



# SAMUEL E. KELLY ETHNIC CULTURAL CENTER

UNIVERSITY *of* WASHINGTON

Office of Minority Affairs & Diversity

## **Reservation Essentials:**

### **Itemized Estimate Confirmation**

The Confirmation contains important information about your reservation bookings. Please review this form to ensure that your needs are accurately reflected. Please email our Reservations Team [eccres@uw.edu](mailto:eccres@uw.edu). if you need to make any changes or corrections. Review your scheduled reservation request time carefully. Personal setup and tear down time must be included within the start and end time you requested.. The final invoice amount may differ from the enclosed cost estimate due to changes involving your rental time, damages or other additional costs.

### **Making Changes**

When possible, the Kelly ECC will try to accommodate changes to your reservation and bookings. Changes to your reservation may require additional fees. Any changes made to extend the duration of your event will be subject to the regular rental fees and adjusted on an “availability-only” basis. All booking changes must be requested via email 2 weeks in advance.

### **Reservation Deadlines**

A minimum of two-weeks advance notice is required for all reservations for the Kelly Ethnic Cultural Center.

A minimum of three-weeks advance notice is required for all reservations for the Kelly Ethnic Cultural Theatre.

Reservations for the Center and Theatre can be made a maximum of six months in advance.

Registered Student Organizations wishing to request a space with less than 2-weeks advance notice must schedule a meeting with the events and reservations coordinator by emailing [eccres@uw.edu](mailto:eccres@uw.edu). Late reservation

requests are subject to availability and special policies. Food service, events which are open to the public and fundraising are prohibited for walk-in requests. Short notice requests for the Theatre are not accepted.

### **Theatre Reservations:**

For Theatre Reservations, a minimum of 1 hour between events is required.

1. All Ethnic Cultural Theatre requests will be staffed with the intention of having two Theatre Technicians.
  1. In the event of your booking only having one tech, you will be refunded for the second labor charge
  2. Groups wanting to bring their own tech is permitted with proper approval. The booking will still be assigned two ECT Techs, unless approved otherwise.
  3. The ECT cannot guarantee that the same two technicians will be available at every rehearsal or performance. Please plan to have your own running crew or board operators for recurring rehearsals and performances for this reason.

### **Building Operating Hours:**

#### Ethnic Cultural Center-

Monday- Friday 9am-6pm

Saturday 10am-6pm

#### Ethnic Cultural Theatre-

Monday-Sunday 9am-11pm

Observed Holidays, finals, and building maintenance may affect operating hours.

Reservations may begin no earlier than 9:00am and must end no later than 8:50pm, regardless of building hours. This ensures adequate time for setup and cleanup.

Events can not be booked outside of regular Center operating hours due to staffing. Reservation requests are not available on Sunday.

### **Event Advertising:**

Reservations that are not approved should not be advertised until the group receives a final confirmation from the Reservations office. All paperwork, payment and other requirements must be fulfilled before an event is finalized and confirmed. Tentative approval or holds are NOT final confirmations. Being on the schedule is not a confirmation.

### **Early Arrival/Late Exit & Checking-In**

In order to serve you best, please check in with the ECC front desk on the day of your event. Our friendly staff will open your conference room for you and ensure that your conference room is set up according to your needs. If you and your guests arrive early, our comfortable lounge provides a space to relax. If you wish to gain access to your event space more than 15 minutes prior to the stated entrance time on your Confirmation, the ECC will attempt to accommodate early arrival when possible. Early entrance to the Theatre is limited and is dependent upon the arrival of your scheduled theatre technician(s). Please note that charges will be assessed for early entrance and late exit.

### **Parking**

Guests who require parking must make arrangements with University of Washington Parking Services. There is limited street and metered parking near the ECC. Parking is not guaranteed and the ECC is not responsible for violations. More information about parking at the UW Seattle Campus may be found here:

<https://www.washington.edu/facilities/transportation/park-self-serve>

**Special Accommodation**

If your event requires special accommodation, please notify the ECC Reservations Office and contact the Disability Services Office at 206.543.6450 or [dso@u.washington.edu](mailto:dso@u.washington.edu) at least ten days prior to the event.

