



## Winona State University

### Procedures for Scheduling WSU Facilities for Non-Academic Use

---

1. **PURPOSE:** To define procedures for scheduling the use of Winona State University (WSU) facilities and equipment for non-academic use by both on-campus and off-campus parties.

Academic scheduling has first priority in the use of WSU facilities. The availability of facilities and any associated use of staff, or equipment for non-academic use is secondary to the academic function and as such must be coordinated with the appropriate service unit director.

2. **CONTACTS/METHODS**

- A. On-Campus Groups/Individuals – WSU organizations, groups or individuals will not be charged a fee for the use of WSU facilities for the purpose of university related functions. Any on-campus group using the Tau Conference Center will be charged a reduced fee.

1. To reserve classrooms on the main campus, the sponsoring individual/group should complete a [Facilities Reservation Request Form](#) and submit it to the Facilities Services Office at least two weeks prior to the event.
2. Arrangements for use of Kryzsko Commons facilities are made through the Student Union Office.
3. Arrangements for use of the Tau Center made through the Camp and Conference Assistant.
4. Arrangements for use of Athletic Department facilities or fields are made through the Athletic Director's office, and confirmed through the Facilities Services Office.
5. Arrangements for use of the Memorial Hall pool are made through the Director of Intramurals.
6. Arrangements for use of classrooms in Lourdes Hall are made through the Residential College main office.
7. Arrangements for use of classrooms at the WSU Rochester Center are made through the Assistant Director of the Rochester Center.
8. Arrangements for use of the Performing Arts Center Mainstage are made through the Theatre Department.
9. Arrangements for use of the Performing Arts Center Recital Hall are made through the Music Department.
10. Arrangements for use of the Alumni House are made through the Sheehan Hall Director.

- B. Off-Campus Groups/Individuals

1. Off-campus groups/organizations/individuals should make the initial contact with the appropriate department/individual for the use of WSU facilities (see #1).
2. Off-campus groups may be required to complete appropriate reservation request forms specific to the department to which they are submitting the request.

## Regulation 2-16

3. Charges for use of the facilities or equipment shall be assessed by the appropriate department.
4. Off-campus users will be assessed a fee which will ensure that all costs to the State are recovered.

### C. Conference/Camp/Overnight Groups

1. The sponsoring organization should make the initial contact for use of WSU with the Camp and Conference Coordinator.

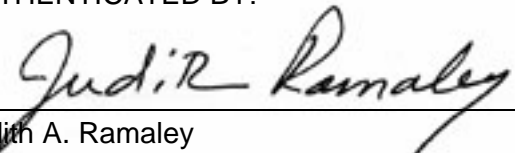
### D. Food Service/Catering

1. All catering on campus must be done through the campus food service.
2. Food service requests are to be made through the campus food service.
3. Outside organizations/groups cannot bring their own food/beverage on campus.

3. LIMITATIONS: WSU reserves the right to deny the use of University facilities or equipment to any organization, group or individual, when it is deemed that personal safety or building and equipment integrity are jeopardized or that the planned program or activity is not in the best interest of WSU.

This WSU regulation supersedes WSU Procedure 2-16 dated November 19, 1993.

AUTHENTICATED BY:

  
\_\_\_\_\_  
Judith A. Ramaley  
President

August 13, 2007  
\_\_\_\_\_  
Date of Adoption

Authoritative References:  
President

Initial Date of Adoption: 11/2/81  
Dates of Revisions: 8/18/88, 8/13/07

LIST OF ATTACHMENTS

[Facilities Reservation Request Form](#)