# **WCSA Equipment Policies**

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## **Arrow Sign Policy**

An arrow sign is a plastic mobile whiteboard that is used to assist people in finding events throughout the Campus Center. Arrow signs will be put up based on reservations in EMS

Crosby Hall - 0 Lounge

Genesee Hall - 3rd floor residence hall lounge opposite the kitchen

Gilbert Hall – First Floor Lobby/Vending Area

Hill Court, Gale House - Entry Lobby

Hoeing Hall - Laundry Room

Lovejoy Hall - Laundry Room

O'Brien Hall - Community Kitchen

Riverview Apartments - Building F

Susan B. Anthony Hall - First Floor Elevator Lobby

Tiernan Hall - Laundry Room

Valentine Tower - Community Room

Wilder Tower – Lobby

Wilson Commons - Common Connection Desk

Frederick Douglass Commons - Building Manager Desk

Genesee Hall - Building Manager Desk

Hillside Market (only for events working with the FoTJ 00-16 LobaMark JQ Lobp1 0ry Rooyo996 Build0

### **Prize Wheel Policy**

If the prize wheel is used at an information table or flex table, it must be picked up by 9 a.m. and returned by 10 p.m. to the Common Connection each day of the reservation. The organization must notify the <u>Reservation Coordinator</u> at least 24 hours in advance if the prize wheel will not be used on a particular day or if the organization intends to cancel the rental

### **Become an Approved Driver**

To request an exception to any portion of the policy listed above, please submit an Exception