

RESERVING WESTERN LODGE/WRA CABIN

The Western Lodge and WRA Cabin may be reserved by registered student organizations and University departments for social activities at anytime. There is no charge for use by these groups.

Using the Lodge or Cabin for private parties is permitted when classes are not in session. (i.e. Midterm Breaks, Spring Break, etc.) Reservations for private use will be allowed beginning on the Monday following Winter and Spring Commencement. You must be 21 years of age to use the facilities. The cost for private parties is \$40 per day regardless of the number of hours used. Reservations are made for specific times between 6:00 a.m. and midnight. Groups may not go in before or stay after their reserved time. Payment is due before scheduled event occurs.

To make reservations for either facility, contact the Office of Student Activities & Leadership. Reservations may be made one year in advance. Reservations for Thanksgiving and Christmas will be accepted the first work day after the holiday break.

Overnights are permitted for registered student organizations if an advisor stays with the group during the night. The Office of Student Activities & Leadership must receive a note from the advisor at least three working days prior to the scheduled date, stating that he or she will be there overnight. Private groups are not permitted to stay past midnight.

Keys for entry into the buildings must be picked up Monday – Friday between 8:00 a.m. and 4:30 p.m. in room 356 Shriver Center. Keys must be returned the next business day. If a group fails to return keys, the group is subject to the loss of future reservation privileges.

The Western Lodge and WRA Cabin are non-smoking buildings. No alcoholic beverages are permitted in the building or surrounding grounds.

When leaving, the Lodge and/or Cabin must be cleaned and left in good condition. Cleaning supplies (broom, vacuum, trash bags, etc.) are provided. Fires must be extinguished, trash must be collected and deposited in receptacles outside, lights turned off, windows closed and the doors locked. Furniture may be moved (do not place directly in front of heating units) but must be returned to it's original position. During the winter the thermostat may be turned higher to warm the building but must be turned back to 55 before leaving.

The cost of any damage done to the building/grounds or extra cleaning required as a result of a group's negligence may be charged to the group.

Any problems should be reported to the Office of Student Activities & Leadership when returning the key.