

**WESTERN WYOMING COMMUNITY COLLEGE
GENERAL ADMINISTRATIVE REGULATION**

Weddings on Campus

Who Qualifies

The College understands that there are a variety of reasons why students might want to get married on campus. However, the College does not wish to compete with local businesses, and cannot be expected to provide the level of service one might expect from a company involved in regularly providing for these events. Simple ceremonies and receptions may be held on-campus as long as either the bride or the groom or both is a current student or has graduated from Western Wyoming Community College and the requested space is available.

The College cannot accommodate a wedding larger than 200 guests.

Where and when can we hold the wedding and reception?

Either the Whisenand Commons (Atrium) or Mitchell's Cafeteria may be requested through the Facilities Clerk in Enrollment Services

The College is shut down on weekends from approximately May 20 – August 15 each year. **No weddings can be scheduled on weekends during the summer or during holiday shut-down periods.**

The request is considered in the same fashion as any other request for facility use. It may be granted if the requested location is available and there is no other major events on-campus at that time.

All requests must receive final approval from the College president.

Cost and set-up?

Basic set-up can be identified on the Facilities Use Form. All special arrangements must be made directly through food service (if being used) and through the Custodial Services Supervisor. The Facilities clerk does not coordinate the set-up or other arrangements.

The College charges a base fee of \$150. If there are excessive set-up or clean-up costs, the couple will be billed for actual costs incurred.

Rules and Guidelines?

Western is a no alcohol campus so alcohol is not permitted at any on-campus reception. A copy of the policy regarding set-up, appropriate food and drink, etc. is attached to this paper.

APPROVED: Executive Council: August 20, 2002