

RESERVATIONS AND SCHEDULING

The Viking Union is responsible for scheduling all University space for student activities and student organization use, as well as all Viking Union space and equipment.

A. STUDENT GROUPS

1. Associated Students - Those student programs, support offices, clubs, groups and organizations currently recognized by the Associated Students of Western Washington University have use of the Viking Union space and equipment.
2. Departmental - Those student-related groups, clubs, organizations and programs recognized by other University departments have use of Viking Union space.
3. Those groups noted above have use of student activities space free of charge except as noted herein.

B. NON-STUDENT CAMPUS GROUPS

1. Offices, departments and groups listed in the Campus Directory.
2. State or educational groups with whom the University has reciprocal rent-free agreements.
3. Non-campus groups sponsored by University departments or recognized groups must include active participation by the sponsoring department or group.
4. Non-student campus groups may reserve the Viking Union space for non-academic functions only. Staff support, space and equipment rental fees may be charged (see Viking Union Fee Schedule). Exceptions may be made by the Director of VU Facilities.

C. OFF-CAMPUS GROUPS

1. All groups not listed in A & B above.
2. Requests are considered pursuant to WAC 516-36-020.
3. Staff support, space and rental fees are determined from the Viking Union Fee Schedule. Exceptions may be made by the Director of VU Facilities.

D. ACADEMIC USE:

1. Use of Viking Union space and equipment for academic activities (i.e., classes or classroom activities for credit) are not normally allowed in the Viking Union, except in the VU 552, which is scheduled for classes from 8 am to 4 pm Monday through Friday when Western is in session. Exceptions may be made on an individual basis by the Event Services Manager in consultation with the Director of VU Facilities.
2. A written request must be submitted by the Office of the University Registrar.

E. RESERVATION PROCESS

- a. Daily Reservations-The turn around time for a reservation is 72 hours, unless it is space requested outside of the Viking Union for student groups.
- b. Quarterly Reservations- The second Monday after school starts each quarter, the Reservationist starts accepting reservations for the following quarter. The reservations are gathered for two full weeks, and the third week the Reservationist meets with the Events Planning Staff and those reservations are confirmed. Exceptions may be made by the Director of VU Facilities.
- c. Advance Reservations-These are reservation requests that are more than one quarter ahead of time. These are approved by the Events Planning Committee based on a need to be approved in advance due to long term planning or annual events.
- d. Private Reservations-Use of Viking Union major event space is not generally approved for off-campus groups during the school year due to the demand for space. The exception to this is during break weeks and summer months. Any other exceptions are approved by the Director of VU Facilities.

E. RESTRICTIONS

Area restrictions on the use of Viking Union space and equipment in addition to the restriction against academic activities are as follows:

- a. The MultiPurpose Room is considered a space which may be reserved for programs requiring its particular characteristics.
- b. VU-565a,b,c may used for acoustical music only. Exceptions maybe made by the Director of Student Activities.
- b. The Main Lobby is used as a service area and is generally not reserved except for information tables. Exceptions may be approved by the Director of VU Operations.

- c. The Viking Union Plaza is intended to be used as a general outdoor lounge and eating area. It may be reserved for particular programs appropriate for this area (i.e., concerts, lectures, etc.), as long as these events do not disturb the normal operations of adjacent services and do not block traffic flow. Additionally, tables are available for display and the sale of goods and services in accordance with the Sale of Goods and Services Policy.
- d. Meeting Rooms within the Viking Union are generally reserved on a first-come, first-served basis. Specific rooms will be made available for use as study rooms after 5 p.m. on weekdays and all day on weekends as reservations permit and need dictates. A reservation form must be filled out in all cases to use these rooms.
- e. Areas under the control of University Dining Services may be reserved for programming, providing such use does not interfere with the normal operation of these areas, nor precludes the availability of food service to the University community. This usage must be approved by the Director of VU Facilities.

E. PYROTECHNICAL DEVICES

1. Pyrotechnical devices, including all explosive, smoke generating, and open flame or flash devices, shall not be permitted in the Viking Union. Exceptions may only be approved by the Director of VU Facilities.
2. Individuals or groups wishing to use such devices must possess appropriate certification and obtain necessary licenses/permits or demonstrate competence when licensing is not required.
3. A bond to cover potential damages may be required.

Interpretation and Enforcement: VU Administration

RESERVAT.POL

Approved By: Viking Union Administration

Date Approved: 06/05/91, 4/05

Organization: Viking Union/Student Activities