

Willamette Room Use Policy

Background:

The Werner University Center (WUC) has several conference rooms and lounge spaces which are utilized by the tenants and departments within the WUC as well as the WOU campus community, students and guests. These conference rooms and lounge spaces are vital to fulfilling the WUC mission and goals.

The Willamette Room, with its large windows and gorgeous view, was constructed in 2011. When this room was being designed, the primary function during the academic year was to have the space in a “lounge” set up to encourage maximum use by WOU students and others. Conference room set up would be a secondary function. From WOU Commencement to just before New Student Week, the primary function of the Willamette Room would serve as a conference room meeting space and “lounge” arrangement serving as a secondary function.

The Willamette Room’s popularity for events and conferences has seen a large increase in requests being made for its use for scheduled programs. In an effort to balance the needs of conference services with the desire of people wanting to use the space to relax, the following room use policy has been developed.

Policy:

On Mondays, Thursdays or Fridays, no events will be scheduled in the Willamette Room before 3 p.m. This will allow maximum use of the Willamette Room to serve as a “lounge” for WOU students and others.

On Tuesdays and Wednesdays, events may be scheduled before 3 p.m.

On Saturdays and Sundays, the Willamette Room may be scheduled based on availability and fee structure, as defined in the WOU reservation policy.

Exceptions can be requested two (2) weeks prior to the event. These exception requests should be forwarded to the WUC Conference and Facilities Scheduling Manager (*Don Boderman, boderman@wou.edu*) or WUC Assistant Director for Operations (*Chelsea Blatner, blatnerc@wou.edu*).

(Policy approved by WUC Advisory Committee January 8th, 2014)