

University of Washington Seattle Recognized Student Organization (RSO) Guidebook

Also known as the Manual of Policies and Procedures for Voluntary Student Organizations



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Table of Contents

Introduction and General Office Information	2
Student Activities Office Advisor Information	2
Contact Information.....	3
Helpful Terms and Definitions.....	3
Notice of Non-Discrimination.....	4
Civil Rights Compliance Office	4
Registered Student Organizations Overview	4
What is a Registered Student Organization (RSO)?.....	4
Student Organization Recognition at UW	4
How to Register your Student Organization	5
Constitutions & Bylaws	6
Group Administrators.....	6
Responsibilities of RSOs.....	6
RSO Members & Officers	7
Off-Campus Involvement	8
Additional Advisors	9
Affiliations.....	9
Annual RSO Officer Transition.....	9
Conduct	10
Benefits of Being an RSO.....	10
Shared UW Net ID Email	10
RSO Website	11
Free Meeting Spaces	11
HuskyLink.....	12
Student Organization Resource Center	13
Participation in the Student Activities Fair	13
Funding Opportunities	14

HUB RSO Fund..... 15

UW Alumni Association Fund 15

ASUW Special Appropriations 15

GPSS Special Allocations 15

RSO Bank Accounts & Tax ID 16

Planning Events at UW..... 16

 Overview 16

 Risk and Liability 16

 Event Insurance 17

 Booking Space 18

 Use of University Facilities 19

 Serving Food on Campus 21

 Serving Alcoholic Beverages on Campus..... 21

 Youth and Minors at Events..... 22

 Event Accessibility 22

Fundraising, Raffles, and Auctions 22

 Process for On-Campus Fundraisers 23

 Raffles 24

Marketing and Advertising Your RSO 24

 RSO Trademarks & Licensing 24

 Chalking..... 24

 Posters in the HUB 24

 Posting Requirements 25

 Other Campus Bulletin Boards..... 25

UW Policies that Apply to RSO’s 26

 Religious Activities 26

 Non-University Speakers 26

 Partisan Political Activity 27

Additional Campus Resources 28

Conclusion 29

Introduction and General Office Information

Introduction

Thank you for getting involved in the student experience by becoming a part of the Registered Student Organization (RSO) community. The Registered Student Organization (RSO) Guidebook is the primary resource for information about organizational benefits and expectations, policies, and available support. Organization leaders should familiarize themselves with the Guidebook contents and consult with their SAO Advisor about any questions.

Please keep in mind that, due to the wide range of student organization activities and needs, it is not possible for this guidebook to anticipate or outline every situation that may occur. We encourage you to read the information provided carefully and contact your SAO Advisor with any questions that arise. The absence of a specific policy or process in this guidebook does not necessarily mean that one does not exist. While this Guidebook serves as a helpful reference throughout the year, it is not comprehensive. We welcome and encourage students to visit our office with any specific questions or concerns.

We look forward to working with you and your RSOs!

Student Activities Office

The Student Activities Office (SAO) is located on the 2nd floor of the Husky Union Building (HUB) in Room 232. SAO encourages UW students to participate in student activities and student government as an excellent way to experience personal growth, meet new friends, and share common interests with other students, faculty and staff. The goal of SAO is to help students develop skills in leadership, event planning and management, decision-making, communication, goal setting, fiscal management, marketing and promotion, and more importantly, to make life at UW fun and memorable.

Student Activities Office Advisor Information

Each RSO is assigned an advisor from the Student Activities Office (SAO). Your SAO advisor's role is to provide information, training, and general support for your student organization, advisor, and members so that you can achieve what you aim to do.

- SAO advisors provide formal and informal opportunities for students to develop leadership skills.
- SAO advisors are free consultants to help with your organization's growth and development.
- SAO advisors will guide you through the channels of the University structure and keep you within the bounds of University regulations.
- SAO advisors are available to help with group motivation, membership recruitment, and programming options.
- SAO advisors are eager to assist you in your preliminary planning and search for funds.

Contact Information

- Email: sao@uw.edu
- Phone: 206-543-2380
- Website: <https://hub.washington.edu/get-involved/sao/>
- Office Location: Husky Union Building Room 232

Helpful Terms and Definitions

Acronyms

- RSO – Registered Student Organization
- SAO – Student Activities Office
- HUB – Husky Union Building
- ASUW – Associated Students of the University of Washington
- GPSS – Graduate & Professional Student Senate

Definitions

- **Active:** An RSO that is in good standing with SAO and is registered at UW until the next registration deadline.
- **Frozen:** An RSO that did not meet the registration deadline and cannot access current UW RSO resources such as booking spaces, funding requests, and the RSO Resource Center.
- **Inactive RSO:** An RSO that has not re-registered in over 2 years.
- **Registration:** The act of an RSO re-registering for the current or following academic year or a new RSO registering for the first time. RSOs must re-register every year to remain in active status.

- **Group Administrator:** The highest status for an officer to have on its HuskyLink roster. Group Administrators can do formal UW business in the name of the RSO.

