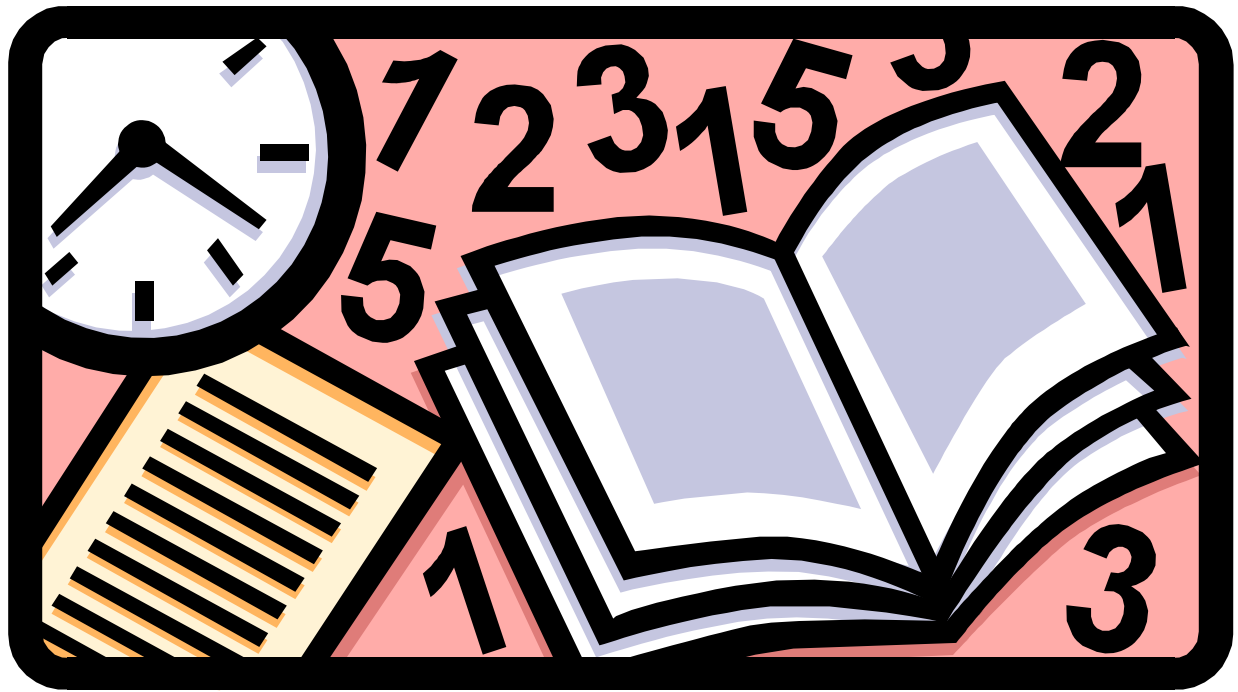


Student Organization Handbook

UW Student Activities Office



2008 – 2009 Academic Year

**Student Activities Office
HUB 207, UW Box 352238
206-543-2380
sao@u.washington.edu**

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Introduction

The University of Washington recognizes that self-governing student organizations can and do contribute to the educational, social and recreational and personal development of its students.

The University further recognizes that students should be free to organize and participate in voluntary associations of their own choosing, subject to University policies and ensuring that such associations are neither discriminatory in their treatment of other members of the academic community nor operate in a manner which interferes with the rights of others.

The University does not sponsor or accept responsibility for these voluntary student organizations. Voluntary student organizations which register with the University may, however, use certain University facilities on a space available basis consistent with University rules and regulations.

Start with the Student Activities Office!

If you want to register your organization, plan a fundraising activity, show a film, have a party, bring a speaker, plan a conference, or arrange any other kind of event on campus, the place to start is the Student Activities Office (SAO).

While the success or failure of student programs rests primarily with students, the Student Activities Office provides resources, assistance and direction to help students generate quality programs and activities.

In fulfilling its responsibilities, SAO is mindful that students have the initial and primary authority and responsibility for student activities.

A current listing of Student Activities Office advisers assigned to work with your Registered Student Organization (RSO) is available by calling the SAO at (206) 543-2380, or on the SAO web site at <http://depts.washington.edu/sao>. SAO advisers have helpful resources for RSOs, such as advertising ideas, volunteer recruitment information, leadership training, fundraising and money management workshops, along with campus and community resources for event planning.

