

WELLESLEY COLLEGE

SLATER INTERNATIONAL CENTER

Slater International Center Reservation Policies & Guidelines

Slater Reservation Policies:

Slater International Center may be reserved by members of the Wellesley College community for college business or events with an international/multicultural focus and student involvement. All reservation requests from faculty, staff, and students must be submitted through the College's Reservation System 25Live, and will be reviewed in the order they are received. Please visit the [Wellesley College Scheduling](#) website for more information on how to submit your request. Scheduling FAQs can be found [here](#).

Reservation requests are strongly advised to be submitted at least 2 weeks in advance, as any late request may be subjected to denial from the Slater International Center or the Office of Student Involvement. You will receive an email notification when your 25Live request is approved or denied. Requests will be approved on condition that the space is available, the request is for a Wellesley College meeting or event that occurs outside of regular business hours, and that the event has student involvement and with an international or multicultural focus.

Slater Reservation Guidelines: <https://www.wellesley.edu/international/reservingslater>

1. Slater International Center is an **office space during business hours** (Monday-Friday 8:30am-4:30pm) and must function as such during the business week.
2. Due to the ongoing COVID-19 pandemic, all guests **are encouraged to remain masked indoors** when not eating.
3. **Custodial Services** are required for events that occur at night or on weekends, and that involve food. There is an associated fee for custodial services. The fee will be charged to the department budget number in the 25Live request, or that is associated with the student organization.
4. Any external vendor or outside guests must be approved by the College before coming to campus.
5. The Slater International Center is swipe access only. The department or student organizer will be responsible for event access into the house. If the organizer requires building swipe access, they must contact the Program Coordinator prior to the event (xd100@wellesley.edu) Or, you can contact Wellesley Campus Police at 781.283.2121 to grant you early access.
6. Slater International Center has recently been renovated and original wood floors have been restored. To avoid damaging the floor, we ask that **no furniture be moved**. Unfortunately, external tables and chairs cannot be brought into Slater for events and meetings.



7. The person reserving the house is responsible for the strict enforcement of the **Wellesley College alcohol policy**. Students should refer to the Student Handbook, and faculty should refer to the Administrative Handbook for a more detailed explanation of the policy.
8. Slater is a **shared space for the international student community 24/7 and has an open-door policy**. During your event you will have full use of the upstairs area including: The kitchen, dining room, and living room. However, no doors will be locked or closed, as our international community will continue to have access to the lower level for study purposes and door access should be maintained at all times.
9. Any **catering requests must be approved** by Slater Staff, prior to the 25Live approval. In order to keep in accordance with Slater's limited space, resources, and fire safety measures. Also, the person reserving the house or event contact must be present for catering setup and break down.
10. It is ultimately the responsibility of the person reserving Slater to **leave the house in its original condition** following the event. Any damaged incurred will be held accountable to the individual, the department, or the student organization who reserved the event and may impact future house reservations requests. This includes the following:
 - Encourage attendees to wear masks indoors and to be mindful of physical distancing when possible
 - Collect any garbage and place in trash bins around the house
 - Clean, dry, and put away all dishes and kitchen equipment used
 - Clean up and carry out any materials or event items
 - Wipe down counters and table surfaces; cleaning supplies are under the upstairs kitchen sink
 - Gently spot clean any stains
 - Turn off any electrical or A/V equipment and return items back to their original place
 - Close and lock all windows and doors

Slater Resource Inventory:

Dining Room: 1 large wooden table with 8 chairs, 15 folding chairs, 2 x 6' folding tables.

Living Room: 2 high top tables, 3 coffee tables, 2 couches, 1 loveseat, 8 large, upholstered chairs.

Space Capacity: 80 People Maximum

Slater Outdoor Patio: 20 People Maximum

Acknowledgment of Policies & Guidelines:

By signing this contract, I acknowledge and understand the terms of this agreement. I understand that the Slater International Center has the right to deny any incomplete reservation or reservations not in compliance with the Slater Reservation Policies, and that all reservations may be subject to cancellation. I accept that it is my full responsibility to read and to abide the Slater International Center Reservation Policies & Guidelines set forth. And I understand that failure to comply with these policies and guidelines, may result in discontinued access to the Slater International Center for future reservation requests.

Printed Name: _____

Signature: _____

Date: _____