

## **Illinois Wesleyan University Affiliated and/or Academic Related Room Reservation Guidelines**

**General:** Rooms are available on a first come, first served basis, dependent on availability of rooms and staffing. Once rooms are reserved, we cannot “bump” others out. The only exception to this rule is that in academic buildings, classes have priority. The University, in its sole discretion, may terminate a reservation at any time if the event is determined not in the best interests of the University and its mission.

**Cancellations:** If your meeting or event is cancelled, let the scheduler know so that the room will be available to another group and so that the calendar is updated.

**Insurance:** Special Events that may be of an unordinary nature may require special insurance, please check with the scheduler if there is a question.

### **Restricted Uses:**

Illinois Wesleyan University will strictly enforce the prohibition of the following activities:

- **Public Indecency.** No persons on University property shall commit an act of public indecency as defined in Illinois law, 720 ILCS 5/11-9.
- **Disorderly Conduct.** No person on University property shall commit disorderly conduct as defined in Illinois Law, 720 ILCS 5/26-1.
- **Gambling.** No person on University property shall gamble as defined in Illinois law, 720 ILCS 5-21-1, *et seq.*
- **Bodily Harm.** No person on University property shall inflict bodily harm as defined in Illinois law, 720 ILCS 5/12-1, *et seq.*

### **Harassment and Intolerance**

Illinois Wesleyan University does not tolerate harassment based on racial, ethnic, gender, religious or other hostility. Such harassment is intolerable to all members of the university community: faculty, staff, trustees, alumni and students. The University will take appropriate disciplinary action against those found to have committed harassment, up to and including dismissal from the university. It is defined as verbal, written, or physical conduct which refers to race or which communicates slurs based on ethnicity, sexual or religious orientation, or disabilities and where such conduct has the purpose or effect of unreasonably interfering with an individual's academic, social or work related participation in the Illinois Wesleyan Community. Harassment can include, but is not limited to, hostile or intimidating verbal or written statements or symbols, or physical threats or intimidating conduct that adversely affect the mental or emotional health of the individual or group. This definition of harassment specifically includes verbal acts, which are intended to insult or stigmatize an individual or group of individuals based on their race or color, their ethnicity, their sexual or religious orientation, or a disability.

These protections are extended to prohibit harassment directed at the following groups or perceived groups:  
gay • lesbian • transgender • bisexual • religion • ethnic group • disabled

Specific examples of harassment include, but are not limited, to the following:

- Using slurs
- Name-calling
- Creating derogatory graffiti
- Making offensive jokes
- Imitating stereotypes in speech or mannerisms
- Displaying cartoons of stereotypes

The University will consider as an aggravating factor in determining sanctions any violation of law of this student code in which it can be shown that the accused intentionally selected the person or target of the violation based upon race, and therefore may impose harsher or additional sanctions and penalties.

A student should notify the Vice President of Student Affairs/Dean of Students' Office following an incident of harassment, etc. Upon meeting with the student, the Dean may complete an investigation and refer the incident to the All University Judiciary Committee (AUJC).

**Damages:** The user assumes full responsibility for the conduct of those participating in their event. The user is liable for any and all damages incurred by that conduct and will reimburse the University for damages to facilities and equipment. The University assumes no liability for property placed in the facility by users.

**Safety:** Exits must remain open and accessible at all times. The University must observe the maximum capacities for rooms as designed by the fire marshal. Smoking is prohibited in all IWU buildings. Open flames are also prohibited.

**Decorations/Storage:** Materials and decorations may not be stapled, taped or hung up in any way without prior approval. Materials must be removed at the end of the meeting/event so that the room will be ready for the next meeting/event. All items may be disposed of after the reserved time ends if the owner cannot be found or fails to come pick them up in a timely manner.

**Catering:** All food and beverages for use on campus must be arranged through Sodexo Food Service. Please contact Mike Welsh at (309) 556-3167 or [mwelsh@iwu.edu](mailto:mwelsh@iwu.edu) for catering questions/orders. Alcoholic beverages must also be provided through Sodexo food service.

**Set Up:** Technology must be requested in advance. Requests are filled on a first-come, first-served basis and may not be available upon request. Refer to the Webviewer for features of specific rooms.

