

Oberlin College & Conservatory

Wilder Lounge Scheduling Policy

Policy Title:

Responsible Position for Policy: Wilder Lounge Scheduling Policy

Office/Department Responsible for Policy: Student Union Office

Division Responsible for Policy: Student Life

Original Issue Date:

Last Revision Date: 05/2020

Log of Previous Revisions: 01/2020

- I. **Policy Purpose:**
 - II. **Policy Statement:**
 - III. **Policy Scope/Eligibility:** Faculty, Staff, Students, Guests
 - IV. **Administration:** Student Union Office
 - V. **Procedures:**
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I. **Advanced Scheduling**

- A. Advanced Scheduling is done through the Student Union Office, Wilder 111 M-F 8 a.m. to 12 p.m. and 1-4:30 p.m.
- B. Multiple reservations are encouraged for regularly scheduled meetings. "Multiple" reservations are those that are planned far in advance and follow any pattern. (once a month, daily, weekly, monthly, etc.)
- C. Verbal or telephone requests are not accepted in advance. All requests must be made in writing. E-mail written requests are happily accepted via the form.
- D. Sponsors are encouraged to submit written requests in lieu of telephoning to check availability. Student Union Office staff is able to check current availability of a lounge but cannot guarantee it will be available when the written request reaches the queue.
- E. All lounges are assigned on a first-come-first serve basis in the order written requests are received and an appropriate space was requested.
- F. All requestors are sent a written confirmation via email.

II. **Walk-up Scheduling**

- A. College community members are welcomed to do "walk-up" scheduling of lounges in Wilder. Once room cards are available outside a door (normally 48-72 hours in advance), college community members are welcome to walk-up and write in the time, title, and sponsor for an event in a lounge if available.

- B. The following locations and events are not available for walk-up scheduling:

1. Wilder Main Lounge
 2. Dionysus
 3. Wilder Bowl & Porch
 4. Events involving alcohol
 5. Sale Tables
 6. Kitchenettes
- C. All lounges in the Student Union are open access.
- D. There are “smart TVs” located in Wilder 112 and 115.
- E. Set ups are the responsibility of the person/group reserving the lounge. Groups are not permitted to remove lounge furniture. All lounges are to be left as they are found. If you change the configuration, put it back.
- F. Furniture is not to be moved between rooms
- G. Furniture and other supplies are not be removed from the Student Union.

III. SPONSORS

- A. All advanced reservations must be sponsored by a Student Organization (chartered or charter pending) or a campus department.
- B. Off-campus groups must schedule through Conference Services.

IV. CLASSES

- A. Academic classes are not permitted in Wilder on a regular basis. Reservations can be made for an academic class to use a space in Wilder occasionally.
- B. Exco classes may be held in Wilder
- a. ExCo class requests are not processed until after ExCo registration
 - b. ExCo instructors are encourage to schedule multiple class times at the beginning of each semester rather than scheduling them weekly.

V. KITCHENETTES

- A. Wilder 112 and 215 are equipped with small kitchenettes. Use of kitchenettes must be requested in advance through the Student Union Office
- B. There is an “open” kitchen on the second floor in the southeast corner

VI. REHEARSALS

Theater, dance and improv rehearsals are only permitted in Wilder 202, 204, 322, and 328 as “walk-ups”.

<https://www.oberlin.edu/student-union/policies/scheduling>