

# WCC Reservation Policy & Process



## Reservation Policy:

The WCC Space is designed so that it can be solely reserved for **resident organizations** and **C&LD approved programs**. Resident organizations have priority based on the student-segregated fees that are collected, which makes the space open to be reserved by student-based organizations.

## Reservation process:

At the WCC front desk, there are physical copies of the **WCC Reservation Form** that must be filled out in order to reserve the space. Additionally, these forms are also available electronically and can be sent to individuals via email. By emailing the Program Coordinator or WCC email directly, these forms may be sent to individuals upon request.

**WCC email address:** [WCC@uww.edu](mailto:WCC@uww.edu)

**Program Director email address:** [BroadwatAS15@uww.edu](mailto:BroadwatAS15@uww.edu)

*-If forms are sent via email, you must receive a response email validating that the date is accepted and available.*

*-If forms are filled out physically, you must also receive confirmation via email validating that the date is accepted and available.*

## Reservation Steps:

Step 1: Fill out form & turn it in to WCC personnel (physically or electronically)

Step 2: Wait for response (electronically)

Step 3: Meet with WCC personnel 10-15 mins prior to said event to go over requirements