Notice of Non-Discrimination

The University of Washington, in accordance with the State Constitution, does not discriminate against individuals because of their race, religion, color, national origin, sex, age, handicap, sexual orientation, or status as Disabled Veteran or Vietnam Era Veteran. This policy applies to all University facilities including, but not limited to, admissions, educational programs, and employment. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Vocational Rehabilitation Act of 1973, Age Discrimination Act of 1974, and other federal and state statutes and regulations. Inquiries regarding the application of these laws and regulations to the University may be directed to the University's Equal Employment Officer or to the Director, Seattle Regional Office, Office for Civil Rights, UW Department of Education.

Civil Rights Compliance Office

[The Civil Rights Compliance Office](#) (CRC) is responsible for compliance with civil rights laws and University policy. Federal and state laws collectively prohibit discrimination based on protected characteristics, including age, citizenship, disability, national origin or shared ancestry, race, sex, gender, veteran status, and more. We serve the University by making it welcoming to all through education, compassionate response, and fair and timely resolution.

Registered Student Organizations Overview

What is a Registered Student Organization (RSO)?

A Registered Student Organization (RSO) is a group of currently enrolled UW Students that have gone through the registration process to become an official organization at UW Seattle. Creating or joining an RSO is a great way to get involved in campus life!

Student Organization Recognition at UW

The University of Washington recognizes that self-governing student organizations can and do contribute to the educational, social, recreational, and personal development of its students. The University further recognizes that students should be free to organize and participate in voluntary associations of their own choosing, subject to University policies, and ensuring that such associations are neither discriminatory in their treatment of other members of the academic community nor operate in a manner which interferes with the rights of others.

This ensures that such associations are neither discriminatory in their treatment of other members of the academic community nor operate in a manner which interferes with the rights of others. This includes hazing, which is any activity that: exposes personal values to compromise or ridicule, abuses the trust an organization is striving to build between its members and prospective members, humiliates or subject individuals to circumstances with which they are not comfortable, or of which they are fearful, or are illegal or violate University policy, activities which interfere with academic pursuits or normal life functions.

The University does not sponsor or accept responsibility for these voluntary student organizations. Voluntary student organizations which register with the University may, however, use certain University facilities on a space available basis consistent with University rules and regulations and will be known and referred to as Registered Student Organizations or RSO's. This provides opportunities and access to campus resources, university facilities, and student fee funding. As a result, RSO's (including their guests) must also be responsible stewards and are subject to certain other policies and procedures as outlined by the university. RSO officers and leaders should read and understand the UW Seattle Student Code of Conduct, along with this guidebook, as they outline university policy that all registered student clubs must adhere to. Note that there may be other policies and procedures outlined by the University that clubs are subject to follow.

How to Register your Student Organization

A student organization that follows the requirements stated in the previous section is eligible to apply for registered status. (Please Note: Registration status is granted annually and expires January 31st every year). Registration processes change from year to year. Please review our [RSO Registration webpage](#) for the most up-to-date information.

Constitutions & Bylaws

Constitutions must include the following sections:

- Name of organization
- Purpose of organization
- Affiliations with other groups (if applicable)
- Membership requirements
- Election procedures
- Titles and duty of officers
- Amendment procedures
- Frequency of meetings
- Optional sections: Dues, Bylaws, Provisions for Advisor, etc.

Please note: The University also requires a current constitution/bylaws or current letter of affiliation from the off-campus organization's official representative.

If you have further question about the registration process, please reach out to saoreg@uw.edu

Group Administrators

All RSOs are required to have at least 5, and no more than 10, Group Administrators listed on their organization's HuksyLink Profile. Group Administrators are student officer members who are the official public representatives of the RSO and can conduct business on behalf of the RSO.

Responsibilities of RSOs

- A registered student organization is responsible for conducting its affairs in a manner consistent with applicable University policies and local, state, and federal laws and will be held accountable for the action and behavior of its members or guests at on-campus activities.
- Each student organization and/or its Group Administrators or designated representatives shall anticipate, provide for, and promptly meet its legitimate financial obligations.
- It is the responsibility of the membership and particularly the officers of student organizations to familiarize themselves with all University policies and procedures outlined on the SAO website, <https://hub.washington.edu/sao/>. ALL Officers and

members of registered student organizations are responsible for knowing and following University of Washington rules, regulations, and policies. It is important for officers to review the website and become familiar with it, as well as share information with your members about University rules, regulations and policies to maintain your status as a Registered Student Organization.

- The Group Administrators of a student organization shall promptly notify the Student Activities Office of any changes in the organization's officers or representatives, addresses, or constitution, and update their group account on HuskyLink. Failure to notify the Student Activities Office of such changes will affect the degree of service we are able to provide to your organization and its members.
- The University of Washington does not act as a legal agent for registered student organizations and expressly disclaims any responsibility or liability for any damages of student organizations and their representatives including, but not limited to financial obligations, contractual or otherwise.
- In accordance with Use of University Facilities policy (WAC 478.136.010), university facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities, unless they serve an educational purpose. Therefore, student groups may not register with the Student Activities Office if they intend to sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate.
- As registered student organizations are not agencies or departments of the University of Washington, organizations may only use the University of Washington name at the end of their organization's name. Organizations may use the phrase "at University of Washington," or "UW Chapter" at the end of the organization name if the group is affiliated with an off-campus national or regional organization.
- A student organization may not restrict membership based on protected classes outlined in the Washington state constitution, including race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status. An exception is made for social fraternities and sororities that are single-sex organizations, as defined in Title IX of the Education Amendments of 1972.

