



Student Activities
& Union Facilities

LAWN EVENTS

To reserve the HUB Lawn stop by 204L HUB to submit a Reservations Request Form and to make an *Event Planning Appointment* with the HUB Operations Manager and your Student Activities Office Adviser to discuss your event. The appointment must be held a minimum of two weeks before your event (four weeks if you are planning to request amplified sound).

Please note the following guidelines BEFORE planning an event on the Lawn.

- ✓ **SOUND AMPLIFICATION:** Due to surrounding classrooms and the library, amplified sound for lawn programs is generally prohibited. Any activities (drums, whistles, etc.) which may disrupt the surrounding community are also prohibited. Exceptions to this rule can be discussed in your *Event Planning Meeting*.
- ✓ **STAKES:** Objects that penetrate the ground (such as stakes) are generally not allowed to protect both the lawn and the underground irrigation lines.
- ✓ **SALES & FUNDRAISING:** Requires review and approval by an adviser in the Student Activities Office. Call 543-2380 or inquire in 207 HUB after making your lawn reservation.
- ✓ **FOOD SERVICE:** Events which involve food service require review by UW Environmental Health & Safety and must observe proper food handling regulations. Your group will also be responsible for garbage pickup and disposal.
- ✓ **ELECTRICAL SERVICE:** There is limited electricity available on the HUB Lawn. Events with more than minimal electrical needs may require that electricity be installed by a UW Electrician and in some cases monitored by an electrician. This cost will be charged to your group.
- ✓ **OFF-CAMPUS:** Off-campus groups may not use the lawn during the academic year. However, summer use of the lawn can be approved in association with approved UW conference events. Please call the Operations manager to obtain more information on off-campus use.
- ✓ **RAIN:** Please make advanced arrangements in case of rain. Usually a good choice if you can't cancel the event is to rent one of the meeting rooms in the HUB, or arrange to rent the 10' x 10' tent with our office.
- ✓ **PARKING:** Advanced permission is required to park a car next to the HUB Lawn as part of your event through the HUB Event Services Office. In addition, a Parking Permit must be purchased from the Gatehouse on the day of your program. Parking is only permitted on the asphalt.

Tables, chairs, tents, canopies, and outdoor stage platforms are available to rent for your HUB Lawn Program. Rates and availability can be discussed at your *Event Planning Meeting*.

Please contact HUB Event Services or consult an Adviser in the Student Activities Office, HUB 207 (543-2380), if you have any questions or if we can be of assistance.