

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

FREE MEETING SPACES

Purpose

As a service to our primary users, the HUB allows Registered Student Organizations, ASUW, GPSS, and campus departments for free or discounted room use once per week for up to two hours in specified rooms.

Scope

This policy pertains to UW departments and RSOs, including ASUW and GPSS. Off-campus entities and alumni organizations outside of those facilitated by the University of Washington are not eligible for complimentary meeting spaces.

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 at the email address below

Definitions

Policy Statement

Student Organizations:

Registered Student Organizations (RSOs), ASUW and GPSS may reserve any HUB meeting room on floors 1-3 for up to two hours once per calendar week (Monday through Saturday) and must meet the below criteria:

- No admission/registration charges, sales, or donations.
- No off-campus participation except presenter(s).
- The reservation must be made at least five (5) working days in advance.
- 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.)

Registered Student Organizations (RSOs), ASUW and GPSS may reserve a HUB meeting room on floor B2 for up to two hours once per calendar week (Monday through Saturday) and must meet the below criteria:

- No admission/registration charges, sales, or donations.
- No off-campus participation except presenter(s).
- The reservation must be made at least five (5) working days in advance.
- No partisan political candidate participation, ballot review or partisan political activity.
- Room must be used in a standard set.
- Misuse or damage to the room prior to reservation start time must be reported to the HUB

Departments: Departments may reserve any small room at no charge, or medium room at 50% off the regular rental rate for up to two hours once per calendar week (Monday through Saturday) and must meet the below criteria:

- No admission/registration charges, sales, or donations.
- No off-campus participation except presenter(s).
- The reservation must be made at least five (5) working days in advance.
- 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.

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

- Cancellation Policy
- [How to Reserve a Free Meeting Space](#)

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

UWPD directly at 206-685-8973