

Husky Union Building Policy	
Policy Name: After-Hours Event Guidelines	Effective Date: July 2024
Custodian of Policy: HUB Event & Info Services	Last review: June 2024
Section C Policy 4.0	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 Enforcement

The HUB Event and 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 Overview

### Opening the HUB During Scheduled Closed Times

For events classified as Conference/Special Events or Major Events, the HUB can be opened during scheduled building closure times. Opening the building requires that most services be open for business and adequate support staff on hand to oversee and maintain public areas, restrooms and building security concerns. Approval is subject to the following criteria.

1. The type and nature of the event. A special building opening would be approved only for major events using the Ballrooms, Lyceum, Street or Lawn. + meeting majors (all classified major reservations)
2. Amount of revenue which the event is expected to generate for the HUB. The sponsor must cover all costs incurred for keeping the entire building open.
3. Availability of HUB staff.
4. Impact on regular building services and operations.

## Procedure

1. Customer contacts the HUB reservations team, via [hubres@uw.edu](mailto:hubres@uw.edu) to ask whether an event may be appropriate for a special building opening and, if appropriate, the customer is asked to fill out the reservation request form.
2. EVIS Manager of Event Reservations receives the request and notifies the Associate Director, and any other appropriate HUB supervisors for comments.

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3. The Associate Director will consult with appropriate HUB staff members and notify the EVIS Manager of Event Reservations of the decision and any conditions.
4. The customer is notified of the decision, costs and any conditions.

**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)