

Bernhard Center Room Use Guidelines for WMU Departments

1. **Food and Catering.** WMU Catering is the exclusive food and beverage provider in the Bernhard Center. No food or beverage may be brought into the Bernhard Center without the explicit consent of WMU Catering. No food or beverages remaining at the end of the event shall be removed from the Bernhard Center.

Departments are welcome to have “Brown Bag” meetings in which participants either bring their own lunch or purchase food from one of the Bernhard Center restaurants such as the Bernhard Center Café, Subway, etc. If individuals bring in trays from the Bernhard Center Café, they must return the tray(s) to the Café dining area upon completion of the meeting. Neglecting to do so may result in a cleaning fee levied upon the sponsoring department.

Catering policies and guidelines are found at the WMU Catering web site:
<http://wmich.edu/catering>.

2. **Reserving rooms.** Meeting room reservation requests may be made online (<http://wmich.edu/studentcenter/reservations>), via phone (269-387-4860), or in person at the Bernhard Center administrative offices. Note that Ballroom requests must be made in person or on the phone.

The Bernhard Center will provide adequate space for meeting and event reservations; however, in order to best serve all its users, the Bernhard Center reserves the right to reassign rooms from those originally booked or requested so that WMU can effectively accommodate all of its users and guests.

3. **Reservations deadline.** Departments may request room use no less than 3 business days prior, but no more than twelve months prior the meeting date. Meeting rooms are available on a first come-first serve basis.
4. **Confirmation.** A Bernhard Center reservation confirmation will be sent to the main departmental contact who made the reservation. The confirmation serves as an acknowledgement of a Bernhard Center meeting room reservation.
5. **Cancellations.** Meeting room cancellations must be made no less than 7 business days prior to the reservation. Ballroom cancellations must be made no less than 90 days prior to the reservation to avoid a room charge. If catering is included, WMU Catering services must be cancelled no less than 14 business days to avoid catering charges. See <http://wmich.edu/catering> for details.
6. **Co-sponsorship.** Departments may co-sponsor their programs, meetings, and events with other WMU departments, sister organizations, RSO's, and/or non-WMU partners. When this happens staff from the sponsoring department must be an integral part of planning and coordinating the events, and the audience must be majority WMU faculty, staff and/or students. Departments may not co-sponsor with an RSO merely to take advantage

of lower RSO rental rates, unless the program or event is intended specifically for WMU students AND the co-sponsoring RSO is an equal partner in planning. This practice is called “fronting.” We do not allow “fronting.”

7. **Meeting room rental costs.** Departments are allowed a reasonable number of meeting room uses per semester. There is a rental charge for the use of the North, South, East and West Ballrooms; all other meeting rooms are offered to departments at no charge. Rental rates are outlined at <http://wmich.edu/studentcenter/roomrates>. Departmental payments are made via an inter-departmental transfer using fund and cost center.
8. **Meeting room set-ups.** Meeting rooms will be set up as requested.
9. **Locked rooms.** If a meeting room is locked, please check in with the Info Desk located on the main level of the Bernhard Center. A room key may be checked out at the Info Desk.
10. **Room Condition.** Sponsoring departments will be held responsible for the condition of rooms used. Any damage will result in a direct charge of \$250, or the cost of repairing damage, whatever is greater, to the department which made the reservation.

No tape, tacks, nails, pins, staples, etc. may be used on any wall surfaces or on any mirrors, windows, curtains, or doors.

11. **Academic use.** Bernhard Center meeting rooms may not be used for academic classes or meetings. The Registrar’s office can assist with academic related classroom and meeting room requests.