**Making Reservations:** Reservations should be made using the Webviewer. Go to [www.iwu.edu](http://www.iwu.edu) and under "Searchable Calendar of Events" you may log in to make your request. The request will go to the appropriate scheduler depending on your choice of room. Requests made through the Webviewer must be done at least two business days in advance of the request to allow time for processing. Requests for technology needs should also be done at this time. You will receive a confirmation report once the request is filled.

If you have a last-minute request, you may call the building scheduler to see if anything is available. If you need to make changes, call the scheduler and refer to the reference number on your confirmation report.

#### **Building Schedulers:**

Ames Library	Christine Horner	3172	<a href="mailto:chorner@iwu.edu">chorner@iwu.edu</a>
	Mike Limacher	3323	<a href="mailto:limacher@iwu.edu">limacher@iwu.edu</a>
Chapel	Hope Luckie	3005	<a href="mailto:hluckie@iwu.edu">hluckie@iwu.edu</a>
Classroom Buildings	Sharon Albee	3161	<a href="mailto:salbee@iwu.edu">salbee@iwu.edu</a>
Summer Conferences/Facilities	Terrance Bond	3591	<a href="mailto:tbond@iwu.edu">tbond@iwu.edu</a>
Hansen Center	Kevin Clark	3850	<a href="mailto:kclark@iwu.edu">kclark@iwu.edu</a>
Memorial Center (and quad)	Cheri Armstrong	3035	<a href="mailto:carmstro@iwu.edu">carmstro@iwu.edu</a>
Presser / Westbrook	Stephanie Kohl-Ringle	3062	<a href="mailto:skohlrin@iwu.edu">skohlrin@iwu.edu</a>
Shirk	Mike Wagner	3341	<a href="mailto:mwagner@iwu.edu">mwagner@iwu.edu</a>
Wilder House	Terrance Bond	3591	<a href="mailto:tbond@iwu.edu">tbond@iwu.edu</a>

### Timeline for Early Requests:

Type of Request	Spring Semester	Fall Semester	Summer
Academic	Considered after December 1	Considered after May 1	Considered after May 1
Non-Academic	Considered after October 1	Considered after March 1	Considered after May 1

### Normal Building Hours:

Building	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Ames Library	7:30am-1:30am	7:30am-1:30am	7:30am-1:30am	7:30am-1:30am	7:30am-10pm	10am-10pm	12pm-1:30am
Art Building	7am-12:10am	7am-12:10am	7am-12:10am	7am-12:10am	7am-12:10am	7am-12:10am	7am-12:10am
Buck	7:30am-11:30pm	7:30am-11:30pm	7:30am-11:30pm	7:30am-11:30pm	7:30am-5pm	Noon-4pm	Noon-11:30pm
Chapel	7:30am-10pm	7:30am-10pm	7:30am-10pm	7:30am-11pm	7:30am-8pm	9am-6pm	8am-9pm
CLA	7:30am-11pm	7:30am-11pm	7:30am-11pm	7:30am-11pm	7:30am-6pm	Noon-4pm	Noon-11pm
CNS	7:30am-12a	7:30am-12a	7:30am-12a	7:30am-12a	7:30am-12a	8am-12am	8am-12am
English House	7:30am-5pm	7:30am-5pm	7:30am-5pm	7:30am-5pm	7:30am-5pm	CLOSED	CLOSED
Hansen	7:30am-1am	7:30am-1am	7:30am-1am	7:30am-1am	7:30am-1am	9am-1am	9am-1am
Holmes	7:30am-4:45pm	7:30am-4:45pm	7:30am-4:45pm	7:30am-4:45pm	7:30am-4:45pm	8am-Noon	8am-Noon
Memorial Center	7am-1am	7am-1am	7am-1am	7am-1am	7am-1am	7am-1am	7am-1am
Presser	7:30am-1am	7:30am-1am	7:30am-1am	7:30am-1am	7:30am-1am	8am-1am	8am-1am
Shaw	7:30am-11pm	7:30am-11pm	7:30am-11pm	7:30am-11pm	7:30am-6pm	CLOSED	Noon-11pm
Shirk	6:00am-12am	6:00am-12am	6:00am-12am	6:00am-12am	6:00am-8pm	9am-7pm	1:00pm-10pm
Stevenson	7:30am-10pm	7:30am-10pm	7:30am-10pm	7:30am-10pm	7:30am-6pm	11am-5pm	1pm-10pm

Facilities may have different hours or be closed over breaks due to lack of staff and to provide time for thorough cleaning and updating.