



PHASE 3 RESERVATIONS

As of June 14, 2021, the HUB will begin accepting space reservations for events/meetings for activities that meet the Phase 3 criteria. All reservations can be made via the HUB Reservations site by selecting *Phase 3 Event*.

Phase 3 Reservation Guidelines

- Organizers should be prepared to submit a COVID-19 In Person Gatherings Prevention Plan
- Reservations will have activity restrictions based upon current state and University restrictions.
- 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 are available Monday-Friday between 10am-5:15pm. If you have an event that is outside of this timeframe, please contact our office prior to making a reservation request.

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.

Available Technology

We will attempt to limit the amount of contact/passing of equipment between multiple presenters and will evaluate AV requests on a case by case basis. At this time all AV will be made accessible but organizers of events with multiple speakers may want to consider adding additional microphones to reduce shared equipment.

Spaces Available

Reservations will be available in the rooms listed below. Please review the table for capacities and room layouts/uses.

Space	Set Up	Capacity	Best Suited For
HUB 106	Pick Up/Open Space	Max 13*	Pick Up/Grab and Go
Lyceum	Custom	Max 48	Meetings/ Trainings/Filming
HUB 214	Custom	Max 15	Meetings/ Trainings/Filming
HUB 238	Individual Space	Max 1	Individual Meetings
HUB 250	Custom	Max 22	Meetings/ Trainings/Filming
Both Ballrooms	Custom	Max 162	Meetings/ Trainings/Filming
South Ballroom	Custom	Max 66	Meetings/ Trainings/Filming
North Ballroom	Custom	Max 84	Meetings/ Trainings/Filming
HUB 307	Individual Space	Max 1	Individual Meetings
HUB 332	Custom	Max 16	Meetings/ Trainings/Filming
HUB 334	Custom	Max 16	Meetings/ Trainings/Filming
HUB 340	Custom	Max 9	Meetings/ Trainings/Filming

*(line management available for queuing)