

Husky Union Building Policy	
Policy Name: Free Meeting Policy	Effective Date: July 2025
Custodian of Policy: HUB Event & Information Services	Last review: July 2026
Section C Policy 6.0	Next review: July 2026

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

Student Organizations

Registered Student Organizations (RSOs), ASUW and GPSS may reserve any HUB meeting room 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. (ex - cleaning/maintenance for an event with food.)

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

For Event Dates more than 2 weeks away:

Complete a Reservation Request form online.

Select the 'Free Meeting Rooms' option.

To log in go to: <https://mymazevo.com/>

- Log in with your UW Net ID and password, and select "Husky Union Building"
- For ASUW/GPSS - log in with your departmental net ID and password to book under ASUW/GPSS organizations.

For Event Dates within 2 weeks:

Send an email to HUB Events staff at hubres@uw.edu.

- Include organization name, desired dates/times, and any other pertinent information.

HUB EVIS staff will assess our ability to accommodate this request, and may reach out for more information if needed.

If accepted, HUB EVIS staff will create a reservation request in Mazevo and follow up on any next steps.

Event Dates 5 days or less away from requesting date cannot qualify for a HUB Free/Discounted Meeting.

Events may still be requested within this timeframe via email as listed above. These events will be considered ""express requests", and subject to full reservations fees plus the applicable express fee even if they otherwise meet the free meeting criteria.

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