RSO Members & Officers

The functioning of registered student organizations shall be confined to and controlled by their active (voting) membership. The active (voting) membership shall be limited to regularly enrolled University of Washington Seattle students.

Please Note: University of Washington Extension and UW-Tacoma or UW-Bothell students are not considered currently enrolled UW students and are not eligible to participate.

The number of University of Washington student members shall always exceed the number of non-student members at meetings and programs not open to the general public. Between quarters, membership is construed to mean the membership of the previous quarter. Summer quarter is considered a regular quarter.

The inclusion of non-student members of the University community in the activities of student organizations may benefit both the organization and the campus. It should not, however, lessen the ability of students to make organizational decisions and determine the direction of their organization.

Each registered student organization has the right to select and expel its members in accordance with the organization's constitution and applicable University policies and procedures and is accountable for actions of members representing the organization.

Organization officers or representatives are individually responsible for ensuring all active members meet University as well as organization requirements.

A student organization may not restrict membership based on protected classes outlined in the Washington State Constitution, including race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status. An exception is made for social fraternities and sororities that are single-sex organizations, as defined in Title IX of the Education Amendments of 1972. Contact SAO if you have any questions.

Off-Campus Involvement

Persons not associated with the University can be involved in student organizations at the University of Washington as long as they are associate members (without vote and ability to hold office) and University of Washington students are in the majority and retain control of the organization. Individuals in the community who are associate members can be an asset to the student organization in areas such as fundraising, networking with other groups, and program planning.

Additional Advisors

SAO provides direct advising support to RSOs, so they are not required to have additional faculty or staff advisors. However, having additional advisors outside of SAO can enhance the educational and co-curricular experience of student organizations.

Faculty or staff advisors can assist student organizations by providing a continuous link to the University, as staff and faculty generally tend to remain at the University for longer periods of time than students. In addition to providing a history for the organization, the advisor can provide guidance in dealing with University policy and procedures. Because Advisors are not University of Washington students, they cannot vote or hold any office in the organization.

If a student organization would like a faculty or staff advisor and does not know who to approach, the student officers are welcome to come to the Student Activities Office for suggestions.

Please make sure to share the [Advisor Handbook](#) with your Faculty or Staff Advisor.

Affiliations

Many student organizations are affiliated with off-campus local, regional, national or international organizations. If the student organization is a "chapter" of an affiliate organization, the Student Activities Office will need a copy of the affiliate's constitution or a letter from the organization's official representative verifying affiliation status to assure that the operation of the affiliate organization and its chapters are not in conflict with University of Washington policy. Student organizations that are set up as "chapters" on campus can benefit from their affiliates, but they should remain under student control. Students with questions about affiliate organizations should contact an advisor in the Student Activities Office.

Annual RSO Officer Transition

Upon the transition of officers, the organization is responsible for the timely and effective transition of documents, passwords, and other materials and information. The Student Activities Office does not maintain this information on behalf of student organizations. The following is a list of potential documentation to be shared with or obtained by new Officers:

1. Constitution

2. Mission and goals of organization
3. Member contact list
4. Other important contacts, such as alumni or outside organizations
5. Event planning notes or procedures for annual events
6. Minutes from meetings
7. Email information & Community login
8. Social media login information
9. Registration information
10. Financial records
11. Bank account information
12. Historical documents
13. Any other specific information pertinent to your RSO

Officer Transitions are a vital part of a successful organization and help ensure that RSOs continue to grow and develop to their fullest potential.

Conduct

RSO's are governed by their own constitutions, SAO Policy, UW Policy, and state laws. For the most up-to-date information, please visit the [RSO Conduct Policy and Procedures page](#) on our website.

Benefits of Being an RSO

Shared UW Net ID Email

An Email account is the most requested benefit that RSOs enjoy. RSOs wishing to create or renew an email account must indicate this when submitting their Online Registration. Two (2) Registered Users (RUs) are required in order to create or renew an email account.

Registered Users (RUs)

- **The Registered Users (RUs)** are the two currently registered students who are assigned to the email account during online registration.
- **PLEASE NOTE:** When officers change, the RSO Primary Officer will be prompted to update the RUs.
- The RUs agree to be responsible for the proper use of the account according to UW Tech Policies.

- The RUs will be notified via email with all pertinent account and access information when the account is created, renewed, or updated.
- Only the RUs may contact UW Tech for any troubleshooting or questions.
- Only the RUs are allowed to contact SAO or UW Tech regarding their assigned account.

Email accounts are governed by existing University, UW-IT, and SAO policies. By establishing an Email Account, RSOs agree to abide by these policies.

RSO Website

RSOs who wish to have a website hosted through the University of Washington are eligible for the UW Shared Web Hosting service by UW IT. For more information on UW IT web services visit their [website](#). SAO does not manage or support website services on behalf of RSO's.

Free Meeting Spaces

One major perk of being an RSO is the ability to utilize free meeting spaces in the HUB, Academic Technologies/Event Services classrooms, and other campus buildings.

Husky Union Building Free Meeting Space

Student groups are eligible for one free meeting per week with a duration of two hours or less, in a small, medium, or large meeting room using the standard set.

