Washington University in St. Louis
SCHOOL OF MEDICINE

Education & Campus Support Services

The Operations and Facilities Management Department created the **Education & Campus Support Services** program to manage all shared spaces at Washington University School of Medicine.

Campus Support Services manages all of the space in this model and can be contacted by:

- Phone: 314-747-6338
- Email: meet@wustl.edu
- Website: https://meet.wustl.edu
- Information Centers: Business Center, 2nd floor of EPNEC, Lobbies of EPNEC, MCC and FLTC

IMPORTANT INFORMATION:

Shared Spaces

There are over 80 spaces in 13 buildings across campus available to reserve.

Reservation Systems

Campus Support Services will assist you in finding the right space for your meeting or event. If you are hosting an event and want to reserve space at EPNEC, complete a Reservation Information Form (RIF) or call 314-747-MEET. If you plan to schedule a meeting, log onto ManageSpace to reserve space.

WUSTL Key users should not book space for non-WUSTL key users. All non-WUSTL key users should call 314-747-MEET or complete the RIF.

Approval Process

All reservations will be assigned an event type. If the event type is something other than curricular or meeting – no additional services, a Reservation Information Form(RIF) should be completed for more information so the use of space can be approved.

Additional Services

Standard additional services such as custodial, catering and audio visual services are available through self-service for WUSTL Key users. If using self-service, the user is responsible for coordinating all meeting details including booking additional resources and adhering to all space guidelines.

The other method to obtain additional services is to select meeting coordination services. There are several levels of meeting coordination services. This is a fee based service for Core and Primary users and is included in the cost of room rent for Secondary and Tertiary users.

Some events on campus may require meeting coordination services and some resources are only available by requesting meeting coordination services.

For additional information, call, email, stop by or visit our website.

We are excited about this new program and look forward to working with you soon!