Worcester Polytechnic Institute

Guidelines for Classroom Use

Campus facilities and services are available primarily for activities that support WPI's educational, social, and cultural mission. Good judgment, respect for others, and consideration of institutional priorities are key factors in determining facility use.

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1. Reservations

- The Events Office is responsible for all space requests outside of academic course scheduling.
- A classroom reservation guarantees the use of space; however, in rare circumstances, a reservation may need to be canceled due to a higher-priority institutional need. If this occurs, every effort will be made to notify the requestor and secure a suitable alternative location.
- Requests for facility use by on-campus groups must be submitted by a WPI faculty member, staff member, or a student officer of a recognized student organization.
- A group is not considered an "on-campus" organization solely because a member of the WPI community submits the request on its behalf. Such requests should be directed at the Events Office and may be subject to applicable fees.
- *The Office of the Registrar reserves the right to modify a reservation for an academic course need.*

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2. Event Purpose

- Facilities must be used only for the purpose specified in the reservation request.

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3. Responsibility

- The requestor and sponsoring organization are responsible for all activities associated with the reservation.
- Sponsoring departments and organizations must return the room to its original setup unless other arrangements have been approved in advance.
- If anything in the room gets damaged, removed, or requires cleaning the requester will be responsible for fees incurred.

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4. Food in Classrooms

- Classrooms are intended primarily for academic use and are not designed for banquets, catered events, or parties.
- Food and beverages are permitted; however, all items must be removed immediately following the event.

- Groups that fail to clean up after their event may be charged a cleaning fee by Facilities.

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5. Seating Capacity

- All WPI classrooms have established occupancy limits based on fire code regulations and safety requirements.
- Chairs may not be added to exceed the posted room capacity.
- Exceeding the approved seating capacity creates safety risks and increases institutional liability in the event of an emergency evacuation.

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6. Classroom Hours

- Classroom space may be reserved between 8:00 a.m. and 11:00 p.m.
- Events extending past 11 p.m. require special approval.

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7. Scheduling Priority for Classroom

- Academic Classes
- Course related activities
    - Exams
    - Review Sessions
    - Seminars & Colloquiums
- University Events
- Department meetings & events
- Student academic project meeting
- Recognized student organizations special events, including guest lectures, fundraisers, & presentations.
- Recognized student organization meetings

Additional Information

- For additional information on technology needs in campus spaces please visit The WPI Hub | Locations And Servers