

Husky Union Building Policy	
Policy Name: Event Guidelines	Effective Date: July 2024
Custodian of Policy: HUB Event & Info Services	Last review: July 2024
Section C Policy 2.0	Next review: July 2025

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 (EH&S) 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 EH&S 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 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 Advertising Policy). Charges will be assessed for use of these devices on HUB surfaces or property connected with an event. Charges will include the cost of any necessary repairs plus a fee for any labor associated.
6. Decorations must not block or limit access to doors, fire extinguishers or manual pull stations.

Food in Event Spaces

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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/beverages at a meeting or event in the HUB should review the following:

1. Any food/beverages served must meet applicable health standards as interpreted by EH&S. 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 EH&S. Additional guidelines can be found on the EH&S website.
2. Caterers and clients are responsible for removing all leftover food, equipment, supplies and garbage associated with food/beverages provided. Caterers only have access to the space during their clients' reservation time. All equipment should be delivered and retrieved during that time. All supplies and equipment must be present only in spaces reserved by the clients. 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 for reservation in combination with a major space rental near the Lyceum (first floor) and ballrooms (second floor).
3. Sternos are allowed (as an exception to open flame) only when a caterer stays onsite to set up and monitor for safety. Caterers are required to dispose of sternos.

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/beverages will be served. When appropriate, EVIS will provide instructions on how to obtain a temporary permit to serve food from EH&S. This form must be approved for food to be served.
3. Should plans for food/beverage service change, the requester must inform EVIS immediately.

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 for 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