



FALL COVID-19 EVENT GUIDELINES

As of August 16, 2021, the HUB will begin accepting space reservations for events/meetings. Events occurring on or after September 13 must fall within the Fall **COVID-19 Event Guidelines**.

Events prior to September 13 will continue to fall under Phase 3 guidelines.

All reservations can be made via the HUB Reservations site.

COVID-19 Event Guidelines

- All organizers should be prepared to submit a COVID-19 Prevention Plan Checklist for In Person Events (provided by our office)
- Event organizers will be responsible for ensuring that all participants related to the reservation are following HUB and UW policies and COVID-19 Guidelines.

Fall Availability

- Reservations are accepted Monday-Saturday.
- As of September 13 event spaces will be available:
 - Monday-Friday between 7:30am-8:45pm
 - Saturday between 10am-8:45pm
- We anticipate building operating hours will be expanded for Winter quarter.

Spaces Available

- All event spaces will be available for rental.

Available Set Ups

- Custom and standard room set ups will be available.
 - Custom sets will be available in:
 - Room 145
 - Room 250
 - Room 334
 - Room 340
 - Lyceum
 - North & South Ballrooms
 - All other rooms are limited to standard sets
- All set ups are subject to staffing availability.

Technology

- Equipment will be cleaned and sanitized between each event. We recommend limiting the amount of contact/passing of equipment between multiple presenters.
- All equipment is subject to resource and staffing availability.

Exceptions

- If you have an event that exceeds the listed limits, 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. Our top priority is to ensure the safety of our staff, your event team/attendees, and UW students.