

Husky Union Building Policy	
Policy Name: Free Meeting Policy	Effective Date: July 2022
Custodian of Policy: HUB Event & Information Services	Last review: June 2022
Section C Policy 6.0	Next review: July 2023

## Policy Statement

As a service to our primary users, the HUB allows Registered Student Organizations, ASUW, GPSS and campus departments free or discounted room use once per week for up to two hours in specified rooms.

## Policy Overview/Procedure

### Student Organizations

Registered Student Organizations (RSOs), ASUW and GPSS may reserve any HUB small or medium meeting room for up to two hours and fifteen minutes once per calendar week (Monday through Saturday) and must meet the below criteria:

1. No admission/registration charges, sales or donations.
2. No off campus participation except presenter(s).
3. The reservation must be made at least five (5) working days in advance.
4. No partisan political candidate participation, ballot review or partisan political activity.
5. Room must be used in a standard set.
6. All other applicable reservation fees will apply. (ex - cleaning/maintenance for an event with food, custom set fees, or equipment rentals such as whiteboards, tv's, etc.)

### Departments:

Departments may reserve any small room at no charge, or medium room at 50% off the regular rental rate for up to two hours once per calendar week (Monday through Saturday) and must meet the below criteria:

1. No admission/registration charges, sales or donations.
2. No off campus participation except presenter(s).
3. The reservation must be made at least five (5) working days in advance.
4. No partisan political candidate participation, ballot review or partisan political activity.
5. Room must be used in a standard set.
6. All other applicable reservation fees will apply.

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**Procedure**

Complete a Reservation Request form online.  
Select the 'Free Meeting Rooms' option.  
To log in go to:

<http://hubres.uw.edu/hubres/Login.aspx>

If you do not have a user ID go to this web address:

<http://depts.washington.edu/thehub/reserve-the-hub/request-a-login/>

Please see the HUB Event & Information Services Cancellation Policy for information regarding canceling of a free meeting reservation.

**Questions/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 for Event and Information Services - [hubres@uw.edu](mailto:hubres@uw.edu)