

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 Student Engagement mission and goals as well as the WUC vision statement (listed below).

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 cultivate welcoming spaces that encourage a more inclusive, informed and involved community for WOU students and others. Conference room set up would be a secondary function. From WOU Commencement through PACK Welcome 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 meetings and events. To balance the needs of conference services with the desire of students wanting to use the space to relax, socially engage/hangout, student specific event space, etc., the following Willamette room use policy has been edited from the 2014 version.

Policy:

Monday through Friday Academic Year

The Willamette Room will be used primarily for chartered student club and organization events that are open to all WOU students. Chartered student club and organization meetings will be held in a different location. The secondary function of the Willamette Room will be lounge space.

Saturday and Sunday Academic Year

The Willamette Room may be scheduled based on availability and fee structure, as defined in the Facilities Reservation policy.

Any exceptions need to be requested two (2) weeks before the event date. These exception requests are to be sent to WOU Reservations (reservations@wou.edu). Information to include in the exception request includes Name of Event, Date/Time, Is the event planned by a student club or organization, Is the event open to all WOU students, and a brief summary of the event.

Werner University Center Vision Statement

Guests – We're Here For You!

- Quality over convenience
- Watch for detail
- Referrals stop at the University Center - find the answer, don't send them to another department.
- Value diversity
- Always make the guest feel understood
- Suggestions and involvement by guests are critical to improving the operation
- Every user is of equal importance and deserves the same quality of experience
- Guests should "feel" good about their experience in the Werner University Center
- If the facility is maintained well, guests will take care of it as well
- Perception is reality for Guests
- Guests are never seen as interruptions – they come first

Student Engagement Staff – We're Here For Each Other!

- Maintain an atmosphere of fun and professionalism that encourages participation in a relatively flat organization
- Recognize employees' lives outside the Werner University Center and adjust/support as needed
- Appreciation and recognition functions are important
- Respect one another as individuals
- The ends do not justify the means - the way something is accomplished and how people feel about it, is just as important as getting the job done
- We create the "feeling" in the Werner University Center - it's our responsibility
- People will take responsibility for their work
- Getting crazy as a staff keeps us sane
- Little things do matter
- Don't assume anything - communicate, communicate, communicate!
- Provide information to assist employees in understanding why
- We are not auxiliary to anything - the Werner University Center is an educational component of campus where valuable serendipity occurs
- People will be challenged and supported in their endeavors
- If you need help, ask for it
- Safety is important - use the right tool for the right job
- The strength of our relationships directly impacts our success
- New ideas/constructive review is encouraged and valued