changes. However, WOU reserves the right to reassign or substitute facilities when necessary or when such a reassignment or substitution is in the best interest of primary institutional use.

Some Western campus departments or divisions may have specific conditions of use based on the unique nature of their facilities.
**E-mail Confirmations:**

A room reservation is **not** confirmed by submitting an online request. Requests can only be confirmed and/or approved by the Facilities Reservation Department.

Email confirmations regarding all requests are sent to the requestor once the reservation has been approved or denied or if the reservation requires an Event Advisement. Every effort is made to respond to all on-line requests within two (2) business days.

**Event Advisements for Student Organizations:**

All student club/organization reservations must have a student representative go through the “Event Advisement” process before their event may occur.

An Event Advisement is required for all student organization event reservations that take place outside of the residence halls. Event Advisements are **not required** for regularly scheduled student organization meetings or information tables.

The Event Advisement process will produce the following outcomes:

- Facilitate communication between the student organization and the areas on campus that need to support the event.
- Ensure the student organization is aware of campus policies appropriate to the event.
- Assist the student organization with successful event planning, publicity, coordination, and implementation.

Once space is requested through the online reservation system, the requestor will be notified by the Facilities Scheduling Department whether an Event Advisement is necessary. The student representative responsible for coordination of the event must call for an appointment to meet with an Event Advisor. They will then be required to gather signatures of WOU faculty, staff, or other departments who can provide information about policies, guidelines, and communication necessary for their event.
Once those signatures have been secured, the folder returned to the WUC Information Desk, and approved by the Facilities Reservation Department, the event will be confirmed by E-mail. **This process must be completed prior to any marketing materials being posted or your event being finalized.** Failure to meet with an event advisor or failure to turn in your completed advisement folder by the due date indicated may result in cancellation of the event.

**Large-Scale Performances**

Any student club/organization reserving space for a large-scale performance will be limited to one practice per week (10) for the term, 3 of which may be rehearsals. Practice dates should be requested and reserved at the Event Advisement meeting. If additional practices are required, the group may use their regularly scheduled meeting time and room or schedule a “Same-Day Student Study” room with the WUC Information Desk.

**Reservation Timing:**

Regularly scheduled meetings for chartered clubs/organizations and departments can be placed no longer than 6 weeks prior to the term they wish to reserve. All exceptions for requests further out on the calendar will be decided by the Facilities Scheduling Manager.

Requests for academic spaces cannot be approved until academic calendars and schedules for that term are confirmed.

Rooms cannot be scheduled online if the lead time is not a minimum of 4 days or a maximum of 180 days. All inquiries outside of those parameters must be directly requested through the Facilities Reservation Department for consideration.
**CHARGES ASSOCIATED WITH FACILITY RESERVATIONS:**

Charges for use of University facilities will be based on the customer group.

**WOU Reservations:**

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<thead>
<tr>
<th>Fees Waived</th>
<th>Fees Charged</th>
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<tbody>
<tr>
<td>Facility / room rental</td>
<td>Werner University labor for AV Technician or Special Events crew</td>
</tr>
<tr>
<td>WUC AV equipment rental charges</td>
<td>Werner University Center fee for &quot;Extended hours of operation&quot;</td>
</tr>
<tr>
<td>WUC Room set-up/take-down labor fee</td>
<td>Labor charges associated with Physical Plant, Campus Public Safety, or Parking Services</td>
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<td></td>
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**All groups are responsible for the facilities they use and are charged for damage, vandalism, breakage, theft, and cleaning for any conditions beyond reasonable use.**
**Waiver of Fees**

All costs will be calculated utilizing the three customer categories for reservations and billing purposes. No exceptions will be made to these guidelines unless a Request for Waiver of Charges is completed, submitted, and approved by the Facilities Scheduling Manager no less than two working days in advance of the event date. Copies of the “Request for Waiver of Fees for Use of WOU Facilities” are available online or upon request from the Facilities Reservation Department.

**Cancellations / No-Shows / Last Minute Requests:**

If an event must be cancelled, postponed and/or the location of the event is moved, the group must contact the Facilities Reservation Department immediately so that the reservation can be adjusted accordingly in the reservation system. Fees may apply as stated in the [Reservation Fee Guidelines](#) if a space is not utilized and no notification of cancellation is received.

Building Managers may reserve the right to charge for last-minute changes or requests made to an existing reservation that cause significant staff time to move furniture, add more than one piece of audio/visual equipment, or other set-up needs. Last-minute changes are those requested less than **one business day** prior to the event. Minor requests will be accommodated without charge (Please see [Reservation Fee Guidelines](#)).

**Catering:**

Western Oregon University Catering must be made aware of all campus events serving food or beverages that are open to the public or campus community. Privately purchased or prepared food or beverages will be permitted if they are consumed in the privacy of an office, staff or student lounge, employee lunch room, student meeting room, or within a residence hall and are not open to the general public. Only food purchased and prepared by Campus Dining may be stored in either the Catering
Kitchen or Valsetz Dining Hall Kitchen facilities. For more information, please contact the catering office at 503 838-8439.

**Food Waiver Guidelines**

A food waiver will be **required** if:

- The event is at the Werner University Center or Valsetz Dining Hall and you will be using University funds to purchase food and beverages for the event.
- The plan is to charge for the food (or the event) or the food will be available to the entire campus community (not just the club or organization).
- The plan is to purchase food from a restaurant or use food that is prepared in a private kitchen.

Should a user bring food to a venue that is not catered by Western Catering or have not previously been granted a waiver, the event may be immediately cancelled and no refund will be given on any reservation fee.

**Alcohol**

Any events that will have alcohol, must abide by the Western Oregon University President’s Office Policy.

Please refer to the “Possession and Consumption of Alcoholic Beverages” Policy here: http://www2.wou.edu:7777/pls/wou2/policy.woupolicy.main

Additionally, you may be required to obtain a Temporary Sales License with the OLCC. Please contact the Catering Office at 503-838-8439 for more information.

**Extended Building Hours - WUC**

Events scheduled in the Werner University Center requiring extended building hours (early or late) will be assessed an hourly fee in addition to the rental and service rates. Hourly rates will also be charged if an event is scheduled during dates when the building would normally be closed (holidays, etc.).

Specific charges for the above fees may be found in the document “Reservation Fees”.
**Rain Back-up Location:**

It is highly encouraged that outdoor activities also reserve an indoor back-up location in the event of inclement weather. Groups must provide notice of which location they plan to use at least one business day in advance of the event, or the group will be responsible for all applicable charges for both locations.

**FACILITY RESERVATION FEES:**

Fees associated with facility reservations on campus may be found by following this link: [Reservation Fees]