SMALL MEETING ROOMS
Available Setups
This room is preset with tables and chairs for 16 people.

Room Features
WIFI and ethernet ports
Wheelchair accessible

Special Services & Technical Support Available
Ceiling mounted wireless LCD projector
Ceiling mounted screen
Overhead projector
TV / VCR / DVD
Available Setups
This room is preset in square with tables and chairs for 45 people. Set up is flexible and can seat up to 60 classroom style.

Room Features
Bulletin board
Dry erase board
Mounting display for flipchart paper
WIFI and ethernet ports
Wheelchair accessible

Special Services & Technical Support Available
Ceiling mounted wireless LCD projector
Ceiling mounted screen
Overhead projector
TV / VCR / DVD
Available Setups
Set up is flexible and can seat up to 50 classroom style.

Room Features
Bulletin board
Dry erase board
Mounting display for flipchart paper
WIFI and ethernet ports
Wheelchair accessible

Special Services & Technical Support Available
Ceiling mounted wireless LCD projector
Ceiling mounted screen
Overhead projector
TV / VCR / DVD
Available Setups
This room is preset in square with tables and chairs for 20 people. Set up is flexible.

Room Features
Bulletin board
Dry erase board
Mounting display for flipchart paper
WIFI and ethernet ports
Wheelchair accessible

Special Services & Technical Support Available
Ceiling mounted wireless LCD projector
Ceiling mounted screen
Overhead projector
TV / VCR / DVD
Available Setups
This room is preset with tables and chairs for 18.

Room Features
Dry erase board
Mounting display for flipchart paper
WIFI and ethernet ports
Wheelchair accessible

Special Services & Technical Support Available
Ceiling mounted wireless LCD projector
Ceiling mounted screen
Overhead projector
TV / VCR / DVD
Available Setups
This room is preset with tables and chairs.

Room Features
Dry erase board
Mounting display for flipchart paper
WIFI and ethernet ports
Wheelchair accessible

Special Services & Technical Support Available
Ceiling mounted wireless LCD projector
Ceiling mounted screen
Overhead projector
TV / VCR / DVD
Available Setups
This room is preset in square with tables.

Room Features
Dry erase board
Mounting display for flipchart paper
WIFI and ethernet ports
Wheelchair accessible

Special Services & Technical Support Available
Ceiling mounted wireless LCD projector
Ceiling mounted screen
Overhead projector
TV / VCR / DVD
Available Setups
This room is preset with chairs & tables.

Room Features
Dry erase board
Mounting display for flipchart paper
WIFI and ethernet ports
Wheelchair accessible

Special Services & Technical Support Available
Ceiling mounted wireless LCD projector
Ceiling mounted screen
Overhead projector
TV / VCR / DVD
The picnic area, located by the softball field, is the ideal place for events such as cookouts, reunions, birthday parties, and more! The picnic area includes a covered shelter (under which are picnic tables, a grill, and electrical outlets), a wide expanse of grassy lawn next to the creek with several more picnic tables placed around, and working restrooms (not available during the winter months).
WANT TO RESERVE?

OFF-CAMPUS GROUPS
Off-campus groups are not allowed to use DCA facilities (except for the Picnic Area) unless being sponsored by an on-campus department or Recognized Student Organization. Those interested in holding a conference on campus should contact Conference Services.

RECOGNIZED STUDENT ORGANIZATIONS
You must come into the office in person (University Center, 2nd floor) and fill out a reservation request form. Please note that a Sales and Solicitation Permit is required for the selling of any items, collecting money for any purpose, and fundraising and that a Fair Use Waiver is required when showing a film in the UC Theater. For information about RSO Policies.

WCU DEPARTMENTS
Please use the 25LIVE Webviewer to make your reservations and we will send you any setup forms that need to be filled out. Please note that a Sales and Solicitation Permit is required for the selling of any items, collecting money for any purpose, and fundraising and that a Fair Use Waiver is required when showing a film in the UC Theater.

Instructions for Reserving Space in 25Live
Tips for Using 25Live

QUESTIONS?
Linda Snyder with Department of Campus Activities is your source to help with your event logistics!

Email at lgsnyder@wcu.edu or give her a call at 828.227.7206 to make your event great.

For more information on Department of Campus Activities