**Client Responsibility:**

Use of the Ethnic Cultural Center must comply with all University of Washington and Washington Administrative Code ([WAC 478-136-030](#)) regulations.

Those making a reservation for an event assume responsibility for their group and guests, and they shall assume any financial responsibility for excess cleaning and/or repairs resulting from damages should they occur in the facilities during the reserved time.

**Billing & Cancellation Policy**

We accept check, credit/debit, or budget numbers as payment. All forms of payment are due 14 days prior to the date of your reservation. If your event is a series of bookings across multiple dates, the payment will be due 14 days prior to the first booking.

- Checks: Made payable to "University of Washington" with "Samuel E.Kelly Ethnic Cultural Center" as the memo. Checks can be mailed to 3931 Brooklyn Ave Ne Seattle, WA 98105.
- Credit/Debit: Payments can be made through our online payment portal. Please reference your Invoice Number and the name of the Primary Contact as listed on your Confirmation.  
<https://bit.ly/ECCEventPayments>
- Budget Number: Please submit a Driver Tag (PG, GF, or GR) or Cost Center + Resource Worktag (CC & RS) and any other applicable Worktags to be charged for this event to [ecres@uw.edu](mailto:ecres@uw.edu) referencing your Event Number.

All payments will be processed immediately upon receipt, with the exception of departmental budget numbers, which will be charged after the event has taken place. Should you decide to cancel your reservation with us, please call or email our office as soon as possible. Our cancellation policy is as follows:

- 14 days + Prior to Event: Full Refund of All Rental Charges
- 13 – 3 days Prior to Event: 50% Refund of All Rental Charges
- 0 – 3 days Prior to Event: All Rental Charges Payable

## **Room Policies:**

### **Set-Up & Clean-Up**

RSOs are responsible for the set-up and clean-up of meeting room spaces. Cultural Meeting rooms will be set up in a default furniture setting when you arrive. The room should be returned to this setting before you leave. If you wish to change the configuration of the room, you will be responsible for doing so. If you need additional chairs or tables or assistance with setting up these items, please inquire at the front desk.

As a courtesy to those that are in the space after you, please wipe down the tables before you leave with the paper towel and Simple Green spray bottles provided. RSO reservations in premium spaces and all other groups will be assessed set-up & clean-up fees as needed.

Please consider setup and tear down time when choosing a start and end time.

A Cleaning Fee is applied to all bookings serving food/beverage.

A Custom Setup Fee is applied to all bookings requiring a setup other than the default.

### **Decorations & Banners**

The use of masking/painters tape is allowed on the walls (with the exception of the murals), ceilings, and door frames. No tape, adhesive, glue, or tacks are allowed on ECC murals or curtains. Use of duct and gaffers tape, glue, tacks, or other adhesive is not allowed unless authorized consent is given. Items attached in this manner without consent will be removed and the group will be charged a \$10.00 fee. If the murals, furniture, walls or any other fixtures are damaged due to decorations, the

group will be liable for damages. These damages will be assessed by UW Facility Services.

### **Kitchen/Food/Beverage:**

If you plan to serve catered food or beverages for an event, an Online Application for Temporary Food Service (ATFS) must be approved by the Environmental, Health & Safety Department two weeks prior to the event. In order to simplify this process for you, we request that you return this form to the ECC a minimum of two weeks prior to your event so that we may submit it to the appropriate department on your behalf. The ATFS form is not needed with: UW Catering (Bay Laurel), prepackaged food items, Please notify the ECC if you will be serving these foods. Potlucks and any home-prepared foods are prohibited.

#### **Kitchen Use & Self Prepared Foods**

All kitchen use must be pre-approved by the ECC. Please check your Confirmation to ensure that a kitchen has been added to your reservation. For more information or to add a kitchen, contact our office at least two weeks prior to your event. Food Handlers Permits: All individuals handling and serving foods for RSO meetings must have a Food Handler's (Worker) Permit. A copy of this permit must be on file at the ECC at least two weeks before the requested date. For more information about this permit, see the Environmental Health Services section of the [kingcounty.gov](http://kingcounty.gov) website. The ability to serve self-prepared food is very limited. More details may be obtained from the Kelly ECC Reservations team.

