

Wabash College

Room Use Guidelines and Expectations

Failure to follow these guidelines and expectations will result in a delay in approving and/or cancellation of room reservations.

1. The Gentleman's Rule applies to everyone and all reservations.
2. Please submit room requests in a timely manner. For simple "room only" (private) events you should attempt to submit reservations at least three business days in advance. Public events should be scheduled as far in advance as possible; their approval is based on several factors including the broader college calendar and other scheduled events and the complexity of the needs for the event. Please keep in mind that all staff who review room requests have other significant job responsibilities that extend beyond room review and approval.
3. When submitting a reservation request, please check email in a timely manner so any identified issues can be resolved. Failure to respond to emails about reservation requests will delay approval or result in not being able to gain access to the requested room.
4. If an event involves support services, the person making the room reservation should directly follow up with those service providers. Entering a reservation into the system does not secure the indicated support services.
5. Security will not unlock rooms for student events unless the event is confirmed as approved on the scheduler.
6. Study Table reservations in computer classrooms will not be approved.
7. Please be respectful of the area you are reserving.
 - Do not move furniture (e.g. teaching podiums, tables, etc.) in reserved areas.
 - Do not unplug or move equipment (e.g. speakers, computers, document cameras, etc.) in reserved areas.
 - Please clean up any food or drinks brought into a reserved area.
 - Damage to equipment or excess cleaning are the responsibility of the reserving group and may result in assessment of monetary costs and cancellation of additional reservations.
8. If technology is requested, you may be required to meet with IT Services before your reservation is confirmed.
9. Groups who make standing reservations for repeated use of a space over the course of a semester may be asked to find a different room on certain dates if another event needs to be scheduled. The building administrative assistant will make every effort to provide the group with sufficient notice of the change.
10. Certain rooms have specific requirements for reservations. Please familiarize yourself with the requirements before you proceed with your reservation.