Free Meeting Requirements:

- Request must be received **AT LEAST 14 BUSINESS DAYS IN ADVANCE**
(Free Meeting requests submitted with less than 14 business days lead time will NOT be processed)
- No admission/registration charges, sales or donations.
- No off campus participation except presenter(s).
- No partisan political candidate participation, ballot review or partisan political activity.
- Room must be used in a standard set.
- All other applicable reservation fees will apply. (ex – cleaning/maintenance for an event with food, custom set fees, or equipment rentals such as whiteboards, TV's, etc.)

Academic Technologies, Event Services Free Meeting Space

As outlined in the [Classroom Rental Policy](#), Registered Student Organizations (RSOs) may request most Group 1 classrooms for meetings up to 2 hours per week at no charge during academic quarters. **Requests exceeding 2 hours per week will incur a reduced UW rental fee.** To view room options, corresponding groups, and pricing, please visit the [Rental Rates](#) page.

Room requests must be made **at least 7 days in advance** and should be submitted online at mymazevo.com by selecting the organization **University of Washington, Academic Technologies, Event Services**. Short notice requests are not accepted and will be indicated within the Mazevo system.

For further questions regarding booking space in a Group 1 Classroom, please reach out to specialevents@uw.edu

RSO's also get free meeting space and discounted meeting space in other spaces on campus. Please contact the building directly for updated RSO usage policies.

HuskyLink

[HuskyLink](#) is the official online RSO directory and is where the University directs new and transfer students, staff, faculty, as well as the general public to find RSOs and contact them.

UW Students can use HuskyLink to:

- Join a campus club, organization, or recreational programs
- Contact leaders of current clubs, organizations, and recreational programs
- Find out additional information about specific organizations on campus
- Learn about RSO events that are happening on campus

RSO's can use HuskyLink to:

- Create events and see events posted by other groups on campus
- Manage your RSO roster and membership online
- Share information and files with your clubs' members
- Create and fill out forms to manage your group

- manage officer elections, create newsletters, picture files, and direct people to your online content.

Student Organization Resource Center

The Student Organization Resource Center (SORC) aka “The Resource Center” is a multi-function space for use by Registered Student Organizations (RSOs) and their members. The SORC supports RSOs with access to technology, equipment, space, and other materials. All of SORC’s resources and services are provided free of charge to student organizations. SORC is funded annually by the Services and Activities Fee (SAF), and much of the technology and equipment is funded by the Student Technology Fee Committee (STFC).

At the RSO Resource Center, your RSO can:

- Print posters (each RSO is provided an allowance of \$50 (5,000 points) for printing)
- Print vinyl banners (eligible for 1)
- Reserve tables, chairs, and pop-up tents
- Utilize the computer lab
- Record a podcast
- And so much more!

For more information, please visit the [RSO Resource Center’s website](#).

Participation in the Student Activities Fair

The quarterly Student Activities Fairs for Registered Student Organizations (RSOs) are open to all current RSOs as a way to promote their activities, recruit new membership and volunteers, and get a boost in visibility to the UW community.

Funding Opportunities

Registered Student Organizations plan and program many activities on campus that may require funding. Below are funding opportunities and policies for RSO’s that are managed by the Student Activities Office and Student Government. Each fund has different funding request limits and different criteria that are outlined in their policies.

All funding is contingent on registering your RSO for the academic year and being in good standing, per SAO Registration requirements. All RSOs are required to register each

academic year. Failure to register your RSO will result in having to pay back any awarded funding. When applying, funding applications must be submitted by an RSO group administrator.

For all funds managed by SAO and Student Government, funding is dedicated to RSO events and activities. Funding cannot be used for:

- Partisan political activity, including candidate or ballot measure town halls/public forums.
- Establishing funds to open any kind of bank or investment account.
- Donating funds to a charitable cause or non-profit organization.
- Ongoing subscription payments or membership dues of any kind (including those that would be paid once and then canceled after, such as magazines, design software, etc.).
- Individual services, certifications, and/or trainings for club members.
- Services where the final cost is not known up-front (such as certain online advertisement services through social media).
- Cancellation fees.
- Off-campus advertising.
- Transportation services and travel expenses (Conferences, UCAR, bike/scooter rentals, ridesharing, buses, etc.).
- Events held off University of Washington-Seattle property.
- Durable goods such as furniture/furnishings, artwork, large electronics, or items for resale.
- Food, beverages, alcohol and food delivery services.
- Prizes, awards, thank-you gifts, and giveaways.
- Goods and services already available through the HUB Resource Center.
- Supporting the instructional mission of the University, ASUW, an RSO or any other UW Seattle affiliated student organization, including but not limited to the purchase of materials for program operations or staffing.
- RSO websites.
- RSO meetings or reoccurring meeting requests.
- Events during Summer Quarter, or academic quarter breaks.

HUB RSO Fund

The maximum funding available per RSO per academic year is \$500 per RSO. The total amount of money that is in the fund varies from year to year, as does the number of RSO's applying to the fund. Once the total amount of funding is awarded, the application will close. For more information, please review the [HUB RSO Fund Policy](#).

UW Alumni Association Fund

The maximum funding available per RSO per academic year is \$500 per RSO. The total amount of money that is in the fund varies from year to year, as does the number of RSO's applying to the fund. Once the total amount of funding is awarded, the application will close. For more information, please review the [Alumni Association Fund Policy](#).

