



**POLICY & PROCEDURE DOCUMENT**

NUMBER: 9.0001

DIVISION: Honor College and International Center

TITLE: HCIC Space Reservation & Usage

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**I. Purpose and Scope –**

The Honors College and International Center (HCIC) Policy outlines room and space reservation procedures by which Western Kentucky University employees and students may use the HCIC space for academic and non-academic purposes.

**Policy Statement**

1. The Honors College and International Center (HCIC) building policy provides guidelines to WKU Student, staff, and faculty requests to reserve space in the HCIC.
2. The policy establishes that all requests be made via the room reservation online form or by contacting the Building Coordinator.
3. The policy establishes the Building Committee as the body responsible for review and approval of changes to the Building Policy.
4. The policy establishes Space Usage Expectations and Responsibilities of WKU employees and students who reserve space in HCIC.

## **Reason for Policy**

1. To establish and maintain standard procedures for reserving space in the HCIC.
2. To establish a consultation process to provide the benefit of collective institutional memory with regard to reserving space for academic and non-academic events in the HCIC.
3. To establish guidelines that promote student, faculty, and staff engagement and community in the while maintaining functionality, as well as reducing wear and tear and intentional and unintentional property damage to the building.

## **II. Policy**

### **A. DEFINITIONS**

1. “Space” refers to classrooms, study rooms\*, multipurpose room, hallways, Schroeder Commons, front lawn, Ridley Arcade, and back lawn/patio of the HCIC.
2. “User/User Groups refers to academic departments, WKU Organizations, administrative units, and individuals who reserve and use space in HCIC.

\*HCIC study rooms are not reserved. They are used on a first come, first served basis.

The HCIC is designed to support classroom instruction, academic meetings, and conferences of the students, faculty, and staff of WKU. **Priority has been extended to units housed in the HCIC regarding building and space reservations.**

The HCIC is an academic building, not an events venue. And as such, it is not adequately staffed to accommodate meetings, conferences, or other events after 4:30 on weekdays or on weekends, therefore restrictions on types of meetings and events are implemented to maintain the structural integrity of the HCIC.

This policy refers to the use of instructional and non-instructional space in the HCIC. All requests for space should be made through the online form found [here](#).

### **General Policies Regarding Space Usage**

Space reservations will not be confirmed until event logistics have been reviewed and all necessary paperwork is complete.

To provide support to scholars, the HCIC offers six study rooms, along with tables and chairs in the lobby for study.

Academic and administrative units may submit reservation requests online ([https://www.wku.edu/honors/about/hcic\\_room\\_reservation/index.php](https://www.wku.edu/honors/about/hcic_room_reservation/index.php)) or by contacting the HCIC Building Coordinator in MHC 1029 or 5-2085.

Reservation requests for activities scheduled after 4:30 pm from non-HCIC entities will not be honored unless those activities are sponsored by an HCIC unit.

Reservation requests for weekend events from non-HCIC entities will not be honored unless those activities are sponsored by an HCIC unit.

User groups are responsible for knowing the specific policies that apply to the HCIC space being used and must comply with those policies.

Users are financially responsible for any damages which occur during their use and/or charges connected with cleaning of the space. Groups having outstanding bills may not reserve additional space until those charges have been paid. The Building Coordinator or designee can assess individuals and/or groups for damages to the facility, its content, or for inadequate clean-up.

### **Food Use**

Meals and catering for events must be provided by WKU Restaurant and Catering Office (270) 745-2416 or an approved vendor. The refreshments must be removed from the room immediately after the meeting.

### **Tobacco Use**

In accordance with the WKU tobacco policy 0.2110, the HCIC does not permit the use of cigarettes, cigars, or electronic cigarettes, as well as all forms of smokeless tobacco within the Union.

### **Space Usage**

- Nails, thumbtacks, tape, or other damage-causing hardware shall not be used in any HCIC rooms/areas. Exceptions include use of bulletin boards or push-pin strips located in classrooms and multipurpose room. Organizations or individuals are fully responsible for any damages to the room or its contents. Damages are based upon actual repair or replacement costs.
- TURN OFF PROJECTORS before you leave. The red dot on the projector indicates it is OFF. Turn off the lights and shut the door when you leave.
- Attendees will only use the rooms that have been assigned/scheduled and/or common spaces, e.g., restrooms, hallways, stairwells. Attendees will not enter any other spaces.
- If individuals assigned a key to an HCIC room fail to return keys, they are responsible for paying to replace any necessary key cores.
- Tables/Chairs shall not be placed in any area that violates State and University Fire Code: impeding ingress or egress of any attendee.

- Multipurpose room (HCIC 1011): Event set-up and tear down are the responsibility of the organization reserving the room. Arrangements made with WKU Campus Events are the responsibility of the organization reserving the room.
- All HCIC tables must be returned to the closet in the multipurpose room after your event. Round tables must be loaded back onto carts before returning them to the storage closet. All HCIC chairs must be stacked against the wall or in rows facing the podium.
- Outside catering is not permitted when using any HCIC rooms or spaces. Catered on-campus events must be arranged through the WKU Restaurant and Catering Office.
- Classroom/lobby reservation requests must be made five working days prior to your event.
- Multipurpose room events must be made at least two weeks prior to your event.
- Remove all trash and belongings as you leave. HCIC staff is not responsible for personal items left in any HCIC space.
- Failure to follow the rules and expectations above will result in the responsible organization or individuals being prohibited from using all HCIC room/areas, as well as responsibility for any costs incurred from damages.

### **Building Hours and Committee Members**

Contact Building Coordinator for HCIC building hours and current committee member listing.