



PHASE 2 RESERVATIONS

As of February 22, 2021, the HUB will begin accepting space reservations for events/meetings beginning on March 1, 2021 from Registered Student Organizations, ASUW, GPSS, and campus departments for activities that meet the Phase 2 criteria. All reservations can be made via the HUB Reservations site by selecting *Phase 2 Event*.

Phase 2 Reservation Guidelines

- Business meetings related to UW business only
- Meetings and gatherings intended only for UW students, faculty, and staff
- All organizers should be prepared to submit a COVID-19 In Person Gatherings Prevention Plan (provided by our office)
- Space reservations will have activity restrictions based upon current state and University restrictions. Spaces should be used for critical business functions, filming, or to support programming.
- All organizers will be responsible for ensuring that all participants related to the reservation are following HUB and UW policies and COVID-19 Guidelines.

Dates Available

- Reservations will be limited to Mondays, Wednesdays, and Fridays to ensure time for sanitizing and ventilation can be completed between groups

Exceptions

- If you have an event that exceeds the limits listed below, please contact us at hubres@uw.edu and we will evaluate your request to determine if an exception can be made. Please note, exceptions will only be made by the HUB Executive Director and should only be submitted if the activity is critical to University business or the continuation of efforts to combat the COVID-19 pandemic. Our top priority is to ensure the safety of our staff, your event team/attendees, and UW students studying in the HUB.

Spaces Available

Reservations will be limited to HUB Rooms 106, 250, and the South Ballroom. Please see the table below for room layouts/uses. We will take requests for events and will place the reservation in the space best suited for your activity based upon approved social distancing capacities.

Space	Set Up	Capacity	Best Suited For
South Ballroom	Custom	Max 50	Meetings/ Trainings/Filming
HUB 250	Custom	Max 25	Meetings/ Trainings/Filming
HUB 106	Pick Up/ Open Space	Max 15*	Pick Up/Grab and Go

*(line management available for queuing)

Available Technology

We will attempt to limit the amount of contact/passing of equipment between multiple presenters. Built in lectern mics are encouraged.

- South Ballroom: Lectern mic, projectors, custom light scenes, power distribution
- HUB 250: Built in lectern mic, projector,
- HUB 106: 1 standing wired microphone, projector

**The HUB does not provide filming equipment. These services can be made available through UW Video or an approved vendor.*