

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

RESERVATION PAYMENT & CANCELLATION

Purpose

Please refer to your Quote or Confirmation for your Cancellation deadline. Cancellations after this date will incur fees.

Cancellations must be requested by one of the main contacts listed on the confirmation. Cancellations must be requested by email to hubres@uw.edu or submitted online via Mazevo by the 1st or 2nd contact. Cancellations requested after your cancellation deadline must be requested via email only.

A Cancellation confirmation will be sent via email once your request is reviewed. Please look for messages regarding cancellation conditions or fees

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 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 meeting rooms spanning more than one consecutive day, and/or extraordinary planning required (e.g. Weddings, campus-wide events, large conferences, etc.)

Major Event: Reservations held in one or more of the HUB major event spaces (Ballrooms or Lyceum) or occupying four (4) or more meeting rooms on a given day.

Meeting Room Event: Any reservation in up to three (3) of the HUB large, medium, or small meeting rooms on a single day. EVIS has the discretion to classify events based on the amount of planning required from a standard meeting room event to a major event; any applicable major event policies would apply.

Series Reservations: Series reservations are defined as weekly or alternate week assignments of space in each quarter, or as determined by EVIS

Multiple Day event: event spanning multiple days without breaks in between (i.e. Mon, Tues, Wed)

No-Show: A “No-Show” cancellation will apply when the room goes unused without prior contact with the HUB Event & Information Services office.

Policy Statement

Due to the high demand for meeting and event space in the Husky Union Building (HUB) the following cancellation deadlines and fees apply.

Special Events: Special Events may be canceled three (3) months before the event date without any charges, except for any non-refundable deposits. Any person or group canceling a reservation less than three (3) months will be charged the full room rental rate. Any person or group canceling a reservation of this type less than six (6) weeks in advance will be charged full rates except cleaning and maintenance fees.

Major Events: Major Events may be canceled up to six (6) weeks before the event start date without any charges. Any person or group canceling a major event reservation less than six (6) weeks in advance will be billed at the room rental rate and any administrative costs. Anyone canceling a major event reservation less than three (3) weeks prior to the event date will be charged full fees except cleaning and maintenance fees.

Meeting Events: A small event or meeting may be canceled two (2) weeks in advance without any charges being incurred. Any person or group canceling a reservation less than two (2) weeks in advance will be responsible for the full rates except the cleaning and maintenance fees.

Free Meeting Reservations: Cancellation of a free meeting room less than three (3) days in advance results in a “no-show.” Upon the 1st no-show in a quarter, the group will receive a warning. Should a 2nd no-show occur, future reservations will be canceled, and the group will lose booking privileges.

All Events: If an event is a series reservation, cancellation deadlines will be determined based on the frequency of recurrence. Refer to your quote for specific date deadlines. If it is a multiple day event, the timeline refers to the 1st day of the reservation.

Rescheduling a reservation beyond the cancellation deadline: Any reservations rescheduled beyond the cancellation deadline will be charged the initial deadline cancellation rate for their original booking and all regular rates for the new booking

Related Procedures, Guidelines & Best Practices

Related Policy

- [WAC](#)

Responsible Office(s)

Policy Enforcement:

Policy Owner:

Annual Review:

Contacts:

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