

Husky Union Building Policy	
Policy Name: HUB Reservations Cancellation Policy	Effective Date: July 2024
Custodian of Policy: HUB Event & Information Services	Last review: June 2024
Section C Policy 5.0	Next review: July 2025

## Policy Statement

Due to the high demand for meeting and event space in the Husky Union Building (HUB) the following cancellation deadlines and fees apply.

### Special Events:

Special Events may be canceled three (3) months before the event date without any charges. Any person or group canceling a reservation less than three (3) months will be charged the full room rental rate. Any person or group canceling a reservation of this type less than six (6) weeks in advance will be charged full rates except cleaning and maintenance fees.

### Major Events

Major Events may be canceled up to six weeks before the event start date without any charges. Any person or group canceling a major event reservation less than six (6) weeks in advance will be billed at the room rental rate and any administrative costs. Anyone canceling a major event reservation less than three (3) weeks prior to the event date will be charged full fees except cleaning and maintenance fees.

### Meeting Room Events

A small event or meeting may be canceled two weeks in advance without any charges being incurred. Anyone or group canceling a reservation less than two weeks in advance will be responsible for the full rates except the cleaning and maintenance fees.

If an event is a series reservation; then the two-week timeline refers to the individual date requesting to be canceled. If it is a multiple day event, the timeline refers to the 1st day of the reservation.

### Free Meeting Reservations

Students, staff, and faculty holding a reservation under the free use policy can be charged for “no-shows.” Cancellation of a free meeting room less than 24 hours in advance results in a “no-show.” Upon the 1<sup>st</sup> no-show in a quarter, the group will receive a warning. Should a 2<sup>nd</sup> no-show occur, that and any future no-shows will be charged at the regular room rate.

The “no-show” of two consecutive meetings in each quarter can result in the immediate cancellation of remaining free meetings that quarter.

### Rescheduling a reservation beyond the cancellation deadline

Any reservations rescheduled beyond the cancellation deadline will be charged the initial deadline cancellation rate for their original booking and all regular rates for the new booking.

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## Policy Overview

Please refer to your Quote or Confirmation for your Cancellation deadline. Cancellations after this date will incur fees.

Cancellations must be requested by one of the two main contacts listed on the confirmation. Cancellations can be requested by email to [hubres@uw.edu](mailto:hubres@uw.edu).

A cancellation confirmation will be sent via email once your request is reviewed. Please look for messages regarding cancellation conditions or fees.

## Definitions

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

**Major Event:** Reservations held in one or more of the HUB major event spaces (Ballrooms or Lyceum) 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 large, medium, or small 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.

**Series Reservations:** Series reservations are defined as weekly or alternate week assignments of space in each quarter.

**No-Show:** A “No-Show” cancellation will apply when the room goes unused without prior contact with the HUB Event & Information Services office.

## 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)