Scheduling Space
As a Registered Student Organization (RSO), you have the opportunity to reserve space on campus for your organization’s meetings and events. In most cases the space will be free to your organization. Depending on the space your RSO wants to use, there are different offices to contact and policies to know.

Scheduling & Events Services
Located on the first floor of the University Union (UU), Scheduling & Events Services can handle many of your space requests. In addition to rooms in the University Union, they also schedule tables in the concourse, outdoor events, and non-athletic events in Western Hall and on Hanson Field.

Contact: 309.298.2421

Multicultural Center
The Multicultural Center is home to Casa Latina Cultural Center, Gwendolyn Brooks Cultural Center, and the Women’s Center. There are a variety of spaces which are available with prior reservation: resource room, study room, boardroom, activity room, computer room, multipurpose room, lactation room, and kitchen. Contact: Casa Latina: 309.298.3379 GBCC: 309.298.2220 Women’s Center: 309.298.2242

Selected University Union Policies
- No outside food or drink may be brought into the Union.
- A room rental fee is assessed to groups that charge admission or collect donations at the scheduled event.
- The organization assumes full responsibility for the conduct of any patron, guest, or visitor involved in a sponsored meeting or event.
- Final reservations and changes should be made 48 hours in advance. Less than 24 hours’ notice of a cancellation may result in “no show” fees.
- Sign-up for regular standing meetings is done beginning on April 15th of the spring semester for the following academic year. A computer printout of the agreement is sent to the organizations or departments requesting meeting space.
- The University Union is currently undergoing a renovation of the Ground Floor. Construction began in May 2013. The Northwest entrance, Murray St. Café, and the Lamoine Room will be closed until renovation completion – planned for summer 2014. Please follow @WIUUnion on Twitter for updates!

Other Spaces On Campus
- Brophy Hall & Brophy Hall’s Tennis Courts: 309.298.1981
- Classroom Buildings: 309.298.3115 or their individual building offices
- Conferences & Campus: 309.298.2413
- East Intramural Fields, Student Rec Center, Swimming Pools: 309.298.1228
- Hanson Field & Western Hall (non-athletic events): 309.298.2413
- Horn Field Campus Lodge, Cabins, Ropes Course, & More: 309.833.5798 or HF-Campus@wiu.edu or wiu.edu/HFC
- Kibbe Life Science Station: 309.298.1546
- Residence Hall Meeting Space: 309.298.3328
- University Libraries: 309.298.2762
- University Union Hotel Rooms: 309.298.1941

Other Services
Westec: a student-led group that provides lighting, sound, and projection equipment for events on campus. 309.298.3210
Catering: is available through Sodexo with a wide range of menu options. 309.298.1292