

WUC specific information and/or processes

**Vendor and information tables in the WUC and on WUC plaza:**

Any recognized campus organization or department may reserve a vendor table in the WUC and plaza spaces on the WUC at no charge. Groups using the WUC plaza spaces can provide information to the Campus Community. Active solicitation (approaching people or distributing information away from your reserved space) is not permitted on the WUC plaza or inside the building. Distributing materials outside of your reserved space can take place on the public sidewalks.

Vendor and information tables for any businesses, organizations, and government agencies should be scheduled through the WOU Reservations team. [reservations@wou.edu](mailto:reservations@wou.edu) There is a reservation fee of \$50 per day (non-profit organizations) and \$100 per day (for-profit organizations) or the WOU Reservations team can waive the fee after receiving information of how this tabling would directly benefit WOU students and support WOU’s mission.

It is encouraged for any businesses, organizations, and government agencies requesting vendor and information tables that recruit students for jobs, internships, and volunteer opportunities to contact the Center for Professional Pathways office for marketing help. 503-838-8432.

Groups that make vendor space reservations and fail to appear within the first hour of the reservation will have the space forfeited and another organization or group can reserve and utilize that space. This is done at the discretion of the WOU Reservations staff. Vendor table and plaza spaces reservations are limited to 2 weeks to provide as many opportunities to these spaces as possible.

**Event advisements for student organizations:**

Events for student organizations are categorized into three different tiers. Review the criteria for each tier and follow the guidelines provided. If your event requires an Event Advisement, please call the WUC Information Desk (503) 838-8261 to schedule an appointment.

Category	Tier 1	Tier 2	Tier 3
Criteria	<ul style="list-style-type: none"><li>• Info Table</li><li>• Regular Meeting</li><li>• Small-Scale Events (1-49 attendees)</li><li>• Light Refreshments/ Pre-Packaged Snacks</li></ul>	<ul style="list-style-type: none"><li>• Mid-Sized Events (50-100 attendees)</li><li>• Fundraising</li><li>• Movies</li><li>• Catered or Outside Food</li></ul>	<ul style="list-style-type: none"><li>• Large-Scale Events (100+ attendees)</li><li>• Multi-Day Events</li><li>• Contracted Vendor</li><li>• Dance</li><li>• Labor costs or fees</li></ul>

			• Concert or Other Performance
<b>Event Advisement?</b>	No	Optional	Yes/Required

*How to Determine Your Event's Tier:* Your event will be categorized by the highest tier that applies to it. For example, if you were having a small-scale event but there was a fundraising component, it would be categorized as a Tier 2 event.

Large scale events requiring an Event advisement must be completed and approvals gathered at least four (4) weeks prior to the event date. Smaller events must be completed two (2) weeks prior to the event date.

In order to comply with some of these policies, you may need to utilize some additional tools or resources. These are the most common:

- [Ad Astra Campus Scheduler](#) (also accessible via your WOU Portal)
- [Contract Request Form](#) (Presence)
- [Campus Catering Waiver Form](#) (Presence)
- [Event Registration Form](#) (Presence)
- [Volunteer Service form](#) for speakers coming in at no charge

**\*\*Please note,** student organizations are expected to follow all university policies when planning events. Repeat failure to comply with the 4- and 2-week timing noted above will result in being referred to the ASWOU Judicial Board and/or support for events canceled (i.e. sound/light tech, etc.), must take the room or space as is with no set up help, etc.

**Large-scale performances:** Any student club/organization reserving space for a large-scale performance will be limited to one practice per week (10/term), three (3) of which may be dress rehearsals in the Werner University Center. Requests for additional practice/rehearsal reservations will be reviewed on a case-by-case basis. Practice dates should be requested and reserved through the facilities reservation staff. If additional practices are required, the group may use their regularly scheduled meeting time and room or schedule a "Same-day Student Study" room with the Student Engagement Information Desk at [503-838-8261](tel:503-838-8261). Same-day student studies take rooms as they are and are for 2 hours. These student studies can be extended if the room is available through the Student Engagement Information Desk.

**Access to the catering kitchen within the WUC:**

The catering kitchen inside the WUC is not a commissary kitchen. Meaning, it cannot be used for food preparation by anyone else other than Campus Dining or under Campus Dining

supervision given what the State of Oregon license covers. If an outside food vendor is using the Pacific room, they can only use counter tops, trash cans, and get water/ice inside the catering kitchen. Anything else used will result in labor or equipment fees being charged to the customer on the room reservation by Campus Dining.

Campus Dining can also be contacted to provide staff (with associated charges) for an outside vendor to be able to use the catering kitchen and equipment for food preparation.