



WWU VIKING UNION Rooms and Exterior Space Reservation Confirmation and Conditions

TO:

FROM: Kate Stevenson, Event Services Manager (650-4777) Kate.Stevenson@wwu.edu
Linda Bolinger, Reservationist (650-6131) Linda.Bolinger@wwu.edu
VU Reservations, MS 9106; vu.reservations@wwu.edu

CONFIRMATION PROCESS: Please review the attached reservation form(s). If acceptable, sign both copies of the form. Keep one for your records and return the other copy to Linda Bolinger, the Reservationist, in VU 536, MS 9106. Signing the reservation form for use of space/equipment signifies that you have read, understood and will comply with the following regulations. A departmental representative must sign the reservation for non-A.S. recognized student groups. **If the reservation is marked “Confirmed - Pending”, the event details must be supplied to Kate Stevenson, the Event Services Manager no later than 5:00 p.m. Thursday the week before your event.** If you need to cancel your reservation, please allow a minimum of 48 hours prior to your event.

ROOM ARRANGEMENT: Please do not rearrange any of the furniture in the Viking Union. If you need a room arrangement other than our standard set, contact Kate Stevenson at 650-4777 prior to your event. **Groups are not allowed to move furniture in the Viking Union.** If the room needs cleaning or re-setting after you leave, you will be charged for that service.

EQUIPMENT: The Viking Union has a variety of audio-visual equipment available for your use. In addition to user-operated AV equipment, we have sound and lighting equipment that needs to be operated by our technicians. While there is no charge to University groups that use this equipment, there is a charge for the technicians who operate sound and lighting systems. As a courtesy, audio-visual equipment will be set up in your room before you arrive.

CHARGES: There are fees for set up, security, light and sound technicians, as well as for vehicle use. The reserving group is responsible for all charges resulting from the reservation. Most equipment use is free to University affiliated groups. Please contact Kate Stevenson at 650-4777 for an appointment to discuss estimated charges for your event. **Students groups must submit an Expenditure Request for those charges upon receiving space confirmation or the event may be cancelled.**

SMOKING POLICY/ ALCOHOLIC BEVERAGES: There is no smoking in state facilities or vehicles. If you plan on serving alcoholic beverages, you must obtain a liquor permit from the Washington State Liquor Control Board. Contact the office of the Assistant Vice President of Student Affairs in Old Main 563 at least one week in advance. This permit costs \$10.00. If your event is in the Viking Union, please contact the Building Manager on the day of your event and he/she will post the permit on the premises. You can reach the Building Manager through the Viking Union Information Desk located on the sixth floor of the Viking Union.

FOOD SERVICE: Food service and catering for University facilities, excluding Viqueen Lodge, is provided by University Dining Services. Non-University groups must use University Catering (650-3933) if they plan to serve food or beverages. On campus users must fill out an on-line catering exemption form one week prior to the event if you are requesting to provide your own food. Any exception to this policy must be approved by the Director of University Dining Services.

PYROTECHNICAL DEVICES: Use of pyrotechnical devices, including explosive, smoke/fog generating, and open flame or flash devices are **not** allowed. Any exceptions must be approved by the Director of Viking Union Facilities.

We welcome you to the Viking Union and all Associated Students' facilities. We appreciate your compliance with the aforementioned regulations, and feel free to let us know if there's anything we can do to better serve you.