How Can An SAO Adviser Help You?

- SAO advisers provide formal and informal opportunities for students to develop leadership skills.
- SAO advisers are free consultants to help with your organization's growth and development.
- SAO advisers will guide you through the channels of the University structure and keep you within the bounds of University regulations.
- SAO advisers are available to help with group motivation, membership recruitment and programming options.
- SAO advisers are eager to assist you in your preliminary planning and search for funds.

Benefits of Participating in Student Activities

Social and Recreational

Involvement in student activities offers many opportunities to meet new friends, share common interests with other students, faculty and staff, and have fun outside the classroom.

Skill Building

Getting involved in student organizations and activities helps improve skills in decision making, programming, team building, budget accounting, organizing and working with others.

Practical Career Experience

Studies show that employers value students who are active on campus outside the classroom. Involvement on campus provides opportunities to complement academic course work with practical experiences that employers are looking for.

Resources Available to Registered Student Organizations

The following is a list of some of the benefits available to your organization when it becomes registered through the Student Activities Office:

Advertising/Promotion

Student organizations are eligible for reduced advertising rates with The Daily. Table space at the annual Student Activities Fair, usually held in October, is available at no cost to help recruit new members and to promote your organization. Literature tables located on the first floor of the HUB are available to distribute information about your organization's events or activities.

Advising

Advisers are available in the Student Activities Office to assist your group with program planning on campus, organizational questions, in understanding University and State policies and procedures, and most anything else that pertains to your organization and its activities.

ASUW Senate Seat

RSOs are eligible to participate in student government. Contact SAO or ASUW for more information at 543-1780.

Discounts

Discount cards are available for registered student organizations for a 10 percent discount on office and art supplies at the University Bookstore.

Display Cases

Art display cases are available in the HUB and South Campus Center. A display case is available outside the Student Activities Office.

Email and Web Account

Registered student organizations are eligible to have an email/web account for their student organization.

Event Funding

The ASUW and GPSS have funds available for student campus-wide events sponsored by registered student organizations.

Fundraising

Student organizations can conduct fundraising on campus after approval from the Student Activities Office. You can also raise funds for your RSO by staffing a concession booth at the Bank of America Arena at Hec Ed Pavilion. RSOs receive a percentage of sales revenues. For details on how to sign up, call Sodexo Concessions at 543-8880.

Leadership Training

Student organizations can schedule training sessions (leadership, parliamentary procedures, meeting management, publicity, volunteer recruitment and other sessions) with SAO advisers. Workshops and training programs are tailored to meet the specific needs of each organization. Contact the Student Activities Office for details by calling 543-2380.

Literature Bins

Take advantage of the literature bins outside the SAO to help distribute your registered student organization's literature. Spaces are first-come, first-served.

Mail Boxes

A limited number of mailboxes are available in the Student Activities Office for registered student organizations. Mail boxes are requested on the application form and are filled on a space-available basis.

Meeting Rooms

Meeting rooms are available in various facilities (fees may be assessed depending on the type and length of usage).

New Programs and Services

Contact the staff in the Student Activities Office about new programs or services for registered student organizations that may be developed during each year.

Office Space

Limited office space is available in the HUB, and is allocated annually in the fall.

Revolving Rack

Located near Information Desk on the HUB first floor, this rack is especially designed for newsletter-sized materials. The rack is available on a first-come, first-served basis.

Resource Center

The Resource Center, located in HUB sub-basement Room 13, is designed to be used by registered student organizations. The center contains computers (Macs and PCs), fax machine, copy machine, several canopies, sandwich boards and other items that make it easier for RSOs to operate on campus. The center's hours are currently 8 a.m. to 4:30 p.m. If the center is not open, any member of an RSO can check out the key from the Student Activities Office in HUB 207. You can contact the center by:

Email: source@u.washington.edu
Phone: (206) 221-3327
Fax: (206) 616-2470
Mail: SAO Box 204, UW Box 352238
Seattle, WA 98195

Student Government Funding

The undergraduate student government ASUW and the graduate student government GPSS allocated funding to registered student organizations for events and programs. For information about their criteria and application process go to :

ASUW

<http://www.asuw.org/>

GPSS

<http://www.gpss.washington.edu/>

SAUF Funding

Student Activities and Union Facilities (SAUF) provides facility funding to RSOs for events held in various HUB and South Campus Center facilities.

