

## HUB Event Services Terms and Conditions

### GENERAL

For additional requirements and exceptions applicable to UW department/administrative units and registered student organizations, see those headings at the end of these general terms and conditions.

### **BUILDING ACCESS OUTSIDE OF OPERATING HOURS:**

Events occurring outside of HUB business hours require prior approval and will incur additional fees. Current HUB building hours can be found online: <https://hub.washington.edu/about/plan-your-visit/#hours>.

**CANCELLATIONS:** Cancellation fees will be applied based upon the event type, using the below timelines. All time frames listed below are calculated as days prior to your listed event date. For Multi-day events, the timeline is based upon the earliest booking in your reservation.

	3 Months	6 Weeks	3 Weeks	10 Business Days	1st No-Show	2nd No Show
Conference/ Special Event	Room Charge Only	Full Fees (except Cleaning & Maintenance Fee)				
Major Event	No Fees	Room Charge Only	Full Fees (except Cleaning & Maintenance Fee)			
Meeting Room Event	No Fees			Full Fees (except Cleaning & Maintenance Fee)		
Free Meeting Room	No Fees				Warning Given	Full Fees (except Cleaning & Maintenance Fee) Remainder of series cancelled.

### Definitions:

- *Conference/Special Event: Any major event reservation occupying more than four (4) spaces and spanning more than one consecutive day.*
- *Major Event: Reservations held in one or more of the HUB major event spaces (Ballrooms or Lyceum) or occupying four (4) or more meeting rooms on a given day.*
- *Meeting Room Event: Any reservation in up to three (3) of the HUB large, medium or small meeting rooms on a single day.*
- *Series Reservation: weekly or alternate week assignments of space in a given quarter. Series reservations are most often used by groups desiring a regularly scheduled meeting.*
- *No-Show: A “No-Show” cancellation will apply when the room goes unused without prior contact with the HUB Reservations office.*

**DIAGRAM AND ROOM SET UP:**

Only HUB staff can adjust HUB furnishings and equipment on-site. Please confirm that the setup is correct by returning a signed copy of the diagram to the HUB by the deadline listed on the "Quote". If any changes are made by the client or the HUB on the day of the event, additional fees may apply.

**DISABILITY ACCOMMODATIONS:**

To arrange disability accommodations for this reservation, visit the Disability Services Office website at: <http://hr.uw.edu/dso/>.

**FINAL SET UP & AV CHANGES:**

Significant changes to the reservation may not be possible and requested changes are subject to staffing and equipment availability. Changes requested after the deadline listed on the "Quote" will incur an express fee in addition to any reservation costs. The deadline for these changes can be found on Client's "Quote".

**FIRE CODE:**

To comply with fire code requirements, please be aware of the following:

- all doors and exits must be kept clear of items and people at all times,
- no furnishings, equipment or displays are allowed outside of reserved spaces without prior HUB approval,
- all room capacities listed on diagrams must be observed.

The HUB reserves the right to move or adjust furnishings or equipment in order to ensure compliance with fire code restrictions. Additional labor fees may apply.

**FOOD SERVICE IN THE HUB:**

All food service at the HUB must:

- be provided by a licensed caterer or chain restaurant, or be commercially pre-packaged,
- only occur in rented HUB spaces,
- have a completed "Temporary Food Service Permit" on file (if applicable).

Any damages to HUB furnishings or facilities will be passed on to the client. If HUB or EH&S policies are not followed, food service at the event may be halted or altered.

**FORCE MAJEURE:**

The HUB's failure to perform any of its obligations under this agreement shall be excused to the extent that the failure is due to causes beyond its reasonable control and without its fault or negligence, including but not limited to acts of God such as fires, floods, epidemics, acts of a public enemy, acts of any government, strikes or protests.

**INDEMNIFICATION:**

Client shall defend, indemnify, and hold the University, University Board of Regents, its officials, students, agents, employees and volunteers harmless from and against all claims, liability, loss, and expense, including the costs of defense, which arise from or relate to the acts or omissions of Client, its directors, employees, agents, contractors, guests or invitees in connection with the performance of this Agreement, their use of the Premises, or the Event.

**INFORMATION TABLE USE:**

Information tables are available for use in the HUB. These tables must be reserved through HUB Event & Information Services prior to use. While in use the following guidelines apply:

- amplification must be approved in advance by the HUB,
- standing displays must fit behind the table,
- giveaways and fundraising require advance approval,
- off-campus organizations may not collect information or conduct any sales,
- Client is responsible for removing and storing all materials, cleaning up their area, and removing any taped material from the table.

**IT SERVICES:**

The HUB does not provide IT services for client-provided laptops, software, equipment or any other presentation materials.

**LIABILITY INSURANCE:**

If required, Client shall acquire, maintain, and provide the University with proof of commercial general liability insurance with limits of not less than \$1 million per occurrence, including coverage for personal injury, property damage, contractual liability and host liquor liability if applicable. The policy shall name the Board of Regents of the University of Washington, as additional insureds and shall contain a standard severability of interest clause. Client's insurance shall be primary and noncontributory to any self-insurance or insurance policy available to the University.

**MAJOR EVENT UPDATES & WALKTHROUGHS:**

As part of our event planning services you will receive up to three updated diagrams and two meetings or walkthroughs. Additional changes or meetings are available for an additional fee.

**MUSIC IN THE HUB:**

Please keep all music at a respectable level. The HUB reserves the right to ask clients to turn music down or off if it is determined to be too disruptive.

