Campus Life, Lowry G08

Facility and Grounds Scheduling Policy (updated 2013)

How to schedule an event:

- Review the campus policies concerning scheduling requests and use of campus grounds, buildings and equipment.
- Review Campus Calendar to view availability of facility.
- Fill out the reservation request form online.
    - A confirmation email will be sent to you when your request has been reviewed

Contacts often used in event planning:

- Main Facilities/Outdoor Scheduling: Whitney Wenger x2570
- 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

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, Tartan Room
    - **Dining rooms:** 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. 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.

- Projector
- Projection screen
- Tables (8ft)
- Chairs
- TV
- DVD Player
- Speakers
- Microphone (standing or desk)
- Portable PA system
- Small or large stage