

WUC specific information and/or processes

Tabling Opportunities at the Werner University Center:

WOU departments, chartered student clubs, department-sponsored student organizations, the OHSU Nursing Program, or WOU-recognized staff organizations may reserve a vendor table or outdoor plaza space in the WUC. 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 by contacting the WOU Reservations team, reservations@wou.edu. There is a fee of \$50 per day (non-profit organizations) and \$100 per day (for-profit organizations). The WOU Reservations team can waive the fee after receiving information of sponsorship from a WOU department, student club or organization or the OHSU Nursing Program.

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 at 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 contact the Reservations staff at reservations@wou.edu to schedule an appointment. You may also stop by the WUC Information Desk to schedule that appointment. For the larger, traditional campus events, a Student Engagement Staff Advisor will be assigned to you at the beginning of the academic year. The Student Engagement staff advisor will reach out to the name on the reservation (or leadership based on what is listed on Involve) to begin the conversation early in the year/term.

Any new event that is requested that falls within the tier 3 category will also include an email to the club advisor to help with getting the initial meeting scheduled. The club advisor will be invited and is encouraged to attend the EA meeting, but it is not required that they attend.

| Category | Tier 1 | Tier 2 | Tier 3 |
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| Criteria | <ul style="list-style-type: none"> • Info Table • Regular Meeting • Small-Scale Events (1-49 attendees) • Light Refreshments/Pre-Packaged Snacks | <ul style="list-style-type: none"> • Mid-Sized Events (50-100 attendees) • Fundraising • Movies • Catered or Outside Food | <ul style="list-style-type: none"> • Large-Scale Events (100+ attendees) • Multi-Day Events • Contracted Vendor • Dance • Usage of a firepit • Involving travel • Labor costs or fees • Concert or Other Performance |
| Event Advisement? | No | Optional, unless otherwise indicated | 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](#) (Involve)
- [Campus Catering Waiver Form](#) (Involve)
- [Event Registration Form](#) (Involve)
- [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.