

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

EVENT RESERVATIONS

Purpose

The HUB is committed to providing high-quality meeting and event spaces to support the University of Washington's mission statement. At the Husky Union Building, we prioritize reservations as follows:

- Campus-wide events and celebrations
- Registered Student Organizations, ASUW & GPSS programming
- Campus department programming with high student impact/attendance
- Campus departmental business
- Off-Campus conferences and events

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 Director for 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.

Meeting Event: Any reservation in up to two (2) of the HUB meeting rooms on a single day. EVIS has the discretion to classify events based on the amount of planning required from a standard meeting event to a major event; any applicable major event policies would apply.

Policy Statement

The Husky Union Building (HUB) is committed to providing a dynamic event center. To do so while ensuring quality service, space and staffing, event reservations are accepted by Event and Information Services (EVIS) as part of a 5-Tier system.

Tier 1 – Annual University Events: Complex departmental annual Special Events and Major Events that are of administrative importance to the functioning of the university and require coordination with the overall university calendar and extensive advanced planning. Long-standing events that have taken place in the HUB for five (5) or more consecutive years such as new student orientations, Dawg Daze, commencements, UW Family Weekend, and other events as approved by the Executive Director of the HUB.

Tier 2 – Annual Student Organization Events: Long-standing Special Events and Major Events that a) have taken place at HUB for five (5) or more consecutive years, b) are coordinated by the ASUW, GPSS, or a Registered Student Organization (RSO), and c) which require substantial advanced planning or impact a large portion of the university, such as Fall Fling, Spring Concert, major activities related to cultural month celebrations, conferences, and similar events as approved by the Executive Director of the HUB. Also includes events planned directly by the HUB Administration.

Tier 3 – Complex Departmental Events / Extraordinary Planning Required: Special Events and Major Events coordinated by departments or non-university entities that a) take place during non-peak dates/times, b) are date-specific, c) require substantial advanced planning, and d) have been approved by the Executive Director of the HUB. Tier 3 designations will be considered on a case-by-case basis by request to EVIS. Tier 3 events require a \$1,000 non-refundable deposit (non-UW clients) or are subject to a \$1,000 change/cancellation fee (UW departments). Clients may only have one (1) Tier 3 event per UW academic year. Annual Departmental events that require substantial planning but take place during peak times may qualify if they have taken place in the HUB for five (5) consecutive or more years and require collaboration with the overall University calendar. EVIS reserves the right to label any event Tier 3 if it is determined that more than one year of notice is needed by EVIS to support the event.

Tier 4 - Open Reservations: Student Organization Events– All other meetings and events coordinated by ASUW, GPSS, and RSOs

Tier 5 - Open Reservations: University Departments and Off-Campus Events: All other meetings and events coordinated by university departments, by groups or individuals that are not associated with the University of Washington.

Tier	Reservation Window
1	36 Months
2	24 Months
3	24 Months

4	14 Months
5	13 Months

Tier 1 and Tier 2 events will maintain their status year-to-year unless there is cause for removal (such as multiple years of not taking place). Tier 3 will typically be a one-time designation, except those events identified as necessary for EVIS internal planning time. Tiers 1, 2, and 3 will be contacted directly by EVIS and will be able to make reservations with the major event planning staff, rather than through the electronic HUB reservations system. Electronic reservations will become available by client-type per the reservation window as appropriate for Tiers 4 and 5. Requests for Tiers can be submitted using the “Tier Designation Request Form” which can be obtained by emailing hubres@uw.edu.

Series Reservations: Series reservations are defined as weekly or alternate week assignments of space in each quarter. Series reservations are most often used by groups desiring a regularly scheduled meeting within the HUB. A single reservation requesting several rooms on several different days during a quarter may also be considered a series reservation. Series Reservations for meetings or programs will be accepted within the same Tiers 4 and 5 timelines.

Booking Limitations

Due to the heavy demand for HUB Spaces and because the HUB is primarily intended for student events, the HUB may be reserved under the following guidelines:

- Requests will be reviewed in order of submission, and if a conflict is determined related to availability or staffing, the HUB reserves the right to make decisions based on the mission of serving students.
- Due to high student demand and limited parking availability, off-campus groups may not reserve space on the day of a home football game.
- Off-campus groups may not reserve space during Homecoming or Parent Family Weekend.
- All requests must be submitted through our online system and will be reviewed in the order submitted. Email communication can be used in certain cases when online reservations are not possible, these will follow the same review timeline as those submitted online. The HUB will not accept requests via phone.
- Clients may request a wait-listed event behind a confirmed reservation. It is the client’s responsibility to track availability of their requested date. 6 weeks prior, any waitlisted event behind a confirmed event will be canceled.

Request Timeline for Major Events: To allow time for proper review and schedule staffing for use of major event spaces, and the added time necessary to appropriately plan for a large-scale event, these spaces should be reserved a minimum of six (6) weeks in advance of the requested event date. Eight (8) weeks are recommended for the planning of some events.

Request Timeline for Meeting Events: To provide adequate time to accurately process a request and coordinate building services, HUB meeting events must be reserved at least two (2) weeks in advance of

the meeting date. Requests for meeting space within two (2) weeks of the meeting time may be accommodated under the following conditions:

- Staff are available to handle the request without adversely affecting other customers or building operations.
- Full, regular fees will apply, plus a service charge.

Related Procedures, Guidelines & Best Practices

- Completion of a Reservation Request form online. To log in, go to:
<https://hub.washington.edu/reserve/book-a-space/>
- [Reservation Payment & Cancellations policy](#)
- [Free Meeting Policy](#)

Related Policy

- [WAC](#)

Responsible Office(s)

HUB Director for Event and Information Services; hubres@uw.edu