Get Online With an Email/Web Account

Think about what an email address and web page can do for your student organization. An email address centralizes your communication and provides a reliable way to contact members. A student organization home page, besides being artistically fun, is a powerful way to tell the world about your mission, members and activities.

Obtaining a student organization email/web account is easy. Simply complete the following steps and, within a short time, you will be online!

- Your organization **MUST** be registered through SAO and be considered "in good standing" in order to request and receive an email/web account.
- When using the SAO online registration system, you will be asked if you want a club email/web account. If you choose either "New Request" or "Renew Existing Account," you will be asked for the names and UW Net IDs of two Registered Users (RUs). These RUs will be responsible for your email account and web site.
- You will also be required to select a login name of 8 characters or less. This name won't be guaranteed until approved by UW Tech.
- SAO will process your request through UW Tech. Once it is approved, the SAO will email the two RUs your account login name and password. They can then access your group's email account and create a web page directory on an assigned UW Tech system (Catalyst Tools, SimpleSite).

Rules You Should Know and Follow

Email/web accounts are governed by existing University, UW Tech and SAO policies. By signing the Agreement, your organization has agreed to abide by these policies. Please refer to this internet address for applicable UW Tech policies

regarding computer ethics, copyright issues, and proper use of computer resources:

<http://www.washington.edu/computing/rules.html>

By agreeing to the policies, both SAO and the RSO agree to the following:

- Only RSOs are eligible to receive an assigned account.
- This computing use account will be registered as belonging to the Student Activities Office for the above mentioned RSO.
- Computing and Communications reserves the right to temporarily or permanently close any RSO account for any suspected violation of University or Computing and Communications policy.
- RSOs must register their email/web accounts on an annual basis for continued use.

The Student Activities Office will:

- Inform the RSO of their account name and provide the Registered Users with instructions on logging in to the account.
- Inform the RSO of the limited purposes of their accounts and to familiarize them with relevant Computing Policy documents provided by the University, in addition to policies outlined in this Student Organization Handbook.
- Inform the RSO of which SAO administrative list serve(s) they belong to and the guidelines set forth by each list serve.
- Handle any complaints regarding behavior or content arising from the use of these accounts.
- Designate a primary contact to receive any such complaints that are received by SAO via telephone or email.
- Assume responsibility for any other disciplinary action regarding accounts furnished to RSOs and may request that other University departments temporarily or permanently close or disable an RSO account.
- Reserves the right to change passwords at any time or temporarily or permanently close any account furnished to a student organization for any suspected violation of University policy.
- Will notify appropriate University representatives when an RSO has lost its email/web account privileges, acknowledging that any accounts associated with that organization will be closed and all data associated with that account will be lost.

The Registered Student Organization will:

1. Be "in good standing" to maintain their accounts and status as a registered group as defined in the Student Organization Handbook.
2. Agree to be subscribed to one or more SAO administrative list serve(s) and abide by the guidelines set forth by each list serve.
3. Not change their assigned email account (name) to serve as a 'list serve/mailman (mailman listservs can be obtained from UW Tech at www.washington.edu/computing/mailman).
4. Acknowledges that advertising any commercial activity (i.e., sales, donations, fundraisers, or raffles) on its organization's web page constitutes "use of campus resources" and will seek a fundraising permit from SAO prior to posting any such event on their assigned web page account.
5. Will notify the SAO when the registered users and contact for the account have changed.
6. Acknowledges that when an RSO has lost its email/web account privileges, that any and all data associated with that account will be lost.

For further information on registered student organization email/web accounts, please stop by the SAO in HUB 207, call us at 543-2380, or email us at sao@u.washington.edu, or visit the SAO web site at <http://depts.washington.edu/sao>.

Organization Membership and Officers

The functioning of registered student organizations shall be confined to and controlled by their active (voting) membership. The active (voting) membership shall be limited to regularly enrolled University of Washington students.

Please Note: University of Washington Extension, UW-Tacoma, and UW-Bothell students and students of the ASUW's Experimental College are not considered currently enrolled UW students and are not eligible to participate.

