WCC Reservation Policy & Procedures

Policy: (Effective Immediately)

This policy outlines the guidelines to reserve the Warhawk Connection Center. There is an official form that can be picked up from the WCC front desk or email WCC@uww.edu. The form must be turned in to WCC interns or GA at least 24 hours prior to scheduling the event. Starting on January 2018, The WCC will be available to reserve through 25Live, a reservations system used by the University Center Reservations department. In the meantime, please abide by the rules of submitting a hard-copy format.

1. The Warhawk Connection Center is responsible for hosting educational and cultural events to foster a sense of belonging, community, respect, inclusion and diversity. The WCC is a free and safe zone, open to all.
2. Any University recognized or registered student organization or department can reserve the WCC however, it can only be reserved for events that are centered on creating competence.
3. The only exception for this policy is for WCC/CLD events or University Admissions summer programs (PIPs & Premiere Days).
4. Technical support of event is provided by the University Center's tech crew as indicated in the reservation process.
5. University Center staff will set up any non-CLD/WCC reservations as necessary.
6. The WCC users are expected to leave the space as they found it.
7. The WCC Graduate Assistant is in charge of approving and/or denying reservations to departments and/or student groups, as the designee for the Director of CLD.

Procedures: (Effective January 2018)

To reserve the WCC via 25Live:

- Search for ________ to find the WCC as a location.
- You will have to answer a series of questions; we ask that you are as detailed as possible.
- A confirmation email will be sent to the requestor from the WCC email approving or denying the request.
- UC Reservations cannot schedule, alter or modify any reservation in the WCC, only Graduate Assistant or designee of Director.

REVISED: 9/12/2017