



**Division:** Student Affairs

**Classification:** Academic & Student Affairs

**Department phone:** 503-838-8261

**Department email:** reservations@wou.edu

TITLE	
<i>Facilities Reservation Policy</i>	
POLICY NUMBER	
ASA-04-089	
RESPONSIBLE OFFICER	UNIVERSITY CONTACT
<i>Vice President for Student Affairs</i>	<i>Student Engagement and Conference &amp; Event Services</i>
SUMMARY	
<i>The purpose of this policy is to outline the policies individuals, departments, clubs, organizations, and the community must follow to reserve all spaces on the WOU campus and at WOU:Salem for meetings, events, conferences, etc. The policy also defines customer groups, outlines expected fees and has additional links to policies and guidelines to consider when requesting rooms and spaces.</i>	
APPLICABLE TO	
Anyone requesting to reserve facilities at Western Oregon University for non-academic purposes.	
DEFINITIONS	
<p><b>Western Oregon University:</b> also known as WOU in this policy.</p> <p><b>Western Oregon University, Salem:</b> also known as WOU: Salem throughout this policy.</p> <p><b>Werner University Center:</b> also known as WUC throughout this policy.</p> <p><b>Significant Recruitment Opportunity:</b> An event where showcasing Western Oregon University and its programs is the objective. Admissions or academic program will provide information during the event to attendees. Event organizers will share student</p>	

contact information with the Office of Admissions at the conclusion of the event to aid in additional recruitment opportunities.

**Academic Classes:** Academic division chairs will schedule classes that will utilize classroom space. This may include division specific events, productions, and rehearsals as they relate to academic degrees.

**Facilities Use Agreement** also known as FUA throughout this policy: An agreement between an outside contractor/person to use space on the WOU campus. The agreement outlines the event details, fees, spaces in use, contact information, insurance requirements, etc.

**Non-Academic Spaces:** Reservable areas on campus that do not hold academic classes. (i.e., WUC, Gentle House, the Grove, etc.).

**Department Business:** WOU Building Managers and Division Administrative Program Assistants can schedule reservations in the facilities or outdoor spaces they oversee that are a part of the routine and normal business of that department. Examples of these reservations may include department meetings, athletic practices, theater productions, rehearsals and set building, etc. Those who schedule these reservations are solely responsible for coordinating HVAC, building access, parking, public safety, etc. for these events. WOU Building Managers and Division Administrative Program Assistants may not schedule facilities or outdoor space reservations outside of their normal departmental business or in spaces they do not manage. Submit a Campus Event Request Form on Ad Astra for events outside normal department business.

**Traditional Campus Programs:** These are programs held on campus at least ten of the last 15 years. Programs must serve WOU students and community and align with the WOU Strategic Plan.

**Select Conferences:** Conferences that have had a long standing, historical association with WOU (10 plus years).

**Customer Groups:** There are two customer groups for all reservations. Charges for use of WOU facilities will be based on the customer group. WOU Reservations requested by WOU groups are on a first-requested, first-served basis. The Coordinator, Conference and Event Services reserves all WOU-Sponsored and Non-Affiliated group reservations.

**WOU Reservations:** These are reservations made by WOU departments, chartered student clubs, department-sponsored student organizations, the OHSU Nursing Program, or WOU-recognized staff organizations for meetings or events primarily attended by students, clubs and organizations, faculty, administrators, staff, alumni, or established donors of the University. This category includes significant recruitment opportunities for WOU. It may also encompass events and important meetings organized by the WOU Foundation, local community groups (e.g., Monmouth

Chamber of Commerce, City Hall, local libraries), memorial events for the WOU community, WOU fundraisers supporting the WOU community, and recruitment conferences that align with WOU programs and the WOU Strategic Plan. Events may require a FUA, depending on the attendees and the event's affiliation with WOU. For example, University Business (meetings or events) that includes outside organization members. Reservations staff will communicate if a FUA is needed.

WOU Reservations that require additional support in planning their event (e.g., FUA's, housing and dining accommodations, additional UCS or Facilities Services support) can contact Conference and Event Services. This support will incur an administrative cost for the event but will help to streamline planning and potentially reduce overall costs.

**WOU-Sponsored & Non-Affiliated Reservations:** These reservations are for customers who may or may not be affiliated with WOU but are hosting an event primarily attended by external guests, with no significant recruitment opportunity. The customer is responsible for all charges associated with the reservation, including room rental, AV equipment, room setup, computer and telecommunications, catering, support services, and other associated costs. WOU-Sponsored and Non-Affiliated Reservations will work directly with the Coordinator, Conference and Event Services.

#### **AUTHORITY**

The Facilities Scheduling Manager is responsible for the administration, communication, and implementation of this policy.

