Policy Title: Gentle House Use		
Policy #:	PRE-DIA-001	
Responsible Office:	University Advancement	
Responsible Administrator:	President's Office	
Date Reviewed:	July 2014	**Revisions Made?** Yes **_X__** No___
Date of Next Review:	July 2016	

PURPOSE

Gentle House is a historical home located adjacent to the WOU campus. It is owned and operated by the WOU Foundation. The house provides a setting for special activities such as receptions and meetings. The Foundation functions to benefit Western Oregon University and works cooperatively with the University in making Gentle House available to the campus community. As part of this cooperative agreement, the Foundation discounts and may waive fees for campus use of the facility. Waivers are approved for educational use only.

AUDIENCE

Administrators, faculty, students, and staff should be aware of and comply with this policy.

DEFINITIONS

NA

POLICY STATEMENT

It is the policy of the WOU Foundation to offer Gentle House at discounted rates for official functions of faculty, staff, and students. In some situations, the fee may be waived.

PROCEDURES

University Administration must approve use of Gentle House without the usual (discounted) fee.

A. Contact the Office of University Advancement and the WOU Foundation at 8-8673 to ensure space is available and to request application and fee waiver forms.

B. Provide a written request to the Vice President for Finance and Administration, requesting a waiver of all fees for campus educational use. Upon approval, a signed copy of such approval (or non-approval) will be forwarded to the Office of University Advancement and the requesting department.

C. The requesting department should reconfirm date and time with the Office of University Advancement. Forms must be received a minimum of 2-weeks before desired date to confirm booking.

FORMS

Contact University Advancement at 503-838-8281 for the terms & conditions, application, and fee waiver forms.

AUTHORITY

NA

RESPONSIBILITY

The Executive Director of University Advancement & WOU Foundation is responsible for this policy and may be contacted at 503-838-8281 or advancement@wou.edu.

Alternate formats of this policy may be requested from the Office of Human Resources.