



Student groups may reserve the use of university facilities for specific activities and functions with approval of the student group faculty advisor in consultation with the office of student services.

To schedule use of meeting room after the use has been approved, submit a room request form to [scheduling@uws.edu](mailto:scheduling@uws.edu) no less than two weeks prior to the planned meeting or event. The form is located on the university website.

**Note:** UWS reserves the right to refuse scheduling or to reassign a scheduled room for any meeting, event, or speaker.

### **Conditions and Contingencies**

1. If the proposed activity is considered of a controversial nature and/or at odds with the UWS mission, goals and/or values, final approval will be made by the president or designated administrator.
2. If the proposed activity is a seminar/workshop involving instruction in treatment techniques, systems, protocols, or trademarked procedures, the provost will consider approval of the request in consultation with the president.
3. The individual or group requesting the activity/use of facilities is responsible to leave the room (indoor or outdoor spaces utilized) in clean and proper order when finished or will forfeit the opportunity to use campus facilities again in the future.

**Related Policies:**    [Policy 1011 Guest Speakers](#)  
                              [Policy 9001 Student Conduct](#)  
                              [Policy 9012 Recognition of Student Groups](#)

**Key Words:**    activity, approval, facilities