The Vice President of Student Affairs or designee will review repeat or consistent violations of the policy.

#### **STATEMENT OF AUTHORITY**

#### **CAMPUS POLICIES AND BUILDING STANDARDS**

The Facilities Scheduling Manager and the Coordinator for Conference & Event Services are authorized to schedule events and meetings in campus buildings based on the scheduling priorities outlined in this policy and room availability as indicated in Ad Astra. The Facilities Scheduling Manager and the Coordinator for Conference & Event Services do not have to consult building managers prior to scheduling. Building managers and/or room approvers are responsible for keeping Ad Astra up to date with maintenance schedules and department/division events.

All groups using WOU facilities must comply with WOU building standards and campus policies. Each building manager is responsible for providing information regarding their facility's policies, fees, and standards. WOU building standards are in the "Relevant Documents and Links" section at the bottom of this policy. Campus policies can be found on the [Policy Council website](#).

When reserving rooms or spaces on campus, it is the organization/customer's responsibility to ensure that all food is removed from the room (including catered events, whether by Campus Dining or others), excess garbage is disposed of (outdoor trash receptacles are located near campus buildings), and tables are wiped down if necessary. If the organization/customer adjusts the room's setup for any reason, they are also responsible for returning the room to its original configuration. Failure to clean and reset the room by the end of the reserved time may result in custodial services or building staff performing these tasks, with the person/organization listed on the reservation being responsible for any related labor charges.

The Coordinator for Conference and Event Services, the Facilities Scheduling Manager, and the customer are responsible for ensuring compliance with building standards and campus policies. Non-compliance or failure to meet these standards may be reported to the reservations staff or Conference and Event Services, who will then contact the event organizer, the appropriate WOU department head, or Campus Public Safety. Repeated misuse may result in the denial of future use of WOU facilities and the potential shutdown of the event by Campus Public Safety. Charges may apply to customers who damage WOU facilities.

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 it is in the best interest of the institution's primary use. If facilities associated with a reservation are reassigned or substituted, the contact person listed on the reservation will be notified of the change by email and/or phone within one business day.

**Facilities Scheduling Priorities:** Room reservations are scheduled based on the following priorities:

1. Academic Classes
2. Traditional Campus Programs
3. Select Conferences
4. Department Business
5. WOU-Sponsored and Non-Affiliated Customers

Once academic classes are published, all reservation requests will be processed in the order they are received.

**All WOU Reservations:** All room or space requests for vendor tables, meetings, events, outdoor locations including the Grove, lawns and outdoor athletic spaces, etc. should be submitted on Ad [ASTRA](#) using the Campus Event Request form, Hamersly Library Event Request form or Rice Auditorium Request form.

A room or space reservation is not confirmed solely by submitting a campus event request form on Ad Astra or emailing reservations staff. While requests are being processed, they will be put in pending status, holding the room or space, until all

details have been approved and scheduled. Email confirmations go to the requestor once the reservation has been approved or denied.

If the reservation requires further information or an Event Advisement, a notification will be emailed to the person who made the request via email. Student Organizations/Clubs required to do an Event Advisement need to review the [guidelines](#) specific to these as they outline timeline and expectations. Every effort is made to respond to all online requests within four (4) business days. After a review of the confirmation, if there are discrepancies or questions, please contact the reservations staff at [reservations@wou.edu](mailto:reservations@wou.edu).

Use the Hamersly Library Event Request Form on Ad Astra for making room reservations within the library. Please follow the [steps](#) as outlined as well as review the [guidelines](#) for use of rooms. WOU-Sponsored or Non-Affiliated reservations go through Conference & Event Services. Hamersly Library is open to the public Monday - Friday until 6 p.m. Room reservations for small, informal groups (~5 people or fewer) from non-affiliated groups are accepted within those hours, subject to all other Library Room Use Policies, through library staff and with no FUA required. Reservation requests beyond these limits of time, size, or nature should be directed to the centralized campus reservations process for WOU Reservations and to Conference & Event Services for WOU Sponsored & Non-Affiliated Reservations.

Campus Recreation has opportunities for facility rentals that are not included on the campus event request form and may require a rental fee. Please visit their [Facilities Rentals](#) for more information.

WOU-Sponsored or Non-Affiliated customer groups wishing to reserve a facility on campus must contact the Coordinator, Conference and Event Services at [conferences@wou.edu](mailto:conferences@wou.edu) or call 503-838-8658.

Active solicitation (approaching people or distributing information away from organization/customer reserved space) is not permitted. Distributing materials outside of organization/customer reserved space can take place on the public sidewalks.

