

| Husky Union Building Policy                    |                           |
|--|---------------------------|
| Policy Name: Event Guidelines                  | Effective Date: July 2022 |
| Custodian of Policy: HUB Event & Info Services | Last review: March 2022   |
| Section C Policy 2.0                           | Next review: July 2023    |

## Policy Statement

As the community center for the UW Seattle campus, the Husky Union Building (HUB) supports the Husky Experience by enhancing UW community, providing a dynamic event center, and fostering student engagement. The HUB is committed to providing services and staffing for these programs to add to their success.

## Policy Rationale

While recognizing the need for decorations at some events, the following regulations have been established in keeping with University of Washington Fire Safety, Environmental Health and Safety and facility maintenance considerations

## Policy Enforcement

The HUB Event & Information Services (EVIS) office shall administer and enforce this policy. Misrepresentation of the nature of the activity or failure to fully disclose pertinent details regarding the requested meeting or event may result in additional charges or denial of future facility use. Registered Student Organizations (RSO) may face additional sanctions as determined by the Student Activities Office (SAO).

## Policy

### Decorations Overview

1. Contact EVIS for guidance before you purchase any decorations.
2. Unprotected, open flames of any type are strictly prohibited. If candles are to be used, they must be surrounded by a glass bulb or chimney with only a hole at the top to allow for lighting and exhaust. The glass bulb or chimney must extend 1" beyond the top of the flame. EH&S Fire Safety must review plans for any use of smoke or incense.  
The Fire Protection Officer in the Environmental Health and Safety Office must approve the use of encapsulated candles.
3. The use of smoke/fog machines, glitter, confetti or loose flower petals is prohibited. Any decor being used must be approved in advance to ensure it is not damaging to the facility or equipment.
4. Only delicate surface painters tape is allowed on any surfaces of the HUB. Locations of materials being hung must be approved in advance by EVIS staff to ensure the surface will not be damaged.
5. Nails, tacks, staples or similar devices are not permitted for general use on building surfaces. Tacks should only be used on surfaces approved for posting (see HUB Posting Policy).
6. Decorations must not block or limit access to doors, fire extinguishers or manual pull stations.

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## Posting In and Outside Meeting Rooms

Nothing may be tacked or nailed to the walls or woodwork inside the meeting rooms or in the corridors. Charges will be assessed for tacks, nails or similar devices on walls, doors and other woodwork connected with an event. Charges will include the cost of any necessary repairs plus a fee for any labor associated.

## Food in Event Spaces

A cleaning/maintenance fee will be added to any reservation where food or beverages will be provided, regardless of food/beverage source. This fee is intended to cover the added costs of cleaning and maintaining spaces where food is served. Persons planning to serve any food or beverages at a meeting or event in the HUB should review the following:

1. Any food served must meet applicable health standards as interpreted by the Department of Environmental Health and Safety. The use of UW Housing & Food Services, Bay Laurel or non-perishable, commercially pre-packaged foods does not require that the sponsor obtain prior approval by Environmental Health and Safety. Additional guidelines can be found on the EH&S website.
2. Caterers are responsible for removing left over food and garbage associated with food or beverages provided. A damage deposit may apply depending on the history of the group or caterer. For events in the HUB outside caterers do not have access to kitchen facilities. Three (3) food staging areas are available near the Lyceum (first floor) and ballrooms (second floor).

## Procedure

1. Posting in and outside of meeting rooms will be allowed only on the date of the event, and only when proper arrangements for HUB-approved posting equipment (easels, etc.) have been made through EVIS.
2. When requesting a meeting room the group should indicate that food or beverages will be served. When appropriate, EVIS will provide instructions on how to obtain a temporary permit to serve food from Environmental Health and Safety. This form must be completed in order for food to be served.
3. Should plans change, if either food or beverages will not be served or you will be serving food or beverages, the requester must inform EVIS immediately.
4. Charges will be assessed for tacks, nails or similar devices on walls, doors and other woodwork connected with an event. Charges will include the cost of any necessary repairs plus a fee for any labor associated.

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## References

HUB Policy A 3: [Food Policy](#)

Environmental Health & Safety: [Food Safety Program](#)

## Exceptions

Exceptions are evaluated on a case-by-case basis by the HUB Associate Director of Event and Information Services. Meetings and exceptions may be requested at the email address below.

## Contact

HUB Associate Director of Event and Information Services - [hubres@uw.edu](mailto:hubres@uw.edu)