



COVID-19 EVENT GUIDELINES

As of October 29, 2021, the below guidelines will apply to all events scheduled through HUB Event & Information Services (EVIS).

NEW!!! Video Conferencing equipment has been installed in several of our meeting rooms!

HUB COVID Prevention Form

- All reservations that fall within the below guidelines are required to complete a HUB COVID Prevention Form:
 - UW RSO event open to the public
 - UW Departmental event open to the public
 - Non-UW client event
- HUB managers reserve the right to require a COVID Prevention Form for any event scheduled through EVIS

Vaccine Verification

- Vaccine verification is required if any of the following apply:
 - the event is open to non-UW attendees
 - the event is being held by a non-UW client
 - the event is occurring outdoors and will have more than 500 attendees

Face Coverings

- Are required at all times when in the HUB.
- Are required for outdoor events with more than 500 attendees

Video Conferencing Equipment

- Video conferencing equipment has been installed in:
 - Room 214
 - Room 238
 - Room 307
 - Room 332
 - Room 337
- Cameras and microphones allow for events to be held in a hybrid format in each of these spaces
- Contact our office for more information

Food & Beverage

- No food can be consumed in any HUB meeting rooms or public spaces
- Food may still be consumed in HUB major event spaces
- Masks may be briefly removed while actively drinking

Spaces Available

- Due to staffing shortages HUB EVIS has temporarily assigned standard room set ups to the following event spaces. Custom sets are still available in all other event spaces.

Space	Set Up	Capacity
HUB 214	Banquet	Max 56
HUB 332	Lecture	Max 120
HUB 337	U-Shaped Conference	Max 23