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 & Slater Patio are office spaces during business hours (Monday-Friday 8:30am-4:30pm) and must function as such during the office hours.
2. After 10:00 pm, the Slater Center will be closed to allow custodial services to safely clean and sanitize the space for the next day. Please leave the building before 10:00 pm to allow ample time for event clean-up.
3. The front door of Slater will remain locked and have swipe access only. If you would like to prepare the space before your event or meeting begins, please request "set-up" time on your reservation. You will need to contact the Program Coordinator to arrange access (Ldolat@wellesley.edu)
4. No outside guests or external vendors are allowed at campus events, any vendor must be approved before coming to campus.
5. 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.
6. 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.
7. Cooking will not be permitted at Slater, in order to decrease the potential rate of transmission.
8. It is ultimately the responsibility of the person reserving Slater to leave the house in its original condition following the event, this includes the following expectations:
Collect any garbage and place in trash bins
Clean up and carry out any and all materials or event items
Wipe down counters and table surfaces; cleaning supplies are under the upstairs kitchen sink
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 (difficult to move and must remain in dining room) with 4 chairs, 2 x 6' folding tables.
Living Room: 2 high top tables, 3 coffee tables, 2 couches, 1 loveseat, 8 large upholstered chairs.
Slater Center physical distancing capacity: 8 maximum
Slater Patio physical distancing capacity: 5 maximum

Acknowledgment of Policies & Guidelines:

By signing this contract, I acknowledge and understand the terms of this agreement. I understand that the Slater 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: ________________________________