

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.