Serving Utensils & Miscellaneous Items: The ECC is unable to provide serving or food preparation utensils or catering.

Use of the kitchens for events is subject to approval, and use of the kitchens for food preparation for any event besides personal use or RSO meetings is generally prohibited due to the nature and classification of the kitchens, per the University of Washington Environmental Health and Safety division.

### **Alcoholic Beverages**

If an organization wishes to serve alcoholic beverages, please review the necessary policies under the Office of the Provost Special Programs guidelines. Depending on your event, please adhere to the approval process related to your event. The UW form and more details may be found here:

<https://depts.washington.edu/sprogram/alcohol-service/alcohol-service-form/>

The ECC is a student-oriented facility and students are present during all hours of operation. Adequate measures—including an approved security/ID checker, bracelets, etc—must be taken in order to ensure that no minors will have access to alcoholic beverages. These options must be discussed and approved with the ECC reservations office prior to the event. Any violation of Washington State law or ECC policy will result in an immediate closure of your event and appropriate authorities will be notified.

### **Off Campus Participation:**

#### **Request for Use of University Facilities (RUUF)**

Events which are open to the public, ticketed, or held by or in conjunction with an off-campus organization are required to submit a Request for Use of University Facilities form. This form requires approval from a University department Dean, Director, or Chair, the ECC Facilities Coordinator, and the Use of University Facilities Committee. This form takes approximately three weeks to process. To complete the form online, please visit:

<https://depts.washington.edu/sprogram/>

### **Sales/Fundraising Activities:**

#### **Commercial Sales/Fundraising Activities**

All commercial sales or fundraising activities must be approved by the ECC. All Registered Student Organizations (RSO) must complete a Fundraising Permit in order to fundraise at the ECC. This permit can be acquired at the Student Activities Office.

## **Safety:**

### **Safety Walkabout**

Under some circumstances, coordinators must undergo a Safety Walkabout prior to the event date. This walkabout demonstrates evacuation and fire extinguisher procedures in case of an emergency and is required for use of ECC kitchens and certain performance events. To check if a Safety Walkabout is required for your event, please check your Event Booking Details Form.

### **Open Flame/Smoke**

The Ethnic Cultural Center enjoys hosting a variety of cultural celebrations and ceremonies. Many of these events may involve the burning of candles, incense, and herbs. A special permit may be required for some of these items, please contact the ECC for more information. Approval of flame and smoke related events are subject to approval by the ECC. If approved, additional fees will apply. The use of fog, smoke or "hazer" machines is strictly prohibited in conference spaces and theatre. Any offending party will be charged a flat fee of \$75.00 and for any damages caused by the use of this equipment.

### **Force Majeure**

The University of Washington and the Ethnic Cultural Center will not be liable for failure to perform an obligation here under when performance of such obligation is rendered impossible due to damage or destruction of the facility, order or regulations of public authorities, labor dispute, civil tumult, epidemic, natural disaster/hazard, or any cause which both was beyond the control of and is not remediable by the party seeking to exercise this provision.

### **Indemnification**

The user agrees to indemnify and hold harmless the University of Washington, its Regents, Officers, Agents and Employees, from and against any and all claims, demands, losses, liabilities, costs or expenses of any nature whatsoever arising from or as a result of use or occupancy of the ECC facilities by the User and User's Agents or Employees, provided that such claims, demands, losses, liabilities, costs, or expenses are due or are claimed to be due to the negligent acts or omissions of User and Users Agents or Employees. The University of Washington agrees to



indemnify and hold harmless User, User's Offices, Agents, and Employees, from and against any and all claims, demands, losses, liabilities, costs, or expenses against the User, for property damages or personal injuries due or claimed to be due to the negligent acts or omissions of the University of Washington, its Regents, Officers, Agents, or Employees.