ROOM RESERVATION INFORMATION - Non-WSU GROUPS

1. Academic scheduling has first priority on the use of all university facilities.

Reservation requests for:
- Kryzsko Commons should be addressed to the Student Union (457-5313);
- West Campus should be addressed to Camp and Conferencing Services (474-3900);
- Athletic Department facilities should be addressed to the Athletics Facilities Coordinator (457-2985), and
- Academic buildings should be addressed to Facilities Services (457-5045).

Athletic and Academic reservations are confirmed after the request is processed by Facilities Services. Certain spaces on campus are controlled by other departments. It may be necessary to check availability with those departments before scheduling; Facilities Services will provide that information to you as needed.

2. Non-WSU organizations, groups, or individuals will be charged a fee for the use of our facilities according to the approved policy in effect at the time of the request.

3. A room reservation is not confirmed until approved by Facilities Services. ALL Non-WSU groups, organizations, and individuals MUST sign and return the Short Term Lease Agreement to the Facilities Services Office and provide the required insurance certificate BEFORE the date of the scheduled event. Failure to do this may result in the requested facility not being available.

4. A Facilities Room Reservation form must be completed and submitted to the Facilities Services Office in order to reserve a particular room/area. Choose the fourth form Facilities Reservation Request Form. This form can be filled out online and saved. Room Reservations are done on a first come, first serve basis only. Requests for rooms are not “penciled in” while paperwork is pending.

5. The Facilities Room Reservation or the Athletic Facilities Reservation form must be properly completed and signed before it is submitted. This form needs to be submitted at least 2 weeks prior to the date(s) requested. We need this lead-time in order to ensure we have sufficient time to process the reservation request, get the Short Term Lease Agreement completed and returned, make necessary arrangements, and inform the departments and staff involved in the preparations for the event. Facilities Services will try to honor Room Reservation Requests received less than 2 weeks prior to the date of the event. There is no guarantee this will happen, so plan ahead. Also remember that the larger the event, the more lead-time that is needed for processing and preparation.

6. When we receive the completed room reservation form, we will check to make sure there are no scheduling conflicts. If the room/area is available, we will approve the request and prepare the Short Term Lease Agreement. The event will be tentatively scheduled. Once the signed Short Term Lease Agreement and the required insurance certificate have been received, the reservation will be finalized. We will then mail a copy of the contract to the originator as confirmation. Please bring this copy along with you to your event in case there is a question about the reservation.

7. Please call us at 457-5045 if you have concerns not addressed within this procedure.