

LOOKING TO RESERVE A LARGE SPACE IN SYKES FOR 2022-2023?

ADVANCED RESERVATION is a new process that Sykes Union and Student Activities is implementing to assist student organizations and university departments with the reserving of space within Sykes Student Union for future events. With limited large venues on campus and trying to meet the needs of many organizations and departments, this process will allow for space requests to be made in advance to allow for a more equal opportunity to these spaces.

HOW THIS WILL WORK:

1. A form on RamConnect will be made live **February 21st at 8:00 am – February 25th 2022 at 4:30 pm.** Form will close after this time.
2. All student organizations and university departments will need to complete **one form for each event.**
3. Sykes Union and Student Activities staff will process all the requests according to date/time submitted, and **priority based on scope and scale** of the event.
4. Notification will be provided to the event organizer who will be asked to **confirm their request before being made final.**

WHAT SPACES DOES THIS INCLUDE?

Larger spaces in Sykes Student Union
(Ballroom, Theater, 10A & 10B, and 115)



FOR MORE INFORMATION, VISIT SYKES UNION & STUDENT ACTIVITIES WEBSITE: WWW.WCUPA.EDU/SYKESUNION