**NO LINENS PROVIDED:**

The HUB does not carry these items. Please contact your caterer if linens are desired.

**PARKING:**

All parking is coordinated via UW Transportation Services. More information can be found online at <https://transportation.uw.edu/park/events>.

**POLYCOM:**

The HUB does not provide Polycom conference phones or similar devices. The HUB can provide a standard desk phone with a single active line to any meeting room upon request.

If the client wishes to bring in a Polycom phone it must be pre-programmed by UW IT and include all appropriate adaptors. Rental of the HUB telephone line is required.

**POWER ACCESS:**

All power access must be coordinated through the HUB. The client is responsible for advising the HUB of any power needs by the deadline listed on the "Quote". Additional equipment, setup and labor fees may apply.

**JOB & INTERNSHIP RECRUITING:**

All job and internship recruiting that takes place in the HUB must abide by the Career & Internship Center's Employer Use Policy. The full policy can be found here: <https://careers.uw.edu/employer-user-policy/>.

**ROOM SETUP:**

Other reservations will be booked around this reservation based upon the currently listed set. Changes in this setup may not be possible at a future date.

**ROOM TEMPERATURE:**

The HUB has no air conditioning as it is a LEED-certified green building. The HUB uses sustainable methods to keep its spaces at comfortable temperatures as much as possible. Please make sure that all guests and volunteers are aware that the HUB has very limited control over the temperatures.

**SET UP & CLEAN UP:**

All reservation setup and cleanup (including time needed by vendors and catering) must occur within reservation times. If additional time is needed, please contact the HUB to check availability. Additional reservation fees may apply.

**SHIPPING OR DELIVERIES:**

The HUB does not have a monitored loading dock or any storage space.

All deliveries to the HUB need to be made directly to the space during the reservation. The HUB will not accept any deliveries made to the Information Desk.

**STORAGE:**

In order to store items in the HUB a room must be reserved. No items may be stored without a reservation. Please contact the HUB if storage is needed. If space is available, the reservation may be extended. Additional fees will apply.

**USE OF UNIVERSITY FACILITIES:**

Washington state law requires that University of Washington facilities be used primarily for their intended educational use. Therefore, use of University facilities must be reviewed and approved by the Use of University Facilities (UUF) Committee.

A UUF is required if any of the following apply to the Client's event:

- a non-university group/individual intends to hold a function at a UW facility,
- a private or commercial organization wishes to sponsor or be involved with an activity at a University facility,
- a University community member (current student, staff, or faculty) intends to hold a function at a UW facility which is open to the general public or invited off-campus guests,
- a University community member (current student, staff, or faculty) intends to hold a function (independent of any student group, department or administrative unit) at a UW facility,
- an organization would like to hold a partisan political activity at a UW facility,
- all outdoors events with amplification.

More information is available online: <https://uwspecialprograms.org/>.

## **VIDEO RECORDING, STREAMING AND PHOTOGRAPHY:**

The HUB does not provide recording, streaming or photography services. If this service is needed, please reach out to an AV company. All vendors must be approved in advance.

Please let the HUB know if this event will be recorded or streamed. This allows the HUB to ensure that the room is set correctly and event staff are prepared.

All video recording or streaming must abide by HUB Building Access & Use Policies:

<https://hub.washington.edu/about/about-the-hub/building-access-use-policies/>.

Washington law requires that all parties consent to being recorded or photographed for any purpose outside of candid or snapshot photography or filming for personal use. The HUB asks that reasonable signage be posted if photography or filming is taking place in public spaces so that other building patrons are notified of the activity.

## **WIRELESS ACCESS:**

A UW NetID is required in order to access the wireless internet in the HUB. The HUB can arrange for event-specific wifi access. A service charge will be applied. The HUB also provides a complimentary guest wifi login, available at the Information Desk on the first floor.

## **YOUTH ATTENDANCE:**

Per the University policy APS 10.13 the HUB requires the client to review the "Youth on Campus" information sheet attached to the original reservation document email and to register Client's event in the University's "Youth Program Register System" if required.

## **UW DEPARTMENT/ADMINISTRATIVE UNIT**

### **FREE MEETINGS:**

UW Departments and Administrative Units are eligible for one free or discounted meeting per week (Sunday-Saturday) with a duration of two hours or less in a small or medium meeting room using the standard set.

## **REGISTERED STUDENT ORGANIZATIONS**

### **ALCOHOL SERVICE:**

An Alcohol Service Request is required to serve alcohol on the University of Washington campus and is different from a permit/license obtained from the Washington State Liquor and Cannabis Board.

### **FREE MEETINGS:**

Registered Student Organization is permitted one free meeting per week (Sunday-Saturday) with a duration of two hours or less in a small or medium meeting room using the standard set.

### **FUNDRAISING:**

A fundraising permit may be needed for this event. Fundraising permit approval requires at least two weeks advance notice before the fundraiser date. Please contact the SAO advisor assigned to this RSO for more information. They can be reached at [sao@uw.edu](mailto:sao@uw.edu) or 206-543-2380.

**TICKET SALES:**

All registered student organization reservations in the HUB must coordinate ticket sales through the HUB Ticket Office.

A ticketing plan including sales, advertising and printing details needs to be reviewed and approved by the HUB. Setup and printing fees (if applicable) will be added to the reservation. A service fee will be added to the price of each ticket at the time of purchase. This fee will be paid by the guest and is charged by the ticketing website.

Day-of event ticket sales must occur at the Information Desk or through the HUB ticket website. The only exception is for scrip style events, which may conduct ticket sales independently.