

# WCC Reservation Policy & Process



## Reservation Policy:

The WCC Space is designed so that it can be solely reserved for **resident organizations, SAI approved programs, & WCC programming Event**. Resident organizations and other Connection Student Council affiliated organizations have priority based on the student-segregated fees that are collected, which makes the space open to be reserved by student-based organizations.

## Reservation process:

By going to the WCC webpage then clicking the "Space" drop down bar and then clicking the "WCC Reservation Form" link organizations will have the ability to reserve the space. This is a google form that sends responses directly to the Program Specialist - Development for validation. After reviewing your google form submission I will check the reservation calendar for the space. After confirming if the space is available or not I will then send a confirmation email to the party that submitted the request. If you do not get a confirmation email from myself you will NOT be able to reserve the space during that specific time.

**WCC Webpage Link:** <https://www.uww.edu/uc/get-involved/warhawk-connection-center>

**WCC email address:** [WCC@uww.edu](mailto:WCC@uww.edu)

**Program Specialist – Development email address:** [BroadwatAS15@uww.edu](mailto:BroadwatAS15@uww.edu)

*-You must receive a confirmation email from myself confirming you indeed have the reservation*

*-There will only be the electronic form being utilized to reserve the space*

## Reservation Steps:

Step 1: Go to WCC Webpage (Link above) and fill out WCC Reservation Form

Step 2: Wait for confirmation email from Program Specialist – Development

Step 3: Meet with WCC personnel (WCC Interns or Program Specialist – Development) 10-15 minutes prior to event to discuss any space needs you have

*\*If you get an email stating your date or time won't work you can inquire what other dates or times may still be available*