

# Worcester Polytechnic Institute

## Guidelines for use of Classrooms

*Campus facilities and services are available primarily for activities that complement WPI's overall educational, social, and cultural goals. Good taste, consideration of the rights of others, and common sense are the determining factors when granting the use of facilities.*

*There are no "guaranteed" spaces for events other than academic events. The Office of the Registrar reserves the right to adjust or deny room confirmations*

### ➤ **Reservations**

- A classroom reservation is a space guarantee only. Although this is rare, it may be necessary to cancel your reservation due to a more urgent need for the space. If this does occur, you will be notified and every avenue will be taken to find you a suitable substitution.
- Use of facilities by on-campus groups for any activity must be requested by a faculty member, staff member, student or an officer of a recognized student organization.
- A group is not considered "on-campus" because a member of the WPI community initiates the request and these requests should be directed to the Events Office and charges may apply.

### ➤ **Event Purpose**

- The Facility must be used for the purpose stated on the reservation.

### ➤ **Responsibility**

- The requestor and the sponsoring group will be held responsible for all matters related to the activities.
- The sponsoring departments or organizations are responsible for returning the room to its original set-up unless previous arrangements have been made.

### ➤ **Food in Classrooms**

- Classrooms are intended to be used for academic purposes. They are not intended for banquets, catered events, or parties. However, food is allowed in classrooms but must be removed after the event. Groups that violate this policy and do not remove food and beverages will be charged a cleaning fee through Facilities.

### ➤ **Seating Capacity**

- All WPI classrooms have a seating capacity based on fire regulations and other safety considerations. If that seating capacity is exceeded by adding chairs, it puts WPI in a position of LIABILITY in the event that an event occurs that requires the emergency evacuation of the room.

### ➤ **Classroom Open Hours**

- You can reserve classroom space anytime between 8am-11am. Special approval is needed if you need your event to run to or later than midnight.