ROOM RESERVATION INFORMATION - WSU USERS

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. Winona State University organizations, groups, or individuals will not be charged a fee for the use of university facilities as long as it is a university-related function.

3. The Facilities Room Reservation form must be properly completed, signed, and approved before it is submitted to our office. This form must be submitted at least 2 weeks prior to the date(s) requested. This lead-time is needed to ensure sufficient processing time needed to make all the necessary arrangements for the event. This includes informing 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.

The Facilities Room Reservation Form can be filled out online. Once the form is filled out, save it as a word document and email it to facilities@winona.edu. The form can also be printed, filled out and delivered by hand to the Main Facilities Office. Once the reservation has been created and completed, a confirmation email will be sent. A room reservation is not confirmed until it has been approved by Facilities Services or the department contacted by the requestor.

Room Reservations are done on a first come, first serve basis only. Requests for rooms are not “penciled in” while paperwork is pending. All room reservation requests for class projects or WSU clubs must be approved by the either the class instructor or club advisor. Room Reservation Request Forms for University faculty and staff do not need additional approval.

4. When the completed room reservation form is received, Facilities Services will check to make sure the room/area is available. If it is available, the request will be entered into the electronic scheduler. An email confirmation will be sent after the event has been scheduled. If for some reason you do not receive a confirmation, please call our office at 457-5045. Be sure to bring this confirmation to your event in case there is a question about the reservation.

5. Please call us at 457-5045 if you have questions or concerns not addressed in this procedure.

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