

Space Use Managers

Amphitheater | Billy Dahlgren | 323-4538

Byrnes Auditorium | Donna Guerra | 323-2255

Little Chapel | Phyllis Stroud | 323-2518

Kinard | April Lovegrove | 323-3553

McBryde Hall | Phyllis Stroud | 323-2518

Owens Hall | Maria Linn | 323-3928

Shack | Alicia Marstall | 323-4506

DiGiorgio Campus Center | Billy Dahlgren | 323-4538

Student Activity Center (SAC) | Alicia Marstall | 323-4506

Tillman Auditorium | Chris O'Neill | 323-4679

Tillman Lobby | Laura Stubbs | 323-2225

Tillman Room 306 | Phyllis Stroud | 323-2518

Event Security | Sgt. Wiles | 323-2541

West Center | Laura Johnson | 323 - 2198

Withers | Barrie Platt | 323 - 4688

If the space you desire is not listed here,
call **Information Services** for a contact name
and number at **323-2211**.

Please contact Phyllis Stroud in the Office of Public Events regarding rental guidelines, pricing information and venue availabilities for all non-Winthrop University organizational, departmental events.

<http://www.winthrop.edu/publicevents>

Event Cancellation Policy

Please refer to the Online Policy located at
<http://2winthrop.edu/mastercalendarpages/cancellation>



• Master Calendar Coordinator

- Sharon Witherspoon
DiGiorgio Campus Center
witherspoons@winthrop.edu or 803-323-2247

• Winthrop Events Calendar Coordinator

- Judy Knowles
University Relations
knowlesj@winthrop.edu or 803-323-2236

• Space Use Manager

- Varies depending on the specific space or building being requested for usage for your event.
- Refer to the Space Use Managers and Approval link on the Campus Space Reservation System Home-page.

• Campus Police

- If you have arranged for Campus Police to work your event or their presence is a contingency placed on your event, you must notify them within 3 days to avoid penalties and fees. Please call Sgt. Wiles at (803) 323 - 2541.
- Without proper notification, your organization will be held responsible to pay for the officers and any additional charges that are associated with the event.
- Please contact Sgt. Wiles for **hiring officers 323-2541**.

• Facilities Management

- If Facilities Management is involved in providing support for your event, you must contact Pat Ferrell within 3 days to avoid penalties and fees at (803) 323 - 3946.

• DiGiorgio Campus Center Events

- For the events in the Campus Center, you must contact Billy Dahlgren within 3 days with setup information at (803)323 -4538 or dahlgrenb@winthrop.edu.

space

Winthrop University

requests



Campus Space

Reservation System

www.winthrop.edu/spacereservations

**Does your student organization or
Campus Department
want to have an on-campus
event and need space?**

This brochure is designed to help
you learn the process of
requesting space on campus in

Five Easy Steps

Division of Student Life

Department of Student Affairs

Office of Information Services/323- 2247

Follow all steps in order.

Step One

1 Get Organized

Your first step to requesting space is planning. You will want to set a tentative date, time, and location as well as have alternative times and dates. Keep in mind that space requests are usually on a first come first serve basis, but there is always additional criteria to be considered. Your goal should be to plan far enough in advance and be flexible with your event's timeframe.

You should also take the time to check the University Events Calendar to verify that your event does not conflict with other major university events.

www.winthrop.edu/calendar

Remember all space requests require a 10-day notice prior to the event for student organizations and an 8-day notice for Campus Departments or the system will not accept the request.

Step Two

2 Check Dates

After choosing your desired location, look on the Campus Space Reservation System specific calendar page to see if the space is available.

www.winthrop.edu/spacereservations

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Step Three

Contact the Space Use Manager

Each building has a Space Use Manager assigned to manage all prospective venues with regard to space availability on campus. This step is in place to help you double check on the space you are trying to request, and discuss specific guidelines for the facility. On the back of this brochure is a listing of several Space Use Managers of frequently used spaces, which you may contact for information concerning each facility.

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Step Four

Submit Request

Things to remember while you are filling out your space request.

- Include your correct Winthrop University e-mail address as well as your advisor's e-mail address.
- Include time for set-up and break down.
- Request for Campus Police to unlock and lock doors before and after the event, if applicable.
- A separate request must be completed for multiple dates and spaces.
- Print a copy of your request before it is submitted as well as the form that provides the assigned event number information for your records.
- Requests can only be submitted on-line.

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Step Five

Wait for a Response

The final step is the easiest, just wait.

Your request for space and activity will be considered by all approving parties.

- If your event is scheduled outside make sure that you have an alternate location in case of rain.
- You will receive an e-mail confirming approval or rejection.
- Do not publicize the event until you receive an e-mailed confirmation.
- Expect a response usually within a week.
- You may be requested to provide additional information in order for approving parties to authorize your request.
- If additional information is not submitted, the request may be denied.
- All applicable requests will be reviewed by the Events Approval Committee.

You may check on the status of your requests on the Campus Space Reservation System homepage with the usage of your assigned Event Number.

Space Requests are available on-line at:
www.winthrop.edu/spacereservations

