

GUIDELINES FOR BISHOPS OF PROVO YSA WARDS MEETING IN THE WILKINSON STUDENT CENTER

Welcome to the Ernest L. Wilkinson Student Center (WSC). There are sixteen wards meeting in the WSC; twelve from the Provo YSA 2nd Stake and four from the Provo YSA 17th Stake. These guidelines are designed to help church leaders and members take full advantage of the resources available in the WSC. Please provide any feedback or suggestions to a member of the Provo YSA 2nd Stake Presidency (Agent Stake) or to the WSC Support Services Office, 801-422-3111.

1. **Building Coordinator (BC).** Due to the heavy use of the WSC throughout each day of every week, there is a BC on duty during most building open hours. The BC represents full-time building management. For assistance with WSC issues, the BC can be reached by **calling their cell phone at 801-592-0634.**
2. **Interview Offices.** Each YSA ward is assigned, by university policy, two interview offices. These assigned offices are available for exclusive church use on Tuesday nights from 6:00pm until 11:00pm and all day Sundays from 6:00am until 8:00pm. Use of assigned interview offices at any other time should be coordinated with the University employee who occupies the office during the weekday.
3. **WSC Building Hours.** The WSC opens every day of the week at 7:00am. The building closes Monday through Thursday at 11:00pm; Friday at midnight; Saturday at 11:30pm; and, Sunday at 6:00pm. Bishops are encouraged to conduct all church business in the WSC during building hours. If a special need arises which requires a bishop to stay in the WSC after the building closes, bishops should notify the BC in advance. After the WSC closes, bishops should exit the building **only** by one of five doors, each at a main building exit labeled, “**After-Hours Exit.**”
4. **Security.** All offices and suites should be locked when unoccupied. When interviews are held in offices inside a suite, a ward member should be assigned to monitor the suite and should be stationed at the entrance to the suite to control access and to protect materials and equipment not belonging to the ward.
5. **Interview Office Furnishings/Equipment/Supplies.** Telephones may be used to conduct local church business. Long distance service is available for church business with an assigned FAC code. **Computers, computer jacks, printers, copy machines, paper and other office equipment /supplies are not to be used by ward members.** If furnishings are rearranged to accommodate ward needs, the furnishings should be put back as they were originally found. Please keep all ward materials secured inside assigned file cabinet or storage closet. Please do not allow ward materials to accumulate on top of or outside of assigned file cabinet.
6. **Sunday Meeting Set-Up/Clean-Up.** The WSC Set-up Crew will place racks of chairs in each Sacrament, Sunday School, Relief Society and Priesthood meeting room. **The first ward and the last ward to use these rooms on Sunday are assigned, respectively, to set up chairs before meetings and to place chairs back on the racks when meetings are completed.** Other equipment, such as risers and podiums, are set up and taken down by the WSC Set-up Crew. If ward members rearrange sofas, tables and/or chairs in suites or lounge areas of the WSC for meetings, members should return the furniture as it was originally found.