ASUW Special Appropriations

The maximum total amount of Special Appropriations funding that any single RSO shall be eligible to receive during the academic year is \$2,500 for a single event. For more information, please email asuwfb@uw.edu or visit money.asuw.org

GPSS Special Allocations

The maximum total amount of Special Allocations funding that any single RSO shall be eligible to receive during the academic year is \$750 for a single event. For more information, please email gpssvprfb@uw.edu or visit gpss.uw.edu/funding/opportunities

RSO Bank Accounts & Tax ID

Registered Student Organizations may decide to have their own group bank account that isn't owned by any one officer.

UW-Seattle does not provide banking services or endorse any banks for any student organizations. Furthermore, SAO does not provide tax or legal advice and recommends RSO's solicit advice from a tax or legal professional. Registered Student Organizations that want to create an RSO bank account are encouraged to do extensive research on bank options, tax implications, and federal and state requirements.

For more information, check out the [RSO Banking & Tax IDs page](#) on our website.

Planning Events at UW

Overview

Events are an important part of the RSO experience, and we're excited to support you in planning them. Check out the [Event Planning Guide for RSOs](#) for more information.

Risk and Liability

Some student organization events/activities, both on and off campus, may involve potential for risk. A review of current case law suggests that, in addition to the student organization as a group, individual members and officers may incur some liability in the event of a claim. Registered student organizations, particularly those involved in potentially hazardous activities, are encouraged to investigate the purchase of liability insurance for their club's activities.

Activities taking place on campus will be evaluated on a case-by-case basis, and student organizations may be required to purchase liability insurance if it is determined that a campus event involves some degree of risk or liability. Contact an advisor in the Student Activities Office for specific information.

Event Insurance

Student organizations (RSO's) are considered private third-party organizations independent of the University. Low risk activities do not require additional insurance on campus. When the event involves physical activity, the sale of alcohol, or otherwise will increase the risk of bodily injury above the inherent in the facilities to be used, campus venues may require event insurance as part of their rental policies.

- Vendors providing services may be required to list the University of Washington as an additional insured on their insurance and provide a certificate of insurance to the venue.

Insurance Coverage

RSO's purchasing additional insurance or coordinating with outside vendors are recommended to follow the below guidelines:

- Have proof of liability insurance coverage, including liquor liability when applicable, with limits of at least \$1,000,000 per occurrence (\$3,000,000 in the aggregate) and name the Board of Regents of the University of Washington as additional insured.

- Agree and understand the following Washington State and UW policies:
 - [WAC 478-136-060](#)
 - <https://hub.washington.edu/get-involved/sao/rso-benefits-training-policies/rso-policy-guide/risk-and-liability/>
- Follow the guidelines and language on Standard waivers from the UW Office of Risk Management: <https://risk.uw.edu/advice/consulting/forms>

SAO does not endorse a specific insurance agency; however, the below agencies have been used in the past by other RSO's and the University:

- [K&K Event Insurance](#)
- [JD Fulwiler Event Insurance](#)

If you have additional questions, please reach out to riskconsult@uw.edu

Booking Space

If your RSO wants to book a space on campus for an event that does not qualify for the free meeting space policies listed above, it is important that you first make sure that whoever plans to book the space is listed as a Group Administrator on your organization's HuskyLink profile.

Husky Union Building (HUB)

From large ballrooms to smaller meeting rooms, the HUB has a variety of spaces available to reserve. For more information, please visit the [How to Reserve HUB Spaces page](#) on the HUB's website.

Outdoor Venue Spaces

UW Facilities manages all outdoor spaces, including the following most commonly used venues: Red Square, The Quad, Grieg Garden, Drumheller Fountain, Rainier Vista, and Sylvan Grove. For more information, please visit the [UW Facilities Outdoor Venue Spaces webpage](#).

Academic Technologies, Event Services

Through Academic Technologies, Event Services, you can reserve general assignment classrooms and select multi-purpose spaces on upper campus. Their facilities accommodate a wide range of events, from meetings and lectures to receptions and

performances. For more information, please visit the [Academic Technologies, Event Services website](#).

Housing & Food Services (HFS)

The residence halls feature study and meeting rooms, banquet facilities, auditoriums, and lounges. For more information, please visit the [Meeting and Event Space page](#) on the HFS website.

Ethnic Cultural Center (ECC)

The Samuel E. Kelly Ethnic Cultural Center and Theatre facilities offer a variety of spaces for hourly rental. For more information about reserving space in the ECC, please visit the [Reservation Information and Policies page](#) on the ECC's website.

Intellectual House

wəˈtɒbʔaltx^w – Intellectual House is a longhouse-style facility on the UW Seattle campus. It provides a multi-service learning and gathering space for American Indian and Alaska Native students, faculty and staff, as well as others from various cultures and communities to come together in a welcoming environment to share knowledge. For more information about reserving space at the Intellectual House, please visit the [Reservations page](#) on the Intellectual House's website.

Intramural Activities Building (IMA) Courts and Fields

Through the IMA, you can reserve various outdoor fields and courts as well as indoor spaces. For more information, please visit the [IMA Courts and Fields website](#).

