

Husky Union Building Policy	
Policy Name: Meeting and Event Reservations Policy	Effective Date: July 2024
Custodian of Policy: HUB Event & Information Services	Last review: July 2024
Section C Policy 1.0	Next review: July 2025

Policy Statement

The Husky Union Building (HUB) is committed to providing a dynamic event center. To do so while ensuring quality service, space and staffing, event reservations are accepted by Event and Information Services (EVIS) as part of a 5-Tier system.

Tier 1 – Annual University Events: Complex departmental annual Special Events and Major Events that are of administrative importance to the functioning of the university and require coordination with the overall university calendar and extensive advanced planning. Long-standing events that have taken place in the HUB for five (5) or more consecutive years such as new student orientations, Dawg Daze, commencements, UW Family Weekend, and other events as approved by the Executive Director of the HUB.

Tier 2 – Annual Student Organization Events: Long-standing Special Events and Major Events that a) have taken place at UW for five (5) or more consecutive years, b) are coordinated by the ASUW, GPSS, or a Registered Student Organization (RSO), and c) which require substantial advanced planning or impact a large portion of the university, such as Fall Fling, Spring Concert, major activities related to cultural month celebrations, conferences, and similar events as approved by the Executive Director of the HUB. Also includes events planned directly by the HUB Administration.

Tier 3 – Complex Departmental Events / Extraordinary Planning Required: Special Events and Major Events coordinated by departments or non-university entities that a) take place during non-peak dates/times, b) are date-specific, c) require substantial advanced planning, and d) have been approved by the Executive Director of the HUB. Tier 3 designations will be considered on a case-by-case basis by request to EVIS. Tier 3 events require a \$1,000 non-refundable deposit (non-UW clients) or are subject to a \$1,000 change/cancellation fee (UW departments). Clients may only have one (1) Tier 3 event per UW academic year. Annual Departmental events that require substantial planning but take place during peak times may qualify if they have taken place in the HUB for five (5) or more years and require collaboration with the overall University calendar. *[Exception: EVIS reserves the right to label any event Tier 3 if, in its sole discretion, it determines that more than one year of notice is needed by EVIS to support the event.]*

Tier 4 - Open Reservations: Student Organization Events– All other meetings and events coordinated by ASUW, GPSS, and RSOs.

Tier 5 - Open Reservations: University Departments and Off-Campus Events: All other meetings and events coordinated by university departments, by groups or individuals that are not associated with the University of Washington.

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Tier	Reservation Window
1	36 months
2	24 months
3	24 months
4	14 months
5	13 months

Tier 1 and Tier 2 events will maintain their status year-to-year unless there is cause for removal (such as multiple years of not taking place). Tier 3 will typically be a one-time designation, except those events identified as necessary for EVIS internal planning time. Tiers 1, 2, and 3 will be contacted directly by EVIS and will be able to make reservations with the major event planning staff, rather than through the electronic HUB reservations system. Electronic reservations will become available by client-type per the reservation window as appropriate for Tiers 4 and 5. Requests for Tiers can be submitted using the “Tier Designation Request Form” which can be obtained by emailing hubres@uw.edu.

Series Reservations:

Series reservations are defined as weekly or alternate week assignments of space in each quarter. Series reservations are most often used by groups desiring a regularly scheduled meeting within the HUB. A single reservation requesting several rooms on several different days during a quarter may also be considered a series reservation.

Series Reservations for meetings or programs that begin and end prior to 2:00 p.m. will be accepted within the same Tiers 4 and 5 timelines. Series Reservations that go beyond 2:00 pm or later will be accepted two (2) weeks before the end of the previous quarter.

Policy Rationale

The HUB is committed to providing high-quality meeting and event spaces to support the University of Washington’s mission statement. At the Husky Union Building, we prioritize reservations as follows:

- Campus department programming with high student impact/attendance
- Registered Student Organizations, ASUW & GPSS programming
- Campus-wide events and celebrations
- Campus departmental business
- Off-Campus conferences and events

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Due to the heavy demand for weekend use of the HUB Ballrooms and Lyceum and because the HUB is primarily intended for student events, the HUB Ballrooms and Lyceum may be reserved on the weekend under the following guidelines:

1. If a department or off-campus group reserves a Friday or Saturday during a calendar week, the alternate weekend night is automatically held for student reservations.
2. Departments and off-campus groups may not reserve both Friday and Saturday of the same week.
3. Due to high student demand and limited parking availability, off-campus groups may not reserve space on the Saturday of a home football game.
4. Off-campus groups may not reserve space during Homecoming weekend.
5. The maximum number of weekend reservations (Friday or Saturday night) per user group per quarter for Ballroom space is three separate dates.

Request Timeline for Major Events

To allow time for proper review and schedule staffing for use of major event spaces, and the added time necessary to appropriately plan for a large-scale event, these spaces should be reserved a minimum of six (6) weeks in advance of the requested event date. Eight (8) weeks are recommended for the planning of some events.

Request Timeline for Meeting Room Events

To provide adequate time to accurately process a request and coordinate building services, HUB meeting rooms must be reserved at least two (2) weeks in advance of the meeting date. Requests for meeting space within two (2) weeks of the meeting time may be accommodated under the following conditions:

1. Staff are available to handle the request without adversely affecting other customers or building operations.
2. Full, regular fees will apply, plus a service charge.

Policy Overview/Procedure

Completion of a Reservation Request form online. To login, go to:

<https://hub.washington.edu/reserve/book-a-space/>

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If you do not have a UW NetID, go to this web address:

<https://hub.washington.edu/reserve/book-a-space/request-login/>

Definitions

Special Event: Any major event reservation occupying a combination of major spaces and multiple meeting rooms spanning more than one consecutive day and/or requiring extraordinary planning (e.g. weddings, campus-wide events, large conferences etc.)

Major Event: Reservations occupying one or more of the HUB major event spaces (Ballrooms, Lyceum, Lawn, Street) or occupying four (4) or more meeting rooms on a given day.

Meeting Room Event: Any reservation in up to three (3) of the HUB meeting rooms on a single day. EVIS has the discretion to classify events based on the amount of planning required from a standard meeting room event to a major event; any applicable major event policies would apply.

Questions/Exceptions

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

Exceptions for weekend use of major spaces can be made by the HUB Associate Director Events and Information Services during low use periods, specifically finals week, quarter breaks and summer quarter

Contact

HUB Associate Director for Event and Information Services; hubres@uw.edu