7. **Hymnbooks.** Each Sacrament meeting room has an assigned hymnbook cart. The hymnbooks on this cart are to be used by ward members for Sacrament Meeting and other block meetings as desired. The hymnbook cart may be moved to rooms needed but must be returned to the Sacrament Meeting room at the conclusion of the block of meetings. At the end of the block of meetings, ward members should place hymnbooks back on the cart. At the end of the day, the WSC Set-up Crew will put the hymnbook carts away. If hymnbook carts are used for tithing envelopes or other handouts, that material should be removed at the end of the block of meetings. Periodically, WSC Support Services personnel will remove anything other than hymnbooks from the hymnbook carts.
8. **Audio-Visual Equipment.** IT Services provides microphones in each Sacrament meeting room according to the WSC Sunday Meeting Plan. IT Services are informed of changes in meetings due to stake conferences, combined meetings, etc. Overhead projectors, TV's, DVD players and microphones for any Sunday meetings should be scheduled by ward leaders with AV Delivery at 801-422-4071. OIT receives an appropriation from the Church to cover the cost of the labor and equipment for Sunday use during meeting block times and stake conferences. Individual wards and stakes are not charged for use of OIT equipment at those times. Wards and stakes will be charged directly for use of OIT equipment at times other than regular meeting block times and stake conferences.
9. **Scheduling Meetings.** Regular ward Sunday meeting times and locations are assigned by WSC Support Services, Campus Space Management and the Provo YSA 2nd Stake Presidency. Due to a limited number of available meeting rooms, each ward will be assigned a maximum of four Sunday School meeting rooms. To schedule a room in the WSC for a meeting on Sunday, other than the regular meeting block, call the Provo YSA 2nd Stake Scheduler. To schedule a room in the WSC on any other day of the week, call Campus Scheduling at 801-422-3134. Please be aware that Sacrament Meetings are held in the rooms on both sides of Room 3222 and, occasionally, in Rm 3211, which is next to Rm 3223. Sound carries between these rooms. Please be considerate when scheduling Rm 3222 or 3223 for choir practice, etc., so that Sacrament Meetings are not disturbed.
10. **Changes in Regular Sunday Meeting Schedules.** There are several Sundays during the year, when changes are made to regular Sunday meeting schedules due to combining meetings for semester breaks, stake conferences, or WSC renovations. Stake and Ward leaders will be notified of these changes in time to make announcements in Sunday meetings the week prior.
11. **Keys.** Keys to interview offices, file cabinets, and storage closets, are issued by the Key Office in the Brewster Physical Plant Building. Each ward is issued five keys; one for the bishop, one for each counselor, one for the ward clerk, and one for the ward executive secretary. The Key Office does not require a key deposit. If a key is lost, e-mail chad_brimley@byu.edu or church@byu.edu , with the key hook number and the copy number which is stamped on the key, and the Key Office will replace the key without charge. The Physical Plant has a church fund to cover the cost of keys. If a bishop wants more than five keys for his ward, an email should be sent to chad_brimley@byu.edu justifying why another key is needed. Problems with keys

not working properly in keyways may be reported to chad_brimley@byu.edu or WSC Support Services at 801-422-3111.

12. **Custodial.** Please ask ward members to pick up papers, flyers, etc. after the Sunday block of meetings. Please ask members to clean up rooms after they have been used for ward activities. Adhesive/duct/masking tape and thumb tacks should never be used to place posters or signs on sheetrock walls or woodwork. Easels or poster stands may be scheduled through Campus Scheduling.
13. **Fire Alarms.** If a fire alarm occurs in the WSC, all ward members should immediately evacuate the building by the closest exit. Three members of each ward's Elder's Quorum should be assigned to report to the area in front of Jamba Juice where the Building Coordinator (BC) will have them assist in evacuating the building. If the area in front of Jamba Juice is unsuitable for assembling, the back-up location will be 50 ft. outside the north main entrance to the WSC.
14. **Accidents/Injuries.** If an ecclesiastical leader becomes aware that any individual is injured while in or near the WSC, please contact the Building Coordinator (BC) immediately. The BC is responsible to see that appropriate emergency services/medical attention is obtained and that a required Accident/Injury Report is completed for the University's Risk Management Office.
15. **Pianos.** There is a piano located in most of the meeting rooms in the WSC. If a piano is needed in another room, please schedule it with Campus Scheduling at 801-422-3134. Ward members should not lift pianos from the floor to risers/stages or from risers/stages to the floor. Pianos are regularly tuned four times each year.
16. **Mechanical Folding Doors.** These large doors, used to divide larger meeting rooms, may be opened or closed by contacting the ABC. The process requires two individuals, each with a key, who must work together for safety reasons.
17. **Food in the WSC on Sundays.** Meals or food for a church group activity or for a Break-The-Fast and firesides in the WSC on Sundays are permitted for only the wards meeting in the WSC. No cooking is permitted within the WSC. Please ask ward/stake members to help clean up.
18. **Ward/Stake Storage.** Each ward belonging to the Provo YSA 2nd Stake is provided a storage closet and one four-drawer file cabinet. Each ward belonging to the Provo YSA 17th Stake is provided one four-drawer file cabinet. These storage areas should be cleaned once each year. Food items, flammable, and paint materials should not be stored in these storage areas.
19. **Sacrament Trays.** Each ward is responsible to provide their sacrament trays. Six bread and six water trays are stored in the storage closet of each ward of the 2nd Stake. Wards belonging to the 17th Stake should also have their own trays but may use the trays located in Rm 3271 or 2070A. There is also a file cabinet of sacrament trays behind the curtain on the East Ballroom stage for use by the wards meeting in the East Ballroom.
20. **Problems.** Problems with furniture set-up, room temperature, keys, sound system, etc., should be reported to the BC or to the Stake Physical Facilities Representative.

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