

Room Reservation 101: The Basics

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THE COLLEGE OF
WOOSTER

Independent Minds, Working Together.

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FACILITIES SCHEDULING

In order to ensure that you have an easy time making a reservation with us, please follow these simple instructions:

1. Please review **our policies**.
2. Check our **calendar** to make sure that there is not an event already scheduled for that time and place.
3. To schedule a room on campus fill out our **reservation request form**, it will automatically be emailed to the Facilities Scheduling Office for approval.
4. For an outdoor event fill out our **outdoor event request form**. Please email the completed form to the Facilities Scheduling Office for approval.

If your event includes watching a movie, please submit the **Public Viewing Rights form**. Your event **WILL NOT** be approved without proper approval of this form.

SEE ALSO

- About Wooster
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TAKE ACTION

- Learn About Independent Study
- Visit Campus
- Study Off-Campus
- Get Involved
- Check Out the Dining Menus

View the **calendar** for availability of the space you are interested in

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Select View: [Request Event](#) | [Month](#) | [Week](#) | [Day](#) | [Room](#) | [Building](#) | [Event Type](#) | [List](#) | [Login](#) | [Help](#)

Starting Date: 9/23/2013 | End Date: 9/23/2013 | Go

Select View: Facility

Options

Facility

Monday, September 23,

	10:00	12:00	2:00 PM	4:00 PM	6:00 PM	8:00 PM
Andrew Turf Field		(Academic Buildings)		Men's Lacrosse - Andrew Turf Field		Men's Soccer - Andrew Turf Field
Andrew's Library - CoRE						
Art Murray Baseball Field						
Babcock Hall - Dining Hall						
Babcock Hall - Lounge			Global Engagement			Int'l Education
Bornhuetter Hall - Multi-						
Bornhuetter Hall - Pavilion						
Carl Dale						

https://connectdaily.wooster.edu/ViewPlanner.html?resource_type_id=0

View **reservations by room** and select **date range** to see if the space you want is free, then **Request Event**

Edit Calendar Event

Title (required)

Approved **Event Type** Meeting

Start Date Time

End Date Time

Contact Name (required)

Contact Email email@address (required)

URL

Description

Here you are putting a brief description of the event you are requesting (i.e., the film you want to show, the purpose/goals of the event, etc.)

Resources

Filter Resources

Resource Type Name

Available Resources

- Facility
- Andrew Turf Field
- Andrew's Library - CoRE
- Art Murray Baseball Field
- Babcock Hall - Dining Hall
- Babcock Hall - Lounge
- Bissman Hall VI - Formal Lounge
- Bissman Hall VI - Informal Lounge
- Bissman Hall VII - Formal Lounge
- Bissman Hall VII - Informal Lounge

Selected Resources

Recurs One Time Daily Weekly Monthly Annual Specific Dates

Room/Building Access

Open Time (room unlocked by Security)

Close Time

Will you need external building door unlocked?

Notes for Security

Student Activities

Expected Attendance

Organization/Department

Will your event be showing a film?

If showing a film, who is the intended audience?

Setup Notes

Technology needs, chairs, tables, furniture arrangement etc

Attachments

For weekly meetings, select Weekly in the Recurs box and select the day of the week that your meetings are to be held

Time should be the actual time of your event

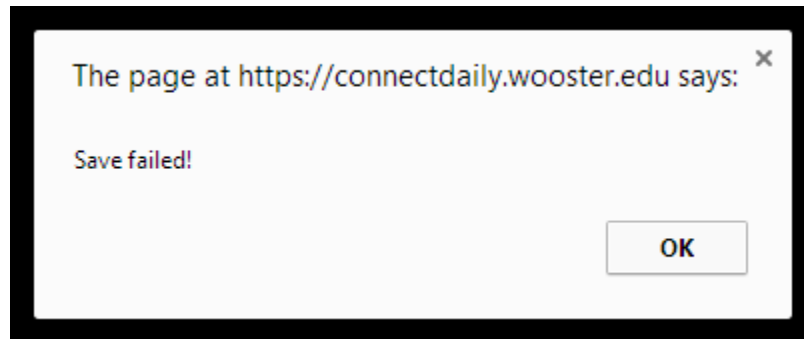
Use arrow to move desired location to "Selected Resources"

Time doors should be opened for setup, or setup/tear down times

Must obtain public viewing rights

Pressing Save will submit the request. You should also save a copy of the page for your records.