Use of University Facilities

The UW is an educational institution provided and maintained by the people of Washington in order to carry out its broad mission of teaching, research, and public service. The purpose of the Use of University Facilities (UUF) policy is to ensure that all facilities operated by the university are reserved primarily for educational use including, but not limited to, instruction, research, public assembly, student activities and recreational activities related to educational use. Further, each facility may be used for a variety of activities, so long as the primary function the facility was intended to serve is protected. Reasonable time, place and manner restrictions may be placed on the use of University facilities.

When UUF approval is required:

- A **non-University group/individual** intends to hold a function at a UW facility.
- A **private or commercial organization** wishes to sponsor or be involved with an activity at a UW facility.
- A university community member intends to hold a function at a UW facility that is **open to the general public or invited off-campus guests**.
- A **University of Washington-Seattle community member** (current student, staff, or faculty) intends to hold a function (independent of any student group, department or administrative unit) at a UW facility.
- An organization would like to hold a partisan political activity at a UW facility
- All **outdoors events** with amplification. (Note – amplification includes small Bluetooth speakers)
- All **outdoors events** in areas managed by [UW Facilities](#). (Note – outdoor tabling with a single table and without amplification does not constitute an event).
- At the [venue operator's](#) discretion.

Considerations before Submitting a UUF

1) Reserve a Campus Location

- a. There are many UW facilities that may be reserved. Please contact the venue operator of your desired function location directly regarding their reservation process. Please be sure to do this BEFORE submitting a UUF request.
- b. Venue approval is a step of the UUF approval process. The venue operator may deny a UUF request if a reservation request has not been submitted to them beforehand.
- c. NOTE: THE UUF FORM IS NOT A RESERVATION REQUEST FORM

2) Contact your SAO Advisor

- a. It is the applicant's responsibility to contact their SAO Advisor to discuss and obtain event/UUF sponsorship.

3) Submit the UUF at least three (3) weeks prior to the event date.

- a. The venue operator may require this form to be submitted at an earlier time. Please contact the venue operator directly to determine what their requirements are.
- b. Any requests submitted after that date may not be fully processed or approved in time for the event, jeopardizing the viability of the event.

If you have further questions about the UUF process, please check in with your SAO Advisor or email sprogram@uw.edu.

Serving Food on Campus

The University of Washington has many rules and regulations surrounding food safety at campus events. If you plan on having food at an event, you may need to complete a Temporary Food Service Permit Application. RSOs wishing to provide food for their members and guests at meetings or other events should meet with an SAO advisor early in the planning stage to ensure compliance with University regulations. For more information about serving food on campus, please check out the [Environmental Health & Safety Temporary Food Establishment Permit Information](#).

Serving Alcoholic Beverages on Campus

An officer or authorized representative of a registered student organization may request authorization to apply for a banquet permit to serve alcoholic beverages on campus. The name of the officer or authorized representative must be on file with the Student Activities Office.

Alcoholic beverages may be served at on-campus events if appropriate procedures are followed. The following is a summary of the University's policy on serving alcoholic beverages. Serving alcoholic beverages at any on campus event requires a Washington State Banquet Permit and approval by the facility manager. The following regulations apply:

1. Attendance must be limited to the host organization members or invited guests.
2. Alcoholic beverages may be served only as complementary to and part of a planned program in the specific room or area identified on the banquet permit.
3. Alcoholic beverages may be served only to persons over 21 years of age.
4. If persons under 21 years of age are expected to attend the function, the sponsoring group is responsible for preventing minors from consuming alcoholic beverages.
5. Alcoholic beverages must be purchased and served by the applicant/host organization. Program participants will not be allowed to bring their own alcoholic beverages.
6. Alcoholic beverages may not be sold nor may donations be accepted for it.

7. The banquet permit must be posted in a conspicuous place on the premises at the time of the event.

Alcohol Service Request (ASR)

If you plan on serving alcohol at an on-campus event, you need to complete the Alcohol Service Request (ASR) form. On-campus events with alcohol service will require either a WA state issued Banquet Permit or a Special Occasion License. Alternately, the applicant may need to present the UUFC with a Caterer's Business License with Liquor Endorsement when a Caterer is involved. Please always connect with your SAO Advisor to go over your Alcohol Service Plan for on-campus events.

For more information about ASR's, please visit the [Alcohol Service](#) page on the Office of Special Programs website.

Youth and Minors at Events

Any RSO planning an event where the primary audience includes youth (individuals under 18 years old) must consult with the Office for Youth Programs Development and Support to determine whether completing the Special Events Involving Youth form is necessary. If the RSO has further questions or is unsure of any other requirements to host youth at their event, they can reach out to uwminors@uw.edu

Event Accessibility

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.

Please make sure that your promotional materials for your events include contact information for students needing to request accommodation.

Fundraising, Raffles, and Auctions

RSOs wishing to hold fundraising activities or sales on campus must demonstrate that the activity itself serves an educational purpose, and that any proceeds either will further the goals of the organization, provide additional programs for the student body or benefit a charitable organization.

- The activities must be student-initiated and student-controlled.
- The student initiating the fundraising or sales must be one of the five officers or designated representatives of the organization.
- It must be assured that no monetary gain will accrue to individual members of the organization.
- The activity itself must provide a benefit to students at the University of Washington.
- The goals of the event must be appropriate and in accordance with the intention of University policy as stated above.
- A workable plan to monitor cash exchange and disbursement of proceeds must be devised and reviewed.
- For any fundraising or sales activities conducted in the past, the organization must have completed all necessary paperwork and abided by appropriate University policies and procedure.
- If the activity involves working with a charitable organization, a letter of acceptance or acknowledgment of the activity will be required.

