

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

Event Space Use Standards

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.

The following regulations have been established in keeping with the University of Washington Fire Safety, Environmental Health and Safety (EH&S) and facility maintenance considerations.

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 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.

Policy Statement

Decorations Overview

- Contact EVIS for guidance before you purchase any decorations. Any decor being used must be approved in advance to ensure it is not damaging to the facility or equipment.
- Unprotected, open flames of any type are strictly prohibited. If candles are to be used, they must be surrounded by a glass bulb or chimney with only a hole at the top to allow for lighting and exhaust. The glass bulb or chimney must extend 1" beyond the top of the flame. EH&S Fire

Safety must review plans for any use of smoke or incense. The Fire Protection Officer in the EH&S Office must approve the use of encapsulated candles.

- The use of smoke/fog machines, glitter, confetti, dyes, powders or loose flower petals is prohibited. Balloons must be weighted and secured. Clients are responsible for labor for any cleanup (including confetti inside balloons)
- Only delicate surface tape is allowed on any surface of the HUB. Locations of materials being hung must be approved in advance by EVIS staff to ensure the surface will not be damaged.
- Nails, tacks, staples or similar items are not permitted for general use on building surfaces. Tacks should only be used on surfaces approved for posting (see HUB Advertising Policy). Charges will be assessed for use of these items on HUB surfaces or property connected with an event. Charges will include the cost of any necessary repairs plus a fee for any labor associated.
- Decorations must not block or limit access to doors, fire extinguishers or manual pull stations. Decorations also must not fully block internal windows facing hallways to ensure EVIS can see into rooms in case of an emergency.

Food and Alcohol in Event Spaces:

A cleaning/maintenance fee will be added to any reservation where food or beverages will be provided, regardless of food/beverage source. This fee is intended to cover the added costs of cleaning and maintaining spaces where food is served. People planning to serve any food/beverages at a meeting or event in the HUB should review the following:

- Any food/beverages served must meet applicable health standards as interpreted by EH&S. Additional guidelines can be found on the EH&S website.
- Caterers and clients are responsible for removing all leftover food, equipment, serving ware and garbage associated with food/beverages provided. Caterers only have access to the space during their clients' reservation time. All equipment should be delivered and retrieved during that time. All supplies and equipment must be present only in spaces reserved by the clients. A damage deposit may apply depending on the history of the group or caterer. For events in the HUB, outside caterers do not have access to kitchen facilities. Three (3) food staging areas are available for reservation in combination with a major space rental near the Lyceum (first floor) and ballrooms (second floor).
- Sternos are allowed (as an exception to open flame) only when a caterer stays onsite to set up and monitor for safety. Caterers are required to dispose of sternos.
- An additional alcohol cleaning & maintenance fee will be added when an organization is not using their provided caterer for alcohol service, to account for the additional cleanup.

Supplemental Power in Event Spaces:

Supplemental Power is available from electrical closets in HUB Lyceum, North and South Ballrooms.

- This service is charged for any event date that it is setup
- Due to the labor and equipment required, we are unable to strike or change power distribution mid-event

Staffing in event spaces:

The HUB reserves the right to determine appropriate staffing to support events. These labor costs are added to the reservation.

- Special Events and Major events have required staffing levels according to event times and room usage
- Use of certain equipment such as AV Packages may also require staffing. This will be communicated as event needs are discussed.
- Event staffing may be added to support capacity and line monitoring. See “Admissions, Ticket Sales and Event Staff” for more information.
- Additional labor for changes or resetting of spaces may be added after the fact, and will be communicated with the final invoice.

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

- [Serving Food on Campus](#)
- Environmental Health & Safety: [Food Safety Program](#)

Related Policy

- [WAC](#)

Responsible Office(s)

Policy Enforcement:

The Director for Event & Information Services, or their designee, is charged with enforcing this policy.

Policy Owner:

Director for Event & Information Services

Annual Review:

Executed and approved by the Director for Event & Information Services

Contacts:

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