If your reservation is not accepted, you will see a message like:



If this occurs, please view the calendar and make an alternative request, as there is a conflict.

Important Notes

1. While we will try our best to accommodate all requests, we cannot guarantee facilities, equipment, or services on short notice. Please try to submit your request with **at least seven days' notice**. If your request is short notice, you may still submit this form, but you should also contact the scheduling office by phone.
2. If you wish to request a specific room, use the **Resources** section. Find the room you want (you may filter the list by typing the **Name** box) and double click it to move it to **Selected Resources**.
3. Use **Open Time** to note when you need your room unlocked by and **Close Time** for when you will be done. If you use this, please also include the **Security** resource - this will help security to make note of it. If a request for security is made short notice, you should call security in order to make sure they are aware of your request.
4. If anyone attending your event does not have key card access to the building during the time of your event, please select **Yes** for **Will you need external building door unlocked?** **This spreadsheet** shows a list of the doors that will be unlocked after hours when exterior access is requested. If you wish for a different door to be unlocked, please specify this in the **Notes for Security** field.
5. Please leave your name and email address in the **Contact Name** and **Contact Email** fields. Your request cannot be approved without this.
6. In addition to specifying requested furniture arrangement, you may use Setup Notes for any equipment requests.
7. If you wish to add details, use the **Description** section, or you may also add a web link in the **URL** field.
8. Select the event type that you think best describes your event.

After you have saved the form, your request will be reviewed and you will receive an email confirmation within 3 business days. Happy planning!

Room Reservation 101: FAQ's

What are the different calendars?

- **Campus Events**
 - Events that are open to everyone, on- and off-campus (i.e., community events)
- **Student Events**
 - All student group meetings and events open to students
- Academic Calendar
 - Events, breaks, holidays, etc.
- Campus Dining Services Menu
 - Lowry, Kittredge, Mom's, Pop's, MacLeod's, Old Main, Tartan Room
- Faculty and Staff
 - Events and meetings that are open only to faculty and staff
- **Master Calendar**
 - All events that are open to attendance
- Academic Affairs
 - Faculty events, student lab space reservations, etc.
- Art Museum
 - Art gallery displays
- Art Wall
 - Lowry Art Wall- reserved by campus groups
- Athletics Events
 - Sporting events and practices
- Center for Diversity & Global Engagement
 - Events and meetings put on by this department
- Leadership Academy
 - Events for members of the Leadership Academy
- Music Events
 - Recitals, concerts, etc.
- Scot Center & Fields
 - All practices and sporting events
- Student Life
 - Department-sponsored events
- Theatre and Dance
 - Performances, Recitals, etc.

- Art and Art History
 - Little utilized
- Life Sciences
 - Departmental meetings and classes
- Math/CS/Physics
 - Departmental meetings and events
- Philosophy
 - Departmental meetings and events
- Geology
 - Geology Club, departmental meetings and events
- Pre-Law Advising
 - Moot Court, departmental meetings and events
- Academic Buildings-Day
 - Classes
- Requests-Scheduling Office
 - Pending-approval reservation requests

Can I edit/cancel my reservation?

- If you need to edit or cancel your reservation after you have put it in, contact the Campus Events Coordinator (wwenger@wooster.edu or x2570).

Who is in charge of approving rooms?

- | | |
|--------------------------------|--|
| • Academic Buildings 8am-4pm | Paul Seling x2623 |
| • Scot Center/Governance Room | Cassidy Wertman x2286 or Russ Houser x2183 |
| • Freedlander | Jody Tidwell x2040 or Patrice Smith x2541 |
| • Scheide | Donna Reed x2419 |
| • CoRE | Odin Tangvald, x2292 |
| • Babcock Dining Hall | Mariana Weyer, x2434 |
| • Ebert Art Center | Rose Seling x2388 |
| • W.A.C./Public Viewing Rights | Julia Zimmer x2559 |
| • U.G./Scot Lanes | Kevin Carpenter x2061 |
| • Transportation: | Linda Hans x 2164 |
| • Hospitality/Food Services: | Donna Yonker x2358 or Christy Durham x2318 |
| • All others: | Whitney Wenger x2570 |

When in doubt, contact the Campus Events Coordinator (wwenger@wooster.edu or x2570)

When should I schedule an event?

