

Husky Union Building (HUB)		
<i>Event & Information Services / After Hours Events</i>		
EFFECTIVE DATE: JUNE 2025	DATE OF LAST REVIEW: JUNE 2026	DATE OF RENEWAL: JUNE 2027

After Hours Events

Purpose

As the community center for the UW Seattle campus, the Husky Union Building (HUB) supports the Husky Experience by enhancing the 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. Occasionally, events may occur outside of the building's hours of operation. After-hours events must abide by the policies outlined within this document.

Scope

All individuals, organizations, and departments who reserve space at the HUB, both paid and complimentary, are expected to know and adhere to established building policies, UW policies, Student Conduct Code, as well as federal, state, and local law at all times.

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.

Definitions

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

Major Event: Reservations occupying one or more of the HUB major event spaces (Ballrooms, Lyceum, Lawn, Southwest Dining, 1st Floor Street, 1st floor Main Lounge) or occupying three (3) or more meeting rooms on a given day.

Policy Statement

Opening the HUB During Scheduled Closed Times

The HUB can be opened during scheduled building closure times. Opening the building requires that adequate support staff are on hand to oversee and maintain public areas, restrooms and building security concerns. Approval is subject to the following criteria.

- The type and nature of the event. A special building opening would be approved only for special events or major events
- The event organizer must agree to pay building opening fees to cover additional costs incurred.
- Availability of HUB staff.
- Impact on regular building services and operations.

The HUB EVIS reserves the right to limit access to the floor in a reservation or specific zones within the building during closure periods.

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

[Reserve a space](#)

Related Policy

Responsible Office(s)

Policy Enforcement:

The HUB Event and 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.

UWPD directly at 206-685-8973