FACILITY RESERVATIONS

Student organizations registered with the Office of Student Activities & Greek Life are eligible to use University facilities in accordance with the Facilities Use Policy. Rooms can be reserved through the University Scheduling office, Main Level, Memorial Union, ext. 1707/1725.

Information required to request facility use:

1. Date(s)
2. Time – include total time for set-up and breakdown
3. Name of organization (must be a registered student organization)
4. Purpose of use (meeting, informative speaker, etc.)
5. Contact person including name, address, telephone number, and email address
6. Expected attendance
7. Type of room
8. Special needs
9. Set-up (additional tables, microphone, projector…etc)

Procedures for reserving a facility:

All facilities are reserved through University Scheduling, located on the Main Level of the Memorial Union, ext. 1707/1725.

An online facility reservation request form is now available on MyWashburn under University Services. Complete the form online and University Scheduling will confirm your reservation.

Student Organizations, and specifically the officers of the organizations, are responsible for use of the facilities and for the behavior of participants. Individual officers are advised that the group will be charged for any damages incurred during the course of facility use. In case the group refuses or is unable to take restitution, the individual officers will be charged for the damages and a hold will be placed on their records until such time as the bill is paid. Individual officers will also be held responsible for any bills for services not paid in a timely manner.

University facilities cannot be contracted out by student organizations for another organization’s use. Organizations wishing to sponsor events for the benefit of another organization may do so as an event open to the public.

Student organizations cannot enter contracts that commit any University resources, including facilities, without approval from the Purchasing office.

No advertising or ticket sales for an event may occur until a confirmation for facilities use has been received.