**Conditional circumstances:** Certain facilities have specific conditions of use given their unique nature of use (i.e., Athletics facilities, Health and Wellness Center, Turf Field, Gentle House, dance studios, Residence Hall Spaces, Specialized Creative Arts Spaces, Richard Woodcock Education Center (RWEC) room 101, WOU Salem, etc.). Groups will be informed if specific conditions apply to their reservation.

WOU employees and students that are interested in using facilities on campus for personal use (i.e., family celebrations, non-affiliated club meetings, etc.) please reach out to Conference and Event Services to see what discounts may apply.

**Rain back-up locations:** It is highly encouraged that outdoor activities reserve an indoor back-up location in case of inclement weather. Rain back-up requests must be

submitted at least two weeks before the event's start date. The final decision regarding the use of the rain back-up location must be made 24 hours before the event's start date/time. If a decision is not received from the customer, the reservations staff or Coordinator, Conference & Event Services will make the decision.

**Reservation timing:** Requests for regularly scheduled meetings or events in academic spaces for the upcoming term can be scheduled when class schedules for that term have been published.

WOU Reservations can be scheduled up to 18 months in advance within the WUC and non-academic spaces.

WOU Sponsored & Non-affiliated reservations can be scheduled up to 12 months in advance within the WUC and non-academic spaces.

From Commencement to Welcome Week (Mid-June – Mid-September), reservations can be requested up to 5 years in advance across campus. However, academic spaces may not be available due to summer courses.

Some athletic spaces will not be able to be reserved until the NCAA schedules are finalized and published.

Ad Astra will not accept room reservation requests if the requested event date is within four (4) business days. All inquiries for events within this period must be made directly through the reservations staff by emailing [reservations@wou.edu](mailto:reservations@wou.edu). Please note that requests with less than 4 days' notice may not be fulfilled.

**Accessibility:** Accessibility is one of the core values of Western Oregon University. Our goal is to create a university climate accessible to all, and proactively plan events free of physical, communication, and/or other barriers so all individuals may meaningfully participate in university activities and events.

Western Oregon University provides services to individuals requesting accommodations.

For students and members of the general public that would like to request a disability-related accommodation(s) or would like more information about services available, please contact Disability Access Services.

Disability Access Services

<https://wou.edu/disabilityservices/>

345 Monmouth Ave N Monmouth, OR 97361

Student Success Center

Office #105

email: [das@wou.edu](mailto:das@wou.edu)

Phone: 503-838-8250.

Video Phone: 503-512-5258

For staff and faculty members that would like to request a disability-related accommodation(s) or would like more information about services available for employees, please contact Human Resources.

Human Resources

<https://wou.edu/hr/>

345 Monmouth Ave N Monmouth, OR 97361

Lieuallen Administration Building

Office # 305

email: [hr@wou.edu](mailto:hr@wou.edu)

Phone: 503-838-8490

### **CHARGES ASSOCIATED WITH FACILITY RESERVATIONS & CUSTOMER GROUP:**

**WOU reservations** will not be charged for room rental and AV access. However, they must pay for

- Any WUC fees associated with [AV support, extended hours, additional student staff support, custom setups](#), etc.
- Support from [Facilities Services](#), [Campus Public Safety](#), [Parking](#) or [University Computing Solutions](#)
- [Housing](#), [Campus Dining](#) or [catering costs](#)
- Applicable [Campus Recreation fees](#)
- [Insurance Requirements](#)
- [Rice Auditorium](#)

**WOU-Sponsored & Non-Affiliated Reservations** must pay for

- Facility room rental and AV Access [fees](#)
- Any WUC fees associated with [AV support, equipment rental, extended hours, additional student staff support, custom setups](#), additional custodial support etc.
- Support from [Facilities Services](#), [Campus Public Safety](#), [Parking](#) or [University Computing Solutions](#).
- [Housing](#), [Campus Dining](#) or [catering costs](#)
- Applicable [Campus Recreation fees](#)
- Planning and Administration Fee
- [Insurance Requirements](#)

**Waiver of Fees:** A discount will only be considered when a [Request for Waiver of Fees](#) form is completed and submitted at least 30 days in advance of the event start date.

Waivers will be reviewed by the waiver committee that is made up of the Vice President for Finance & Administration or designee, Vice President for Student Affairs or designee and University Computing Solutions Director or designee.

If a WOU Reservation meeting that does not need staff support must be canceled, postponed and/or the location of the event is moved, the group must contact the facilities reservation staff 24 hours before the event start date/time so that the reservation can be adjusted accordingly in the reservation system. Repeat instances may result in the organization no longer being able to reserve space/rooms for the remainder of the term/academic year. *Fees could apply if a space is not utilized and if the notification of cancellation were received late or did not happen.*

If a WOU-Sponsored or Non-Affiliated meeting or event must be canceled, postponed and/or the location of the event is moved, the group must contact the Coordinator for Conference & Event Services two (2) weeks before the event start date/time so that the reservation can be adjusted accordingly in the reservation system. *Fees could apply if a space is not utilized, if the notification of cancellation were received late or did not happen or if items were purchased for the conference that cannot be returned. Deposits are non-refundable if the event is canceled by the conference. Deposits are 50% refundable if the conference is canceled by WOU.*

WOU Building managers or departments needed to support the event 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 could be accommodated without charge.

