

WASHINGTON COLLEGE | OFFICE OF THE REGISTRAR
300 WASHINGTON AVE., CHESTERTOWN, MD 21620
E: REGISTRAR@WASHCOLL.EDU | P: 410-778-7299

Booking A Space

Who Should I Contact?

Adding a Class for the Semester or Moving A Class

If you are adding a class for the semester, or need to move your class, please reach out to the **Registrar's Office**, as this is typically handled by the Assistant Registrar.

REGISTRAR'S OFFICE

Email: registrar@washcoll.edu

Phone: (410) 778-7299

Large Events, Catering, Audio/Visual Needs, Guests

If your room request involves any additional services, non-classroom spaces, or guests outside of students, faculty, and staff, please reach out to the **Campus Events Team**.

CAMPUS EVENTS

Website:

<https://www.washcoll.edu/cam>

Using Classroom Spaces During Regular Business Hours

If you are interested in using a classroom space during regular business hours and don't require a complex set-up, please reach out to the Registrar's Office.

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