

FAQ for Werner University Center (WUC) room set ups

- The Incidental Fee Committee budget for the operation of the WUC was reduced by 22% starting July 1st, 2023.
- These WUC set up charges will apply to WOU departments, outside conferences, clubs/organizations, etc that want a room set up different than the standard set ups that start July 1st, 2023 within the WUC.
- WOU departments can rearrange WUC rooms at no cost to fit their needs if they are returned to the normal set-ups prior to leaving. Normal set up diagrams will be posted in each room for reference.
 - If additional chairs and tables are needed for a rearrangement, this needs to be communicated a minimum of 1 business day in advance. Day of requests may not be able to be accommodated.
 - Audio Visual Equipment, Stage Units, Room divider walls, etc additions will charged at the custom rate of \$20 per hour for Student Engagement staff to set up in the WUC.
 - If a room is found to be left in an incorrect set up more than twice, charges for room set up will apply to the customer and index code on the room reservation.
- This charge for event set up is the same process used in other buildings and rooms on campus when Facilities Services is needed to set up a room/space/building outside its normal set up.

FAQ for Room and Audio-Visual equipment rental rates

- This is to update the costs for the rental rates primarily for WOU Sponsored and Non-Affiliated reservations as defined in the [Facilities Reservation Policy](#). The costs have not been updated since 2016-2017.
 - WOU departments, student clubs/orgs that schedule regular meetings are considered WOU Reservations in the Facilities Reservation Policy and are not subject to room rental and AV equipment rental charges.
- This does not modify or remove the standard practice of Building Manager approval for space use that is currently in place.
- Revenue collected for the rental rates will go back to the funding source for the room/building or UCS for Audio-Visual (AV) equipment.
 - For example, rental rates collected for use of the Werner University Center would go back to Student Engagement Operations since we are primarily IFC funded.
 - For Example, rental rates collected for use of the Health and Wellness Center room 105 and AV equipment use would go back to General Fund and UCS since that room is primarily General Fund funded.
 - For Example, rental rates collected for use of the Ackerman Classrooms would go back to University Housing since it is primarily Auxiliary funded.