**Catering:** WOU Catering has exclusive rights to provide food service or sell food/drink for all campus reservations. For more information, please contact the catering office at [503-838-8439](tel:503-838-8439) or view their [policy information](#). This could include the food waiver guidelines and Alcohol policy. Additionally, it is the responsibility of the person/organization on the reservation to ensure that all catering has been removed by the end of their reservation.

#### REFERENCED OR RELATED POLICIES

[Alcoholic Beverages, Possession and Consumption](#)

[Campus Food Policy](#)

#### RELEVANT DOCUMENTS AND LINKS

[Request for Waiver of Fees for Use of WOU Facilities](#)

[Gentle House](#)

[Werner University Center Willamette Room Use Policy](#)

[Conference and Event Services Proposed Event Form](#)

[Audio and Visual Equipment and Room Rental Rates](#)

[Catering Policies](#)

[Werner University Center set up and take down charges and standard set ups](#)

[Event Advisement and Werner University Center specific processes](#)

[WOU Building Manager List](#)

[Campus Dining meal plan](#)

[Nutrislice Menu](#)

[Where to Eat at Western Oregon University](#)

[Campus Recreation Facility Rentals](#)

[Classroom Equipment Rental Prices](#)

[University Computing Solutions Classroom Support](#)

[Campus Parking Information](#)

[Facilities Services information and costs](#)

[Campus Public Safety information and costs](#)

[University Housing information and costs](#)

[Creative Arts information and costs](#)



**HISTORY****APPROVAL DATE:** 09/30/2024**EFFECTIVE DATE:** 10/31/2024**LAST UPDATED:** 09/09/2024

**HISTORICAL DETAIL NOTES:** Input gathered from various stakeholders. College of Education, Liberal Arts & Sciences, WOU:Salem, Facilities Services, University Computing Solutions, Hamersly Library, Conference & Event Services, ASWOU, Student Engagement, University Housing, Campus Dining, Creative Arts, Athletics, Campus Recreation.

Large hybrid meeting March 18, 26 and April 10, 2024. Individual department meetings prior to these large meetings. Google doc accessible for input throughout.

**SOURCE:****KEYWORDS**

FRP, Reservations Policy, Room Request, Ad ASTRA, Room Reservations, Facilities Reservations Policy



## Policy Submission Sheet

**Policy Title:** Facilities Reservation Policy

### Action Requested:

- Approve new policy
- Approve changes to existing policy
  - Minor Changes
  - Major Changes
- Remove policy

### Why is this action needed?

The existing policy needed an update related to allowing reservations beyond the current 6 month window in the WUC and non-academic spaces. The proposed policy now allows for varying timelines for reservations of 12 months, 18 months, and 5 years ahead depending upon circumstances and time of year. Definitions, charges, cancellations, and accessibility considerations are much more clearly articulated in the proposed policy.

The Facilities Scheduling Manager becomes the authority for administration, communication, and implementation of the policy and is authorized to reserve any space on campus with the understanding of communicating with various areas.

### What stakeholders did you consult before bringing it to the Policy Council?

Individual departments/Divisions/Colleges: College of Education, College of Liberal Arts & Sciences, University Computing Solutions, Hamersly Library, Conference and Event Services, ASWOU, Student Engagement, University Housing, Campus Dining, Creative Arts, Athletics, Campus Recreation, WOU:Salem, Facilities Services

Hybrid meetings were held March 18, March 26, and April 10 to gather input. The individual department meetings took place before the hybrid meetings. Data was gathered and reviewed throughout the process

**Requested by (must be a VP or Executive Director):** Tina Fuchs, VP, Student Affairs

**Date:** November 6, 2024

**For Office Use Only**

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This policy proposal has gone through the proper process and is:

Approved For Public Comment Revisions

Denied  
below

Needs Revisions (See

Needed/Comments:

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*Policy Council Chair's Signature*

*Date*

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*Policy Council Staff*

Dates for Online Public Comment (must be available online for 7 days): \_\_\_\_\_

Comments:

The Office of the President

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Final Review - This policy proposal is:

Approved  Denied  Needs Revisions (See below) Revisions

Needed/Comments:

*President's Signature*

*Date*

Effective Date (if different from approval date): \_\_\_\_\_