



HOW TO SCHEDULE EVENTS ON CAMPUS

The Facilities Scheduling Office is located on the Lower Level of Lowry Center in G08.
Phone, 330-263-2570, Fax 330-263-2060
E-mail wwenger@wooster.edu

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

Tips for Successful Event Scheduling

- Check the College Website Calendar for space availability.
- Events cannot be scheduled on Reading Days, Exams Days, and during major College-Sponsored events (such as the Wooster Forum, faculty meetings, Opening Convocation, Senior Research Symposium, I.S. Monday, Baccalaureate and Commencement.)
- Campus Facilities are generally not available to off-campus groups during the academic year, but there are some exceptions. Check with the Scheduling Office.
- Requests for events during campus-wide, major events (i.e., Orientation, Family Weekend, and Homecoming) will be cleared with the coordinator of the program.

Scheduling Standing or Weekly Meetings

Reservations will be taken at the end of each Semester for standing or weekly meetings to occur during the following semester. A notice will be sent to all student organizations, College departments and staff. There will also be a notice on Wooster Headline News (WHN). Reservations will be taken on a first come, first served basis.

Lowry Meeting Rooms

Meeting rooms are available on a first come first served basis. Furniture in 118, 119, 120 and the Tartan Room cannot be removed from the rooms, although furniture and technology can be added. Setup details must be communicated to the Campus Events Coordinator at least **10 days prior to the event** to ensure services can be provided.

Lowry Small Dining Rooms

Since small dining rooms are in high demand, requests can be made for the following time slots: 11:00am -12:00 noon, 12:00 noon – 1:00pm, 5:00pm - 6:00pm and 6:00pm – 7:00pm. Requests will be taken at the end of each semester for the following semester. All food in the small dining rooms must be provided by Campus Dining or the Hospitality Services Department. No furniture can be removed from these spaces.

Classroom Space

Academic space can be scheduled for use **after 4:00pm** on weekdays and anytime on the weekends through the Facilities Scheduling Office. Activities planned for classrooms must be compatible with the academic purpose of the building. Set-ups are not done in the classrooms, as they are considered self-service. Any special needs must be arranged through the Facilities Scheduling Office. During the academic year, scheduling of any academic space prior to 4:00pm on weekdays must be arranged through the Registrar's Office, **x2623**.

Other Facilities

Lowry Center, McGaw, Scheide Music Center and Freedlander Theatre all can be requested through the Facilities Scheduling Office. Requests to use Scheide Music Center or Freedlander Theatre may take longer to confirm, as they require the approval of the appropriate departments. Also, there may be restrictions as to what events can be scheduled in these areas. Due to the nature of the approval process and the special staffing needs at McGaw, we request that you submit your reservation **no later than 14 days** in advance.

Miscellaneous Requests – Tabling and Advertising for Events

Many other miscellaneous areas can be requested on a first come first serve basis through the Scheduling Office.

- Tabling- Half table with 2 chairs - lunch 11:00am -1:00pm and dinner 5:00pm - 7:00pm. 3 days per week maximum per group.
- Bulletin Board Outside of Lowry - 3 days per week per group. Group must take down their own posters; otherwise the posters will be discarded.
- Sandwich Board - Can only be used to advertise events that are happening the day of use. 3 days per week maximum per group. Group must take down their own posters; otherwise the poster will be discarded.
- Posters in Lowry Stairwell – Posters or banners can be hung in the Lowry Stairwell. One poster per event. The Lowry Information Desk personnel will approve and stamp poster for a maximum of five days or through the day of the event, whichever comes first.
- Lowry Window Painting – For special events, the two glass windows on the sides of the main entrance of Lowry can be painted. Window painting requires the approval of the Director of Lowry Center or the Campus Events Coordinator. A model design must be presented with request. The approved window display will be approved for a maximum of three days. Please use tempera paint only. Group will clean windows on the end of the third day. Paintings are only allowed on the two side panels, not in the middle or top section of the glass panels.
- Chalk – Sidewalk chalking can only occur on concrete sidewalks. No chalking is permitted on brick sidewalks, buildings, light poles, or other objects. All markings must be 50 feet from the building entries. Messages must be in accord with the behavioral expectations contained in the Code of Social Responsibility herein.

Outdoor Events

All outdoor requests for non-athletic events have to be scheduled through Facilities Scheduling Office. Outdoor spaces can be reserved by completing an [Outdoor Event Form](#) available online or in the Campus Life Office. Because the College must comply with the City of Wooster's Noise Ordinance, only a certain number of outdoor events involving music will be permitted each year. All requests must be submitted **at least 14 days prior** to your event.

Special Set-up and Services

Requests for special set-up equipment must be indicated on the Facilities Scheduling Office's Room Reservation Form **no later than 14 days prior** to the event to ensure that the set up will be done. The Facilities Scheduling Office can provide tables, chairs, projection screens, overhead projectors, LCD projectors, sound-technicians (McGaw & Lowry), TV/DVD, some sound equipment, display boards and set-up staff **for use in Lowry**. The Facilities Scheduling Office does not provide tablecloths or food; groups need to make arrangements with Hospitality Services.

Andrews Circulation and Media Services Desk

The Andrews Circulation and Media Services Desk (Andrews Library, first floor) circulates the following equipment: a small portable sound system, 3 overhead projectors and 6 cassette players. Faculty may request equipment by filling out the web form at <http://library.wooster.edu/forms/mediaequipment.php>. All reservations must be submitted 4 working days in advance. Students may borrow 'available' equipment by visiting the Media Library.