There are several ways recognized as fundraising on campus, all designed to help your student organization acquire proceeds as follows:

- Cover your expenses such as charging admission to a lecture, event, concert or other type of program or service.
- Acquire proceeds to share with a charitable organization.
- Selling goods or services to members of the campus community.
- Having your event or program be paid for by an off-campus commercial sponsor.
- Selling raffle tickets.
- Selling non-commercial, prep-packaged food items.

Please Note: Organizations may use funds raised for anything that is consistent with the purpose and goals of the organization.

Process for On-Campus Fundraisers

1. **RSO Officer:** Complete the [Fundraising Form](#).
2. **RSO Officer:** Meet with your SAO Advisor at least 2-3 weeks before the fundraiser to review the fundraising proposal along with relevant University policies and procedures.

3. **SAO Advisor:** Will review the SAO Fundraising form which requires approval signatures from facility/area manager, SAO Advisor, and, in some cases, the Director of Student Activities.

Raffles

Raffles are strictly regulated in the state of Washington under the Washington State Gambling Act. Only certain charitable or nonprofit organizations can conduct raffles without first obtaining a gambling license.

RSOs may conduct raffles on campus only if the organization qualifies, and its proposed raffle follows specified requirements. Raffles are considered a form of fundraising, and they fall under the same procedures and regulations as stated in the fundraising policies above. Please note that one of the officers of the organization must meet with an advisor in the Student Activities Office at least three weeks prior to starting the raffle.

Marketing and Advertising Your RSO

RSO Trademarks & Licensing

UW RSOs may not use UW trademarks without approval from [UW Trademarks and Licensing Office](#) (UWTLO).

Use of University of Washington (UW) trademarks by an organization implies an official association with the University. As such, only Registered Student Organizations (RSOs) and official UW entities are permitted to use UW trademarks in connection with their organization's name. For more information about what kinds of UW trademarks your organization can use, please check out the [Student Organizations Trademarks & Licensing website](#).

Chalking

Registered Student Organizations (RSOs), ASUW and GPSS may use water-soluble, non-aerosol chalk on campus concrete or asphalt walkways to advertise their campus events. Chalk may not be used on brick, stone or marble walkways or any vertical surfaces (i.e., building walls, poles, public art, stairways, fences, etc.). The RSO name must be included in all chalked announcements.

Student organizations may be disciplined and/or fined for violations of this policy. Fines will be levied based on the labor and materials needed to remove chalk by the UW Facilities Maintenance staff.

Posters in the HUB

The HUB has 10 bulletin boards available throughout the HUB. The HUB bulletin boards are intended to promote only campus events, activities, and announcements. Postings for off-campus events, services, sales, housing rentals, employment, etc., will not be approved for posting on the HUB bulletin boards and will be removed if they are posted without approval.

Posting Requirements

- **The event or activity must take place on campus.**
- **Date Stamp:** All postings must be reviewed and date stamped by staff at the HUB Information Desk prior to posting.
- **Maximum Time:** Posters will be date-stamped for one day after event date or up to 2 weeks. Posters may be brought back to the HUB Info Desk for renewed approval. Renewals will be granted based on bulletin board capacity.
- **Delivery:** Posters/Flyers must be brought in person. The HUB will not post items mailed to the HUB.
- **Host/Sponsor:** Posting must be hosted/sponsored by a UW Department or Registered Student Organization (RSO). Posting **MUST** clearly identify the host by name.
- **Contact Information:** Posting **MUST** include contact information (email address, phone number, and/or website).
- **Limit:** Only 1 poster/flyer per bulletin board.
- **Method:** Posters/Flyers must be attached using pushpins only. No staples, straight pins, or tape.
- **Size Limit:** Posters cannot be larger than 11" x 17".

The HUB reserves the right to remove any poster or flyer from the HUB Bulletin Boards for failure to meet these guidelines or which are missing a HUB date stamp.

For more information, check out the [HUB Bulletin Boards webpage](#).

Other Campus Bulletin Boards

The HUB's posting policy applies only to HUB Bulletin Boards. There is no single posting policy for bulletin boards at other campus locations nor a consolidated list of public bulletin boards. As such, we encourage anyone wishing to post in other campus buildings or facilities to contact the administration office or building coordinator for those buildings to determine what is and is not allowed on their bulletin boards.

UW Policies that Apply to RSO's

Religious Activities

The Constitution of the state of Washington is clear on the limitations on public funding of religious activities. Article 1 Section 11 provides that no public money or property shall be appropriated for, or applied to, any religious worship, exercise or instruction, or the support of any religious establishment. The prohibition applies to indirect as well as direct expenditures of public money for religious worship, exercise or instruction.

The Washington Supreme Court suggests that religious activities will fall within the categories of worship, exercise, or instruction, unless they are taught in a completely objective manner; have no effect on religious beliefs; are not slanted towards any particular theological or religious point of view; do not indoctrinate anyone; and do not enter into the realm of belief or faith. In other words, persons or groups who desire state funding may speak about religion, but they may not speak for religion.

