



Student Activities  
& Union Facilities

# Art Gallery

## Husky Union Building

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Thank you for inquiring about using the HUB Art Gallery for your reception.

**ART GALLERY RESERVATIONS:** To reserve the display cases in the HUB Art Gallery please contact the HUB Art Gallery Coordinator in the Student Activities Office (SAO) in HUB 207 for a Reservation Request Form and information on reserving this space. Requests are due 1 month in advance of your 1st exhibit date. The HUB Art Gallery Coordinator can also be contacted at (206) 543-2380 or by email, [sao@u.washington.edu](mailto:sao@u.washington.edu), with any questions. Availability is on a first come first serve basis however student groups get priority over faculty and staff. Art exhibits will be considered before educational displays.

**RECEPTION RESERVATIONS:** To reserve the HUB Art Gallery for a Reception, please submit a separate Reservation Request Form to the HUB Event Services Office in HUB 204L **at least two weeks in advance** after you have a confirmed reservation in the HUB Art Gallery. You can also contact them at (206) 543-8191 or by email, [hubres@u.washington.edu](mailto:hubres@u.washington.edu), with any questions or to request a faxed copy of the Reservations Request Form. A Request Form can also be downloaded from our website, [hubreservations.com](http://hubreservations.com), in PDF format. Sorry we are not able to process online request forms for the HUB Art Gallery at this time.

- ✓ **FOOD PERMIT:** When serving food that is not provided by UW Catering (685-2051), a food permit should be completed at least 2 weeks in advance. To obtain a food permit, please contact the HUB Event Services office.
- ✓ **SERVING ALCOHOL:** Please note that as this is a public space, alcohol CANNOT be accommodated in the Art Gallery. Please inquire in advance with HUB Event Services for a separate room to serve alcohol. Room 108 is often the best choice for this type of event. Please see HUB Event Services for availability and room rental charges.
- ✓ **RENTAL COSTS:** The charge for using the Art Gallery for a Reception is \$35, which includes a cleaning and maintenance fee and one 6' Refreshment Table.
- ✓ **DECORATIONS & SIGNS:** No taping or tacking is allowed in the building. All signs are restricted to easels or designated posting areas throughout the facility. Consider using free standing decorations, flowers and balloons for decoration. Candles can be used for table decoration as long as the flame is enclosed within glass. NO open flames or unenclosed candles are allowed. Please see our decorations policy for details or ask our office for more information.

Please feel free to contact us anytime if we can be of assistance or if you have any questions.