

Terms, Conditions, & Policy Information

POLICY BASICS

Estimates: The estimated charges outlined on the Reservation Confirmation are broken down into three main groups: room rental, audiovisual equipment, and labor. Room rental starts once event setup begins and lasts until event teardown is complete and the facility is locked. The final invoice amount may differ from those shown due to changes involving actual room rental, audiovisual equipment usage, labor required, and/or other additional charges. Equipment listed on this estimate will be billed regardless of use on the day of the event.

Payment: The total charges listed above are estimated. Following this reservation, a final invoice will be calculated and sent to the address listed above. If paying by UW budget number, the final invoice amount will be billed to the budget number listed above.

Details: Reservation details - including but not limited to: timing, room setup, and audiovisual equipment required - must be submitted at least three (3) weeks prior to this reservation. Failure to do so may result in the cancellation of this reservation or the addition of a variable short notice fee - see fee details in the next section.

Cancellation: Requests to cancel your event must be submitted in writing. Once the Reservation Confirmation document is signed and returned to our office, cancellation fees are assessed for each booking - per room per day - as outlined in the cancellation section below.

ESSENTIAL INFORMATION

A/V Equipment: A comprehensive list of audiovisual equipment rates can be found on our website. Our office cannot guarantee availability of all audiovisual equipment items and we reserve the right to substitute your requests with similar items if necessary. All third-party audiovisual equipment brought to the facility must be approved by our office and operate independently. We do not permit third-party equipment to be combined or used in conjunction with audiovisual equipment provided by our office. Any specific power requirements should be communicated to our office at least three (3) weeks in advance.

Accommodation: Please contact the UW Disability Services Office at 206.543.6450 or dso@uw.edu for special accommodation requests for your event.

Candles: Candles are not permitted in our facilities under any circumstances. We recommend simulated, LED candles if they are needed.

Cleaning: The client is responsible for disposing of left over materials, signage, food waste, etc. in the provided receptacles at the conclusion of your event. Items that do not fit in the provided receptacles must be taken off-site by client OR taken to building loading dock bins. An hourly labor fee may be assessed for cleaning if the room or building is left in an unsatisfactory condition.

Concerts/Performances: An additional Event Assistant is required for all concerts, performances and/or other such events as deemed necessary by our office. Food service in conjunction with concerts/performance events is not permitted. The sound level within the room may not exceed 95 decibels when there are no events in the adjacent rooms and may not exceed 85 decibels when there is an event in an adjacent room.

Copyright Issues: Prior authorization must be obtained for all material shown or distributed which is not owned by you or your organization. Proof of authorization to show or distribute such material is required three (3) weeks prior to the event. Our office assumes no responsibility for material shown or distributed without proper authorization.

Course Special Requests: During a building's assigned class-use hours, rooms may be reserved at no charge for credit-generating courses that are attended only by students enrolled in the course.

Decorations/Signs: Tape, nails, tacks, and/or confetti are not allowed. Signs may not be attached to painted, fabric or wood surfaces. If balloons are released to the ceiling, fees may be applied for their removal. Any damages caused by decorations will incur charges related to repair.

Extended Hours Fee: If an event goes past the scheduled event end time as outlined in reservation documentation, an additional charge will be assessed on top of additional room/labor fees at their established rate. 1-30 minutes, \$0. 31-60 minutes, \$50. 61-90 minutes, \$150. Over 90 minutes, \$250.

Facility Tour & Equipment Testing: Visiting the facility and testing the installed audiovisual equipment prior to the event is recommended. A 30-minute facility tour is complimentary with your reservation. Event rehearsals are not included in the complimentary tour. Facility tours in excess of 30 minutes are subject to an hourly labor fee.

Fire Code Regulations: Fire codes are strictly enforced. Room entrances will be locked once maximum capacity is reached. No individuals or items may block the aisles, entry and/or exit ways any time during an event.

Furniture Moving: Furniture may be removed from certain rooms for a fee of \$50 if prearranged with our office. All classrooms must be returned to their default configuration after an event. If rooms are not returned to default configuration, a \$50 per room fee will be assessed in addition to the hourly labor rates required to reset each room. Furniture may not be removed from the Mary Gates Commons.

