Guidelines for Clubs and Orgs Reservations during COVID-19

COVID-19 has introduced some changes to how reservations are done in the Shepherd Union. Below are the updated guidelines for student organizations.

This document is to serve as a companion to the Shepherd Union Facility Use Agreement to aid WSUSA clubs and organizations better understand the request process for the Shepherd Union. If you have any questions please contact the SEC office.

● To be authorized to make a reservation, all registered WSUSA clubs & organizations must be up to date each year. The Scheduling, Events and Conferences office will verify the clubs President and Advisors to make reservations.

● WSUSA Clubs and Orgs may have one account using the club email and all requests are made through that account. This email account can be requested from the Clubs and Orgs Office.

● WSUSA Clubs and Orgs are responsible for reserving space before the cut off time. Due to COVID-19 restrictions, all events must be requested at least 14 days in advance and all paperwork must be submitted at least 7 days in advance. Exceptions cannot be made to this timeline while COVID restrictions are in place.

● WSUSA Clubs and Orgs are responsible for cancelling events that are no longer taking place. This deadline to cancel online is 2 pm 7 days before your event. If the deadline to cancel online is past you must contact the SEC office. If your event has already been set up it will still count as a no show.

● All meeting, booth or banner spaces in the Shepherd Union must be reserved through the Scheduling, Events and Conferences office. Priority use is given to recognized student organizations and University departments.

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• No Show Policy - A reservation is considered a no-show if group members have not utilized the reserved area within 30 minutes of the scheduled reservation. Please review the sanctions listed below for violations of the no-show policy:
  ○ The first no-show will result in the student organization receiving a written notice of warning from the SEC office, with a copy to the organization’s advisor.
  ○ The second no-show will result in the student organization losing its scheduling privileges for a period of two academic weeks. During the time of suspension, all previously approved reservation requests will be cancelled within the 2 weeks suspension.
  ○ The third no-show will result in the organization losing its scheduling privileges for a period of 8 academic weeks. During the time of the suspension, all previously approved reservation requests will be cancelled within those 8 weeks. During the 8 week suspension, no reservations will be approved and current reservations will be forfeited.

• Reservations are not accepted for study groups. Informal study groups are permitted in the public lounges and dining areas.

• All spaces will be left as they were found at the beginning of the reservation. All personal items should be taken at the conclusion of the reservation or they will be disposed of by the Shepherd Union staff. All groups are expected to place all garbage in the appropriate receptacle. Damages and unusually dirty rooms will be assessed and charged accordingly with a minimum of $50.

• Fronting is prohibited by the University. Fronting is defined as when a non-University individual or organization uses University space/facilities and services under the false representation to the Venue Scheduling Office that the activity is a University-sponsored program, whether the representation is made by another member of the University Community or a non-University individual or organization (PPM 5-37).
  ○ If you are unsure if your tabling idea is ok, please ask the SEC office or the C&O office for clarification during your planning process.
  ○ If a group is found to be fronting they will immediately lose their scheduling privileges for the rest of the semester or 3 months whichever is greater.