

KENTUCKY WESLEYAN COLLEGE

ROOM RESERVATION INFORMATION

We ask your help in making each campus event run as smoothly as possible. Please check the calendar for availability and then contact the appropriate person below and complete any additional paperwork, e-mails, contract, etc. with necessary details about the time and setup needed.

ROOM RESERVATIONS (internal organizations only)

Please check the scheduling calendar to determine if the room you want is available and then email or call the correct person to request the room.

Administration Building - Conference Room #103: Peggie Greer, ext. 3117

Administration Building - Conference Room, 4th Floor: Leslie Korb, ext. 3193

Administration Building - All other classrooms: Alaina Griggs, ext. 3119

Administration Building - Tapscott Chapel: Kent Lewis, ext. 3289

Athletic Fields - Foster Field, Steele Stadium, Panther Field: Jenifer Heady, ext. 3330

Fine Arts Center - Hager Performance Hall: Alaina Griggs, ext 3119

Health & Recreation Center - Auxiliary and Main Gym: Jenifer Heady, ext. 3330

Hocker Family Dining Center: William Haliburton, ext. 3281

Library - LLC Seminar Room, Computer Lab I: Rhonda Sartain, ext. 3258

Science Center - Conference Room: Evelyn Hiatt, ext. 3158

Winchester Center - Cox Conference Room, Rogers Hall, Smith's Lounge: Pam Parr ext. 3285

Once you have reserved a room, please contact the department below for additional details for your event.

Food Service: If your event requires any food, drink or paper supplies, you must contact Dining Services, ext. 3281, to schedule such necessities.

Tables, chairs, room set up: If your event requires a set up (tables, chairs, etc.) please place a work order request into the School Dude work order system. There is a link to the work order system on the left hand side of PantherNet. If you need help putting in your first work order request, please contact Facilities at extension 3324. If your event includes food service, you still must contact Facilities on the number of chairs, tables, etc. that you will need. Do not assume that if you have made a room reservation that there will automatically be tables and chairs provided.

Microphones, audiovisual supplies: Alex Hicks ext. 3269

ROOM RESERVATIONS (outside events)

If you are a member of an outside group that would like to reserve a location on campus, please contact Shelly Roth, 270-852-3313. Contracts are required for outside groups due to liability insurance reasons.

WHEN TO BEGIN THIS PROCESS: It is never too early to schedule your event. We recommend at least a month's notice for larger events and two week's notice for smaller events. If you call at the last minute, certain items may not be available. For larger events, we also recommend a short meeting including all departments involved.

QUESTIONS: Please contact Dining Services, ext. 3281 or Facilities, ext. 3324.