Insurance: When an event involves physical activity, the sale of alcohol, or otherwise will increase the risk of bodily injury above the level inherent in the facilities to be used, proof of appropriate liability insurance coverage with limits of at least \$1,000,000 per occurrence must be provided to the University's Office of Risk Management before approval for the requested use will be granted. A certificate of liability naming the UW Board of Regents as the certificate holder must be submitted to our office prior to the event.

Lobby Use: Use of lobby space is provided in conjunction with room rental except when classified as a separate space - Nanoengineering Commons, Johnson Hall Commons, Mary Gates Commons, etc. We are only able to guarantee the lobby space in front of the room you have reserved. If additional lobby space is required, it may be necessary for you to reserve additional rooms.

Parking: Specific event parking arrangements can be made by contacting Transportation Services at 206.616.8710 or specevnt@uw.edu.

Power: Events with specific or significant power requirements must make prior arrangements by contacting our office.

Registered Student Organizations: Registered Student Organizations (RSO's) must notify their advisor of each reservation. RSO reservations are required to pre-pay for their event unless receiving ASUW/ECC/SAO/SAFC budget authorization. If budget authorization is expected, written notification from the advisor is required prior to the event. The appropriate budget information must be submitted to the Event Services office thirty (30) calendar days prior to the first event date.

Security: If the subject matter of an event is considered controversial and/or the event otherwise requires heightened security, University Police must be contacted to assess the scope of security needs required. Possession or use of firearms on campus is prohibited unless written approval has been obtained from the chief of University Police.

Short Notice Request Fees: Our office attempts to accommodate short notice requests to the best of our ability. However, when changes are requested less than three (3) weeks prior to an event, a Short Notice Fee may be applied. Such a fee applies to, but is not limited to, the following: audiovisual equipment, labor, event setup, and/or event timing changes. This fee may also apply to reservation requests within the advance notice requirement.

Smoking: The University of Washington is a smoke-free campus. Please refer to the map of designated smoking locations.

Tentative Reservations: Rooms may be tentatively held for up to two weeks only. If another group is interested in the same space, you will be contacted and given two (2) business days to either confirm or release your reservation. Tentative reservations for events less than one month in advance will be held for two (2) business days.

Ticketing: No restrictions on ticketing, however, events which are ticketed and open to the public must collect sales tax as required by the City of Seattle. In addition, the RUUF form must be fully approved by all parties. See RUUF section for details.

CANCELLATION

Requests to cancel your event must be submitted in writing. Once the Reservation Confirmation document is signed and returned to our office, cancellation fees are assessed for each booking - per room per day - as follows:

- **61+ Days Prior to Event:** \$50 Processing Fee
- **31 - 60 Days Prior to Event:** 50% of Estimated Room(s) Rental OR \$50 Processing Fee (whichever is greater)
- **21 - 30 Days Prior to Event:** 75% of Estimated Room(s) Rental OR \$50 Processing Fee (whichever is greater)
- **0 - 20 Days Prior to Event:** 100% of Estimated Room(s) Rental OR \$50 Processing Fee (whichever is greater)

At CTE's discretion, cancellation fees may be waived if the same event is rescheduled once within 90 days of the original event date. Short notice request fees may apply.

OFF-CAMPUS USE OR PARTICIPATION - RUUF

Events which are open to the public or held by and/or in conjunction with an off-campus organization are required to submit a RUUF form. This form requires the sponsorship of a University department Dean, Director, or Chair. The form must then be approved by both the facility manager and the Use of University Facilities Committee. This form must be completed and fully approved prior to the event. To complete your RUUF form online, please visit: <https://depts.washington.edu/sprogram/>

The purpose of the RUUF is to ensure that all facilities operated by the University are reserved primarily for educational use including, but not limited to, instruction, research, public assembly, student activities, and recreational activities related to educational use. Further, each facility may be used for a variety of activities, so long as the primary function the facility was intended to serve is protected.

