

Husky Union Building (HUB)		
<i>Event & Information Services / Admissions, Ticket Sales, & Event Staff</i>		
EFFECTIVE DATE: JUNE 2025	DATE OF LAST REVIEW: JUNE 2026	DATE OF RENEWAL: JUNE 2027

ADMISSIONS, TICKET SALES, & EVENT STAFF

Purpose

As the community center for the UW Seattle campus, the Husky Union Building (hereafter referred to as the HUB) fosters campus life through an emphasis on events and activities planned and coordinated by, and beneficial to the campus community. The HUB is committed to providing services and staffing for these programs to add to their success.

This policy has been developed to provide guidance for ticket sales, event admission, and general event planning. The HUB must also maintain building and occupancy safety regarding capacity monitoring and cash-handling security. The number of tickets available will be determined by the HUB based on the room setup, expected volunteers and staff members for the event.

Scope

For all RSO, ASUW, and GPSS events in the HUB, including the HUB Lawn, public spaces, and Southwest Dining, all ticket sales (including online) must be conducted through the HUB EVIS for events expecting more than 200 attendees.

UW Departments & Off-Campus customers are not required to use our ticketing system unless EVIS determines they need it for safety or capacity monitoring. Non-UW vendors conducting booth/table sales for food and/or merchandise sales to event attendees may conduct their own ticket sales (i.e. scrip tickets).

Exceptions:

Exceptions are evaluated on a case-by-case basis by the HUB Director of Event and Information Services. Meetings and exceptions may be requested via the email address below.

Definitions

Advance Sales: Ticket sales conducted prior to the event start date/time. Often advance sales are provided at discounted rates to encourage attendance.

Complimentary Tickets: Tickets provided for admission to an event at no cost to the attendee.

Donations: Seeking donations for a club or organization. Not required for admission to an event or participation in any activity.

Door Sales: Ticket or scrip sales day of for direct admission. Often door sales are at a slightly higher rate.

Event Staff: HUB Event Services staff for event management, admissions, capacity and/or door monitors.

Guest List: A list of the people invited to a particular event. Most often, admission to the event is at no cost to the attendee.

Off-Campus Vendors: Non-UW affiliated vendors contracted by the host organization.

Registration Fees: Usually for conferences, meetings, training sessions. Fee paid prior to an event or meeting that may help the host organization cover fees associated with facility costs, guest speaker costs, food/beverage, etc.

Scrips: Tickets sold as a method to participate in activities or purchase food or merchandise in lieu of cash. Scrips are not considered event admission tickets.

Suggestion Donation/Sliding Scale Donations: Payment for an event where admission is dependent on a financial donation. This is equivalent to a ticketed event.

Ticketed Events: Events requiring a ticket for entry, or selling tickets for access at a specific time or for a specific feature.

Policy Statement

Ticket Sales

All ticket sales (including online) must be conducted through the HUB EVIS for student events expecting 200+ attendees. The HUB reserves the right to determine if events outside this scope require HUB to manage ticket sales due to capacity/safety concerns. HUB Event Staff may be assigned for capacity purposes and to ensure compliance with this policy. If an event is expected to have fewer than 200 people in attendance, Registered Student Organizations & ASUW/GPSS entities may conduct advanced sales and door sales on their own in consultation with their Student Activities Adviser.

Suggested Monetary Donations

Taking monetary donations at the door required for entrance to an event program makes the event equivalent to a ticketed event, and organizers must follow all policies outlined in this document.

Event Staff/Ticket Takers at the Door

For any ticketed event in the HUB, EVIS will determine the number of Event Staff to be assigned. HUB Event Services determines staffing based on specific room/venue, number of entrances/exits, expected attendance and event history (if any) in consultation with the Student Activities Office and/or other venue operators.

EVIS reserves the right to assign Event Staff to any event that may need support in managing capacity. HUB Event Staff will be assigned for capacity purposes and to ensure compliance with this policy. If an event is expected to have fewer than 200 people in attendance, Registered Student Organizations & ASUW/GPSS entities may conduct advanced sales and door sales on their own in consultation with the Student Activities Adviser and HUB EVIS

Cancellations

Ticketed events follow the same HUB EVIS Cancellation Policy which includes rescheduling reservations. Please refer to your Quote or Confirmation for your Cancellation deadline. Cancellations after this date will incur fees. We cannot guarantee refunds for canceled events or date changes.

Chargebacks

In the event of a chargeback, the client is responsible for the lost revenue as well as any fees associated. As chargebacks can occur up to one year after an event, the HUB reserves the right to collect these charges after the final invoice has been issued.

Event Requirements

Scrip Events are not required to sell tickets through EVIS so long as a scrip purchase is not required for entry. Should you opt to have HUB ticketing services for your Scrip Event, all sales must be conducted exclusively through the HUB.

Non-UW vendors conducting booth/table sales for food and/or merchandise sales to event attendees may conduct their own sales. The hosting Registered Student Organization, ASUW/GPSS entity, or department contracts directly with these vendors. The HUB is not responsible for any security or accounting associated with sales conducted by vendors.

Registered Student Organizations should refer to funding guidelines separately; as these guidelines are created and managed by a separate organization.

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).

Related Procedures, Guidelines & Best Practices

- [RSO Policy Guide](#)

Related Policy

- [WAC 478-136-030](#)

Responsible Office(s)

Policy Enforcement:

The HUB Event & Information Services (EVIS) office shall administer and enforce this policy.

Policy Owner:

Director for Event & Information Services

Annual Review:

Executed and approved by the HUB Event & Information Services office.

Contacts:

Questions, comments, or concerns should be directed to hubres@uw.edu

The Husky Card office is located on the Ground Floor of Odegaard Library and can be contacted at 206-543-7222 or huskycrd@uw.edu.