

Making a Reservation in the HUB For Registered Student Organizations

Thank you for inquiring about making a reservation in the Husky Union Building (HUB). Please take a moment to review the following suggestions to assist you in planning a meeting for your Registered Student Organization (RSO).

To make a reservation please complete a Reservation Request Form. Reservation Request Forms can be downloaded or completed online at hubreservations.com. You can also fill one out in person at the HUB Event Services Office, HUB 204L, on the second floor.



Please note the following guidelines:

- ✓ The person filling out and submitting the Reservation Request Form needs to be **one of the five (5) Officers** registered with the Student Activities Office (SAO), located in HUB 207 (543-2380), for your RSO.
- ✓ Your group will need to be in good standing, with **no outstanding balances due** for past events.

SERVING FOOD OR BEVERAGES: When food or beverages are served a cleaning/maintenance fee applies. A Food Permit for food from a source other than UW Catering should be completed at least 8 working days prior to your event date.

DECORATIONS & SIGNS: No taping or tacking is allowed in the building. All signs are restricted to easels or designated posting areas throughout the facility. Please see our Decorations brochure for additional information and ideas for decorations.

RENTAL COSTS: Please see our Rate and Information Packet for information on charges for each room.

FREE MEETING SPACE: Registered Student Organizations can qualify for one (1) free Meeting a week, of two (2) hours or less, in small or mid-sized meeting rooms. In order to qualify for free meeting space, please review the following guidelines:

- ✓ The event is only open to the Campus Community (Students, Faculty, or Staff)
- ✓ No admission fees, donations, registration fees or sales are conducted
- ✓ Reservation Request is submitted a minimum of two (2) full working days in advance of the first desired meeting date
- ✓ Room must be used in the standard seating arrangement. This arrangement cannot be moved or changed.
- ✓ Cleaning fees and Audio Visual charges still apply

If you require a set up different from our standard seating arrangements please make advanced arrangements with the reservations office and we can check availability and arrange this set up for you. A list of most Audio Visual with prices is available from the Event Services Office.

QUARTERLY WEEKLY/SERIES MEETING: We accept quarterly weekly meeting requests approximately 2 weeks before the beginning of each quarter. Please inquire of the exact date with the HUB Event Services Office as this date can vary due to holidays and academic quarter breaks.

BALLROOM/AUDITORIUM EVENTS: Please see our informational handout for Major Events in the HUB East, West or Both Ballrooms or the HUB Auditorium. Advance reservations are recommended as these spaces are in high demand.

Feel free to contact us with questions or for additional information at any time. More information can be found at hubreservations.com.