University departments, Registered Student Organizations (RSO's), and faculty/staff may make a reservation without a Request for Use of University Facilities form if the event is only attended by University members.

Specific questions regarding the RUUF form, its purpose, or problems completing the form can be directed to the Office of Special Programs at sprogram@uw.edu.

FOOD SERVICE

General Information: Meal and beverage service may be held only in the Walker-Ames room and the Mary Gates Hall Commons - meal service is not permitted in any lobby space. Light refreshments – 'finger foods' not requiring cutlery – and non-alcoholic beverages are permitted in most lobby areas. Food/snack service is not permitted with Kane 130 rentals except when Walker-Ames is used for an invite-only reception with invited numbers less than the capacity of the Walker-Ames room. "To-Go" food service such as boxed meals are not permitted. Food is not permitted in carpeted classrooms or auditoriums. Final food service arrangements must be submitted to our office at least three (3) weeks prior to the event. Approval of an Application for Temporary Food Service may be required. We ask that you meet your caterer upon arrival and remain with the food for the duration of food service.

Bay Laurel Catering: The University of Washington has its own on-site catering service. Please contact Bay Laurel Catering directly at 206.685.2051 (or go online to <https://www.hfs.washington.edu/baylaurelcatering/>) for a full list of their services and costs.

Application for Temporary Food Service: This form is required by Environmental Health and Safety (EH&S) for certain event-related food service activities on campus. To find out if the form is required for your event, please visit <https://depts.washington.edu/ehas/pubcookie/prod/foodpermit/client/index.php>

Boxed Meals: Boxed meals create additional waste and require additional cleanup effort by event organizers. Venue staff is not able to assist with the disposal of boxed meals. Please see our detailed boxed meal policy before choosing this option.

Facility Tour: Off-campus caterers are encouraged to tour the facility prior to the event to determine room setup as well as the time needed for setup.

Food Preparation: All food must be prepared off-site. However, a staging area is available only in the Walker-Ames Room. This area contains a large sink, hot water tap, table space, and a full-sized refrigerator. Use of the staging area requires a reservation in the Walker-Ames Room. Coffee service must come prepared and served in warmers. Coffee brewers/makers are not allowed. Coffee carts are allowed with the outlet requirement of 110/120 Volts and the floor must be protected by a floor or carpet mat. Special power needs must be arranged in advance by contacting our office.

Garbage/Compost/Recycle: Receptacles for garbage and recycling are provided in all buildings and should not be moved from their default location. Extra receptacles may be ordered by contacting our office in advance. You are responsible for disposing of left over materials, signage, food waste, etc. in the provided receptacles. Items that do not fit in the provided receptacles must be taken off-site by client OR taken to building loading dock bins. A cleaning fee may be assessed if the room or building is left in an unsatisfactory condition.

ALCOHOL SERVICE

Permitted Areas: Event Services reserves the right to deny requests for alcohol service when there is the possibility of disruption to other building activities. Alcoholic beverages may be served in the Walker-Ames Room, Mary Gates Hall Commons, Johnson 100J, and the Nanoengineering Commons. In Kane Hall, alcohol may be served in a lobby only if the entire floor will be used for an event. Serving alcoholic beverages requires approval from the University of Washington AND a State of Washington Banquet Permit or Special Occasion License or Caterer's Business License with Liquor Endorsement.

Alcohol Service Request: Alcoholic beverage may be possessed, sold, served and consumed within University facilities only when the appropriate approvals and permits have been obtained. Once the correct approvals and permits have been obtained, all University policies, Washington State laws and Washington State Liquor Control Board regulations must be followed during the event. For more information on obtaining University approval and to complete an online application, please visit: <https://depts.washington.edu/sprogram/alcohol-service/>.

Posting of Approved Permit: The appropriate, approved permits must be posted in a conspicuous location for the duration of the event. If there is no permit, the Event Assistant will not allow liquor to be served.

Disposal: You and/or your caterer are responsible for the disposal of all bottles, containers and excess trash as a result of alcoholic beverage service. Bottles and boxes must be transported off site OR taken to building loading dock bins by the caterer/bartender.