Students Activities, Lowry G08

Facility and Grounds Scheduling Policy (updated 2009)

How to schedule an event:

- Review the campus policies concerning scheduling requests and use of campus grounds, buildings, and equipment.
- Fill out the room or ground reservation request form online.
- Call the Student Activities Office (330) 263-2570 or ext. 2570.

Know the scheduling offices:

• Facilities / Outdoor Scheduling:	Santha Schuch x2571
• Residence Halls:	Res Life x2498
• Transportation:	Linda Hans x2164
• Hospitality / Food Services:	Donna Yonker x2358, Catering x2358, x2318
• W.A.C. / U.G. / Movies events:	Julia Zimmer x2559

When can I schedule an event?

- Anytime during normal building hours.
- Check the facilities scheduling calendar online to make sure that the room you want is not already booked.
- You may not schedule events during reading days, exam days, or major college events. Some expectations may be made during all campus events such as homecoming, family weekend, and orientation (consult the Student Activities Office).
- If you plan on scheduling an event requiring a large set up, you must schedule 2 weeks in advance.
- If you plan on scheduling an event with special equipment such as projectors, computers, sound equipment, blackboards, etc. you must schedule 2 weeks in advance.
- If you require IT help or any other support staff to help during your event you must schedule 3 weeks in advance.
- If you require catering, you must schedule 1 week in advance.
- Outdoor events must be scheduled 2 weeks in advance.
- The Student Activities Office will send out a notice at the end of each semester to schedule your events for the following semester.

What space is available for reservation?

- **Lowry meeting rooms -** Fill out a request form. Reservations are taken on a first come, first serve basis.

- **Classrooms -** If reserving space on weekends, or for times occurring after 4pm during the week, fill out a scheduling request form. If you would like to reserve space for times occurring 8am-4pm you must reserve the space through the Registrars Office x2366. Classroom space may not be rearranged.

- **Lowry Lobby**
  - The Art Wall is available for schedule on a 1-2 week basis, and must be reserved one semester in advance. Contact Julie Christopher x2062 in the student activities office.
  - Tabling - Lunch 11am-1pm. Dinner 5pm-7pm. 3 days/week maximum. Half Oak Table with 2 Chairs available. Fill out reservation request form.
  - Bulletin board - 3 days/week maximum. Remove your own posters or they will be discarded. Contact the Student Activities Office.
  - Sandwich board - 3 days/week maximum. 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 the Student Activities Office.
  - Stairwell - Maximum of 5 days/week. One poster per event. Check in and obtain approval for poster at Lowry Information Desk. Posters may not exceed 32 inches by 40 inches.
  - Window Painting - The 2 glass windows on the sides of main entrance only are available for advertising special events with approval from Santha Schuch x2570. A design must be presented to her for approval. 3 days/week maximum. Tempera paint only.
  - Sidewalks - Chalking is allowed for advertising purposes on the sidewalks outside of Lowry Center main entrance. Must be 50 feet from building entrances and ONLY allowed on cement sidewalks. Messages must follow the Code of Social Responsibility.

- **McGaw Chapel -** Fill out a request form, and schedule at least 2 weeks in advance.

- **Lowry Small Dining Rooms -** Fill out a reservation request form. Available to schedule at the end of each semester for the following semester. The small dining rooms are assigned on a lottery system in consultation with the Vice President of Academic Affairs. All food must be provided by the Hospitality Services Department.
  *Time Slots : 11am-12pm, 12pm-1pm, 5pm-6pm, 6pm-7pm

- **Scheide Music Center -** Fill out a reservation request form, and schedule at least 2 weeks in advance. Special approval needed.

- **Freedlander Theatre -** Fill out a reservation request form, and schedule at least 2 weeks in advance. Special approval needed.

- **Scot Lanes -** Scot Lanes may be reserved for private parties using a reservation request form. For questions and concerns about price contact Julie Christopher x2062 in the Student Activities Office. http://www.wooster.edu/lowry/scotlanes

For other areas on campus...

- **Residence Halls -** contact the Area Coordinator and speak to the Office of Residence Life x2498. You may reserve lounges and study areas in res. halls. The Area Coordinator is responsible for organizing special set-ups, tables, chairs, etc.

- **The College Underground -** Permission must be obtained from Julia Zimmer x2559 in the Student Activities Office.

- **Andrews Library Rooms -** reserve space through Sharon Bodle x2626.

- **Ebert Art Center -** reserve space through the Ebert Administrative Coordinator Joyce Fuell x2388.

- **Computer Labs -** for reserved use of computer labs contact User Services x2039.

- **Outdoors -** PEC, Athletic Greens, Gymnasiums, Bonfires. Submit an outdoor request form through the Student Activities Office.

- **Film Showing -** When showing a film or video in any place other than a student room or home you must obtain a public viewing license through Julia Zimmer x2559 in the Student Activities Office.

What equipment is available for use?
The following list is available for use during approved events, and will appear on the reservation request form. Please indicate what you will need for your event when you make the reservation. Some restrictions may apply depending on type of room requested (i.e. you may not request a stage setup in a small dining room). For concerns contact the Student Activities Office x2570.

Projector	Laptop
Projection Screen	Chairs
Tables (8ft)	Tables (conference)
TV	VCR
DVD Player	Flip Charts
Speakers	Blackboard
Microphone (standing)	Microphone (desk)
Portable PA	Extension Cords
Small Stage	Large Stage

What transportation is available?
Vehicles, cars, vans, shuttles, and buses may be reserved for college business only. Place a written request with the Transportation Department x2164 or through http://wooster.edu/plant.

Required information:

Description of event	Datatel budget object code
Number of persons transported	Name(s) of driver(s)

Date and time of departure/return

*Approval signature of the organizations' advisor is required.