- Requests for indoor spaces should be made **at least one week in advance.**
- Request including catering should be made **at least one week in advance.**
- Requests for outdoor spaces must be made **at least two weeks in advance.**
- You may not schedule events during reading days, exam days, or major college events (such as Orientation, Homecoming, Family Weekend, Forums, etc.)
- Requests for facilities in future semesters should be made after the Facilities Scheduling Office has notified the campus that it is accepting next-semester reservations.
- If showing a film, you must obtain [public viewing rights](#) through Julia Zimmer x2559.

What spaces are available to reserve?

- **Lowry Meeting Rooms-** Fill out [reservation request form](#). Reservations are granted on a “first come, first serve” basis.
 - **Meeting rooms:** 118, 119, 120
 - **Dining rooms:** Tartan Room, 247/248, 249, 250/251
 - **All food must be provided by Dining Services.**
- **Lowry Lobby:**
 - **Art Wall:** available to be reserved for up to 2 weeks. Requests can be for individual panels or for all 12 panels of the Wall. Please review the [Art Wall policies](#) and complete an online [Art Wall Reservation Form](#). Panels are available on a “first come, first serve” basis.
 - **Tabling:** Lunch 11am-1pm, Dinner 5pm-7pm. Each reservation grants ½ table with 2 chairs. Contact Whitney Wenger (x2570, wwenger@wooster.edu)
 - **Sandwich Board:** Reservable for up to 3 days. May only be used as an advertising method on the day(s) of the event. Remove your own posters or they will be discarded. Contact Whitney Wenger (x2570, wwenger@wooster.edu)
 - **Stairwell:** Maximum of 5 days/week. One poster per event per stairwell. Posters must be approved at Information Desk. Posters may not exceed 32”x40”.
 - **Window Painting:** The 2 glass windows on the sides of main entrance only are available for advertising special events for up to 3 days with the approval of Whitney Wenger (x2570). A design must be presented for approval. Window paint is available for use.

- **Sidewalk:** Chalking is allowed for advertising purposes on the sidewalks outside of Lowry Center on main entrance. Must be 50' from building entrances and ONLY allowed on cement sidewalks. Messages must follow the Code of Social Responsibility.
- **Classrooms-** If reserving space on weekends or after 4pm on weekdays, fill out [reservation request form](#). If you would like to reserve space in academic buildings from 8am-4pm, please contact the Registrar's Office at x2366. Classroom space may not be rearranged.
- **McGaw Chapel-** Fill out [reservation request form](#) at least 2 weeks in advance. Please denote setup needs, as this space has specific offerings.
- **Scheide Music Center-** Fill out [reservation request form](#) at least 2 weeks in advance. Approval granted by Donna Reed x2419.
- **Freedlander Theatre-** Fill out [reservation request form](#) at least 2 weeks in advance. Approval granted by Jody Tidwell x2040.
- **Scot Lanes and Underground (UG)-** May be reserved for private events or sponsorship nights by contacting Kevin Carpenter x2061.
- **Andrews Library (CoRE)-** Approvals granted through Odin Tangvald x2292.
- **Ebert Art Center-** Approvals granted through Rose Seling x2388.
- **Outdoor areas-** PEC, athletic greens, bonfires, etc. Submit an [outdoor request form](#) at least 2 weeks in advance.

What equipment is available for use?

The following equipment is available for use during approved events and with advanced notice. Request these items through the Setup Notes section on the [reservation request form](#). Please note that **no setup will be provided unless it is requested in advance**. Some restrictions may apply depending on the room that is requested (i.e., we cannot set up a stage in a small dining room). Technological needs for events in Lowry Center will be provided by the Campus Life Crew. Technological needs for events elsewhere on campus must be requested through IT x4357. Questions and concerns may be directed to Whitney Wenger x2570 or wwenger@wooster.edu.

Lowry Only	On Campus
Projector and Screen	Tables (8' or round)
TV Screen with DVD Player	Folding chairs
Microphone (standing or desk)	
Portable PA system	
Small or large stage	
Tree lights	

