



Instructions/Information for Request for Event Usage of WJC Facilities or Off-Site

The Event Reservation request form must be submitted in order to secure event support (e.g. media/ marketing, food, rentals, technology) and/or a room reservation for a WJC facility event. This form must be filled out whether you plan to host the event on-site or off.

Please note: Outside groups need to provide a “Certificate of Liability Insurance” and there may be a fee charged for use of the WJC facilities by an outside group, check with Dan Brent.

Eight (8) week notice required: if event needs **Marketing**, Katie O’Hare at katie_ohare@williamjames.edu.

Four (4) week notice required if event has **more than 40 participants** invited and any of the following:

- event is sponsored by WJC, using WJC logos
- hosted off-campus or outside
- requires on-site Technology/AV Support
- requires food

Two (2) week notice required if event has **less than 40 participants** and one or more of the following:

- sponsored by WJC, using WJC logos
- hosted off-campus or outside
- requires on-site AV/Technology support
- requires food

Event **Food Orders** require:

- An approved Purchase Order
- Food order for events will not be processed without an event request form on file
- Food order adjustments for # of attendees, contact Marice Nichols, marice_nichols@williamjames.edu

Permits and Rentals done through WJC Facilities Office, Kevin Costello at kevin_costello@williamjames.edu

Event/WJC Facility **Room Assignments**

- Academic Classes have priority over any other event & will not be moved to accommodate an event
- Room assignments are based on the number of attendees, event tech requirements, and availability
- If one major event is already scheduled, another major event of 40 or more cannot be scheduled the evening before or the day after, due to prep of set-up and clean up
- Rooms will be assigned on a first come, first serve basis
- Only the Event Scheduler (Registrar’s office) may assign/reserve classroom/meeting room spaces

Technology/AV – submit request to support@williamjames.edu, pending availability and technology limitations. For details please visit <http://support.williamjames.edu> and search “AV Technology Support”

Power-point event promotion on WJC Campus Facility TVs, request to katie_ohare@williamjames.edu

Event coordinator (person making the request) must be on-site at least one (1) hour prior to the event and stay thru the event until it has ended.