

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.

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., this policy has been edited and approved 4-23-24 by WUC Advisory Committee and will start Fall 2024.

Policy:

Monday through Friday Academic Year weeks 1-10

The Willamette Room will be in lounge set up when not in use. Events can take place that are open to all WOU students, posted on Presence/Involve and an email sent to students@mail.wou.edu with reservations@wou.edu copied.

Recurring meetings of any topic by any group would need an exception approved to use this space.

Saturday and Sunday Academic Year, Finals week, and breaks

The Willamette Room may be scheduled based the Facilities Reservation policy.

Any exceptions need to be requested two (2) weeks before the event date. They are to be sent to WOU Reservations (reservations@wou.edu). Information to include are Name of Event, Date/Time, and answers to the exception process questions below.

Willamette Room Exception decision questions:

1. Is the Willamette Room the only space with technology on campus open for this meeting?
2. Is the meeting open to all WOU students?
3. Is this meeting audience primarily WOU students (over 75%)
4. Is this meeting planned by WOU students?
5. Is this meeting about recruiting potential WOU students?

One or Two "no" answers may mean the event will be denied, but additional information will be requested. Three or more "no" answers mean the exception will be automatically denied.