WPU & O’Hara Reservations

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William Pitt Union Updates

- Building hours for WPU (subject to change):
  
  Mon-Fri 7am-11pm
  
  Saturday: 7am-4pm
  
  Sunday: Closed

Anticipating only Pitt faculty, staff, and students being able to enter the building with Pitt ID

- Please abide by all signage throughout the university facilities
- Lounges are open with reduced capacities and cleaning protocols
- Nordy’s is offline
- Schenley Café has new eateries
- Many offices and departments will be operating remotely

Go to [https://www.studentaffairs.pitt.edu/studentunions/](https://www.studentaffairs.pitt.edu/studentunions/) for adjusted hours and department in-person availability
EMS and Reservations

• How to get an EMS account:
  https://www.studentaffairs.pitt.edu/studentunions/reservespace/

• 2 members per organization

• Email ems-help@pitt.edu if you are the outgoing student leader to let us know to de-activate your account and transfer reservations.

• If you are the incoming student leader, email ems-help@pitt.edu and let us know who previously made your reservations so we can update our database.
New Classrooms

• All multipurpose rooms in the WPU and OSC are being used for classes this semester
  • Assembly Room, Ballroom, Kurtzman Room, Lower Lounge, Dining Room A, Dining Room B, 310, 548, 630, and Nordy’s Place
  • O’Hara Ballroom, O’Hara Dining Room, Conference Room 114

• Full list of classrooms: https://www.registrar.pitt.edu/facultystaff/classroomscheduling
EMS to Reopen Sept 14

• University Classrooms will not be reservable (Cathedral and David Lawrence)
• WPU Meeting Rooms and Dance Studio are available with modified capacities (3-15 people).
• Tabling in the Quad will be available
• New capacities, room guides and set ups, and event requirements will be collected through EMS and found on our website
• Any EMS space reservation will collect your activity plan information in EMS. You will not be required to fill out a secondary form
• For reservation and event logistics, contact wmpittun@pitt.edu or ohara@pitt.edu
Guidelines

• COVID-19 guidelines will be mandated
  • Face coverings
  • Physical distancing
  • Proper hygiene and hand washing
  • Event host responsibility for cleaning and attendee compliance

• Follow all guidelines at https://www.coronavirus.pitt.edu/

• University postures may change
WPU Meeting Rooms

- Will need to be booked at least 7 days in advance in EMS
- EMS will collect your activity plan for these spaces
- Technical services are available if the event is approved. Tech requests would be made in EMS at the time of reservation
- Safety liaisons for the event are responsible for enforcing the event activity plan
- Meeting room furniture cannot be moved, added, or removed
Dance Studio

- Will need to be booked at least 7 days in advance in EMS
- EMS will collect your activity plan for these spaces
- Safety liaisons for the event are responsible for enforcing the event activity plan
- No partner work
Quad Tabling

- Will need to be booked at least 7 days in advance in EMS
- Organizations are not able to physically hand out materials, but items can be available at the table for optional pick up by guests
- No more than 2 representatives may staff the 6ft table at one time
- People should not congregate at the table and it is the responsibility of the organization to monitor this
- Groups will not be allowed to collect signatures or have documents filled out at their tables
- Bake sales will not be allowed this semester. Any food sales must be pre-packaged and store bought and indicated in your EMS reservation.
- Proper collection of money is still required with a WPU Ticket Office cashbox request
Cathedral Lawn

- Will need to be booked at least 30 days in advance.
- To request the lawn you will fill out the paper form found on the WPU website
- Due to this being a paper form you will need to also submit an activity form through SORC when reserving the Cathedral lawn
Alternative Spaces on Campus

• Global Hub
• Tabling – limited space
• Tentative: Homewood and Hill District Community Centers

• Not Available: OSC, WPU multipurpose rooms, Connolly Ballroom in Alumni and 2 conference rooms (121 and 323), U-Club main floor and Ballrooms, Posvar Patio, minimum of 1 out of 3 Cathedral lawns, theater spaces, Towers and Sutherland tabling, classrooms on evenings and weekends
Virtual Meetings and Events

• Student Affairs Technical Service is prepared to assist with virtual meetings and events this semester. Services include:
  • Hosting webinars
  • Live streaming
  • Adding graphics
  • Etc.
• For additional inquires of services please contact satech@pitt.edu at least 14 days out from your meeting or event date for review.
Reminders

• Virtual is strongly encouraged!!!
• Construction to continue through mid-Oct
• Please be patient with us and remember to keep yourself and others safe
The Reservations office will be remote this semester

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