

Classroom Use Considerations

Office of Student Activities * Wellesley College

The Office of Student Activities recognizes that classrooms can be great spaces for student organization programming and meetings. Student organizations are permitted to reserve classroom spaces through the online calendar system after Add/Drop period ends each semester. To maintain Wellesley's facilities for use by the entire community, the Office of Student Activities has developed the following considerations for student organizational use in academic classroom spaces.

Classroom Use in General: All classrooms are locked in the evenings unless requested 15 days in advance through the online calendar. Members of student organizations are required to leave academic spaces in the same or better condition after use so that classes can occur the next day. This requires students to clean up after their events and if necessary request a custodian. Please note that events that occur outside of building hours require an extra custodian on duty and student organizations may incur additional custodial fees for events outside of building hours.

Green Hall & Founders Hall: Green and Founders Hall typically close after 4:30pm daily and are closed on weekends. Food and drink is prohibited in classrooms. If students want to reserve faculty/departments lounge spaces, they must do so through faculty/departments directly.

Jewett Hall: Jewett is open 8am-11pm on weekdays, and 12pm -7pm on weekends. Classroom space may be used by non-music department groups on a spontaneous basis. The Music Department reserves the right to ask non-departmental groups to move. Food and drink are prohibited near or on all pianos. After group meetings, all trash must be taken down to the dumpster next to the Davis Museum, and all chalkboards must be cleaned if used by student groups. Jewett spaces may only be reserved for dress rehearsals and actual performances.

Pendleton Hall: Pendleton Hall is open 8am -12pm on weekdays, and 12pm-7pm on weekends via card access. Classrooms are typically locked after classes unless reserved by student organizations. Pendleton East classrooms are equipped with media equipment and instructions.

Science Center: Science Center 277 & 377 are designated for student reservation use. All events must end by 10:30pm because custodians are on duty until 11pm. Other Science Center classrooms may be reserved for use if a faculty member is represented.