



Student Activities
& Union Facilities

OFF CAMPUS PARTICIPATION OR USE

REGISTERED STUDENT GROUPS/DEPARTMENTS

If you intend for your event to be open to individuals outside of the UW community (defined as UW Faculty, Staff, Students, Alumni, and Parents of UW Students), University regulations require you to fill out and submit a Use of University Facilities (UUF) Form. Your event is *tentative* until a completed and approved UUF is processed; please follow the procedure below. Please see your Student Activities Office Adviser for assistance (543-2380).

USE BY OFF CAMPUS GROUPS

Student Union Facilities are primarily reserved for Student and Departmental use however some Off Campus use is permitted with UW and HUB approval. Concerts and dances produced by Off Campus groups are not scheduled in the HUB during the academic year (October-June). Commercial and for-profit activities are not allowed at any time in the Student Union. Companies interested in recruiting students for employment should first contact the Center for Career Services (543-9103).

All other use requests by off campus groups should follow the procedure below to obtain approval.

THIS PROCESS REQUIRES:

- ✓ Completion of the initial online Use of University Facilities (UUF) request by you/your organization. Please make sure to do so no later than the outlined deadline for timely confirmation of your reservation. You can begin this process at: <http://depts.washington.edu/eventfrm/instructions.html>.
- ✓ Sponsorship through a relevant UW department. This portion of the process requires approval from a dean, director or chair of the relevant department. Please contact the department prior to the start of this process.
- ✓ Final approval from the UUF committee.

You will be notified of your approved status.

For assistance, please contact the Chair of the Use of University Facilities Committee (or his/her designee) at (206) 543-9233.

Please contact HUB Event Services if you have any questions or if we can be of assistance.