1. ASUW, GPSS and other public funds cannot be used to support a religious establishment or religious worship, exercise, or instruction, as defined by the Washington courts.
2. Facilities can, however, be made available for religious worship, exercise, and instruction as long as the group is charged a rate consistent with its status (student organization, off-campus, etc:).
3. Use of facilities for religious purposes can be reviewed and limited if such activity is determined to be dominating the facility (i.e., is excluding others from using the facility). Questions regarding this policy may be referred to the Director of the Student Activities Office.

Non-University Speakers

The following are excerpts from [the University policy](#) governing the appearance of non-University speakers sponsored by student organization(s):

- As an institution of higher learning devoted to the search for truth in a democratic society, the University is dedicated to the maintenance and expression of a spirit of free inquiry. For its students, accordingly, it promotes the development of an atmosphere of open exchange, and of conditions conducive to critical evaluation of divergent points of view.
- The University also recognizes and accepts a responsibility to ensure that such inquiry is conducted in a manner which furthers the educational objectives of the institution; namely, the open-minded, objective evaluation and dissemination of knowledge.
- Student organizations officially registered at the University may therefore invite speakers to the campus to address their own membership and other interested students and staff providing suitable space is available and there is no interference with the regularly scheduled programs of the University. The appearance of such speakers on campus implies neither approval nor disapproval of them or their viewpoints by the University. In the case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to the normal considerations for law and order and to the specific limitations imposed by the state constitution.
- In order to ensure an atmosphere of open exchange and to ensure that the educational objectives of the University are not obscured, the President, in the case attended by extreme emotional feeling, may prescribe conditions for the conduct of the meeting, such as requiring permission for comments and questions from the floor. Likewise, the President may encourage the appearance of one or more additional speakers at the meeting so that other points of view may be expressed.
- The President shall prescribe the length of time and form of notice required prior to the holding of all meetings to be addressed by outside speakers and may designate representatives to recommend conditions for the conduct of particular meetings.

Partisan Political Activity

As a public institution of higher learning, the University of Washington is committed to ensuring that diverse ideas and points of view are freely expressed and discussed on the campus. However, there are certain state mandated limitations on the use of facilities and

funds for partisan political activities. This summary of those limitations is designed to assist students and others who may wish to use the campus for such purposes.

Use of Facilities

1. Priority for the use of campus facilities shall be given to regularly scheduled University activities.
2. UW facilities may be used for political purposes such as events and forums regarding ballot propositions and/or candidates who have filed for public office only when the full rental cost of the facility is paid. However, the use of state funds for payment of facility rental costs is prohibited.
3. Forums or debates may be scheduled at full facility rental rates if all parties to a ballot proposition election or all candidates who have filed for office for a given position, regardless of party affiliation, are given equal access to the use of facilities within a reasonable time.
4. No person shall solicit contributions on University property for political uses, except in instances where this limitation conflicts with applicable federal law regarding interference with the mails.
5. Public areas outside of University buildings may be used for political purposes' such as events and forums regarding ballot propositions and/or candidates who have filed for public office, excluding solicitation of funds, provided the other normal business of the University is not disrupted and entrances to and exits from buildings are not blocked.
6. University facilities or services may not be used to establish or maintain offices or headquarters for political candidates or partisan political causes.
7. The ASUW and GPSS may invite candidates for political offices to speak on campus so long as there is an effort to present a range of political views over a reasonable period of time and full rental cost of the facility is paid, without the use of public funds.

Prohibition on University Endorsement of Candidates or Issues

The University will not intervene or participate in any campaign by endorsing or opposing a candidate or issue. Individual members of the campus community are free to participate, as they see fit, and to use University facilities as limited by University regulations and policies. No unauthorized individual may speak or act in the name of the University.

Prohibition on Use of State Funds

The use of public funds for directly or indirectly making any contribution or expenditure of anything of value in connection with a local, state or federal election is prohibited. Any contribution to a political candidate or political endorsement is included in the prohibition.

Additional Campus Resources

Multiple campus departments support student organizations and their success through additional resources: advising, support, leadership opportunities, personal development, and more. Below is a list of frequently used campus resources from student organizations at UW.

- [Career & Internship Center](#)
- [Center for International Relations & Cultural Leadership Exchange \(CIRCLE\)](#)
- [Community Standards & Student Conduct](#)
- [Counseling Center](#)
- [D Center](#)
- [Husky Health Center](#)
- [Intramural Activities Building \(IMA\)](#)
- [LiveWell: Health Promotion & Prevention](#)
- [Office of Fraternity & Sorority Life \(OFSL\)](#)
- [Q Center](#)
- [Samuel E. Kelly Ethnic Cultural Center \(ECC\)](#)
- [Student Technology Loan Program](#)
- [Student Veteran Life](#)

Conclusion

Thank you for your commitment to enhancing the student experience by engaging in the Registered Student Organization (RSO) community. As you take on your leadership role, remember that the RSO Guidebook is here to support you with essential information about benefits, expectations, policies, and campus resources. We encourage all organization leaders to stay informed, use this guide as a reference throughout the year, and reach out to their SAO Advisor whenever questions arise.

University and SAO policies are ever evolving, and we highly recommend that you check in with your Student Activities Advisor in addition to this guide.