Media Services

There are three venues on campus which feature self-supporting technology: Lean Lecture Hall, Severance 009, and Mateer Auditorium. All three have DVD/VCR capabilities and computer hookups for projection systems in the rooms. Microphones are available in Lean Lecture Hall and Mateer Auditorium, but they are unavailable in Severance 009. Media Services can provide support in these rooms if video or audio recording is needed, or if a technology check is desired before the event. All support requests must be filed **three weeks before the event**.

There are three venues on campus which require support from Media Services or other departments: Gault Recital Hall, McGaw Chapel, and Freedlander Theater. They have the same DVD/VCR capabilities, computer hookups, and microphones available, but these features must be set up by support staff. All support requests must be filed **three weeks before the event**. Additional support from Media Services can be requested by contacting Dan Krites (x2024), Mike Naylor (x2677), or Vince DiScipio (x2612)

Information about showing films/movies

Be aware of the Federal Laws and Regulations regarding public performances. Neither rental nor purchase of a movie or DVD carries with it the right to show the film outside your home or residence hall room. Therefore if an organization is planning to advertise a film showing to the campus community, it must obtain a Public Performance License. These restrictions also apply to the showing of a film in residence halls. A video **CANNOT** be shown in a lounge of a Residence Hall without first obtaining legal permission. In other words, it is illegal to go to the video store, rent a video, or find a video online and watch it in any other location

other than your home or residence hall room. If the film is owned by the College Libraries, please contact the Head of Circulation and Media Services at x2285 or visit their office at the Andrews Circulation and Media Services Desk, for Public Performance License information. If you need help getting a film with public performance rights, please contact the Lowry Center & Student Activities Office at **x2062**.

Hospitality Services

Hospitality Services is available to assist with events by offering special dining facilities and catering services. The Hospitality Services Department attempts to provide the catering services requested, but some requests may be denied based on the workload that is currently scheduled for the department. Events are catered on a first come first served basis. All requests must be made **at least seven days in advance** by contacting the Catering Office (**x2358, x2318**), located on the Lower Level of Lowry Center.

The following items are usually available within seven days notice:

- Rental of tablecloths or napkins.
- Purchase of paper goods.
- Purchase of bakery items that are on the production schedule.
- Carryout trays of prepared cold items: snack trays, cold meat and cheese trays, relish trays, etc.

When hosting an event in designated College food service areas (Kittredge, Lowry Center dining hall, small dining rooms and Tartan Room) catering and refreshments **must** be obtained through Hospitality Services. The College recommends that you purchase all food and refreshments through Hospitality Services.

Non-College Affiliated Groups

The College of Wooster tries to accommodate each request, however during the academic year the priority is on College-affiliated events. Should there be a request from an off-campus group to use college facilities, the event must be sponsored by a department or an employee. Exceptions are possible; however, these are case-by-case decisions. Through the summer months, all requests come through the Summer Conference Office.

Transportation

The College of Wooster Transportation Department (**x2164**) provides transportation for students and faculty/staff requests. Please send your written requests to transportation@wooster.edu at least two weeks in advance. Vehicle rental cars, vans, shuttles and buses are for College business use only. A Datatel budget object code is required to process all requests.

Information Needed to Reserve Transportation:

- Description of the type of event
- Location of the event
- Number of persons being transported
- Date and time of departure and return
- Name(s) of the driver(s)
- Organization's account number for billing purposes
- Approval signature of the organization's advisor

Please stop by the Service Center between 8:30am and 4:30pm to pick up rental keys. Drivers **MUST** present a valid driver's license. Vehicles and keys should be returned to the Service Center immediately upon return to campus.

Other Spaces Reserved by Respective Departments

Physical Education, Athletic Green Space & Gymnasiums: Requests must be submitted through Connect Daily and approved by Russ Houser, Operations Manager for Athletics (**x2183**) or rhouser@wooster.edu.

The College Underground: Requests for private parties or events must be submitted to Rachel Messenger, the Assistant Director of Campus Life (**x2062**) or rmessenger@wooster.edu.

The Lowry Center Art Wall: The Art Wall is reserved on a one or two week basis. Reservations for the Art Wall should be done months in advance due to the demand for this service. Submit completed [Art Wall Request Form](#) to the Campus Life Office or wwenger@wooster.edu.

Scot Lanes reservation during school year: Requests for private parties must be submitted to Dennis LoConti (**x2480**) or dloconti@wooster.edu. Please fill out the reservation form located in the Campus Life Office.

Scot Lanes reservation during summer: Requests for private parties must be submitted through the Summer Conference Office (**x2106**) or mshamp@wooster.edu.

Andrews Library: Requests for the Andrews Library must be submitted through Connect Daily, to be approved by Sharon Bodle (**x2152**) or sbodle@wooster.edu.

Ebert Art Center: Requests for the Ebert Art Center must be submitted through Connect Daily, to be approved by the Administrative Coordinator in Ebert Art Center (**x2388**)

The Computer Labs: Requests for computer labs must be submitted to User Services (**x2039**) (or to the Administrative Assistant/Coordinator for the building.)

Summer Conferences

All arrangements for Camps and Conferences are done through the Summer Conference Office (**x2106**).

Alumni Weekend

All arrangements for Alumni Weekend are done through the Office of Alumni Relations, located in the Gault Alumni Center (**x2533**).