The number of University of Washington student members shall always exceed the number of non-student members at meetings and programs not open to the general public.

Between quarters, membership is construed to mean the membership of the previous quarter. Summer quarter is considered a regular quarter.

The inclusion of non-student members of the University community in the activities of student organizations may benefit both the organization and the campus. It should not, however, lessen the ability of students to make organizational decisions and determine the direction of their organization.

Each registered student organization has the right to select and expel its own members in accordance with the organization's constitution and applicable University policies and procedures, and is accountable for actions of members representing the organization.

Organization officers or representatives are individually responsible for ensuring all active members meet University, as well as organization, requirements.

A student organization which restricts membership on the basis of race, color, religion, age, sex, national origin, handicap, sexual orientation, or status as Disabled Veteran, or Vietnam era veteran, shall not be allowed registered student organization status. An exception is made for fraternities and sororities to be single sex organizations per the implementing regulations of Title IX of the Education Amendments of 1972. Contact the SAO adviser responsible for student organizations at 543-2380 if you have any questions.

Who Can Participate in a Student Organization?

Consistent with the University Handbook, a student must meet the following requirements in order to participate in a registered student organization:

1. Be a regularly admitted and currently registered student not declared ineligible through disciplinary sanctions as outlined in the Student Code; and,
2. Comply with policies and procedures outlined in this handbook.

Requirements for Registered Status

The following requirements must be met in order to register your organization at the University of Washington through the Student Activities Office:

1. The stated purpose of the student organization must be consistent with the mission of the University and the organization must primarily serve the needs and interests of the students at the University of Washington.
2. The organization must be initiated and controlled by University of Washington students.
3. The active (voting) membership and officers or recognized representatives of the organization must be students who are regularly enrolled at the UW. Between quarters, membership is construed to mean the membership of the previous quarter. Summer Quarter is considered a regular quarter. University of Washington Extension students, Branch Campus students, and students of the ASUW Experimental College are not considered currently enrolled UW students and are not eligible to be active (voting) members.
4. The number of University of Washington student members shall always exceed the number of non-student members at meetings and programs not open to the general public.
5. Naming Your Organization: As registered student organizations are not part of the University of Washington, organizations may not use the University of Washington at the beginning of their organization name or "...of the University of Washington" at the end of their organization name. You may use "at the University of Washington" or "UW Chapter" at the end of your organization's name if your organization is affiliated with a national or regional organization.
 - Correct examples are: Sailing Club at the University of Washington; Chess Club, University of Washington Chapter.
 - Incorrect examples are: University of Washington Debate Society; Commuter Students of the University of Washington.

- You may not use the term "University of Washington" at the beginning of your organization's name or "of the University of Washington," in your organization's advertising or other materials.
6. A student organization which restricts membership on the basis of race, color, religion, age, sex, national origin, handicap, sexual orientation, or status as Disabled Veteran, or Vietnam era veteran, shall not be allowed registered student organization status. An exception is made for fraternities and sororities to be single sex organizations per the implementing regulations of Title IX of the Education Amendments of 1972. In accordance with Use of University Facilities policy (WAC 478.136.101), university facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless they serve an educational purpose. Therefore, student groups may not register with the Student Activities Office if they intend to sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate.

How to Register Your Student Organization

A student organization that follows the requirements stated on the previous page is eligible to apply for registered status. (Please Note: Registration status is granted annually and expires October 31 every year.)

The steps are as follows:

1. **Attend a registered student organization orientation.**
One of your club's five officers must have attended an orientation session before he or she can obtain access to our online registration system. Orientations are scheduled on an on-going basis throughout the academic year. The orientation schedule can be found in the Student Activities Office, HUB 207, or on our website at <http://depts.washington.edu/sao/>. The online system will be available to you no later than 48 hours after you've attended orientation. The officer who attended orientation and signed in with their name and UW Net ID will be the only officer who can complete the online registration for your club, and will be considered the first officer in the registration system.
2. **Fill out an online registration form.** Filling out the online form will help you complete the online registration process quickly. It asks you for information such as your other four officers' student ID numbers, and you will need this information to complete the online process.
3. **Write your organization's constitution and save it in a compatible version to send as an email attachment.** You will be asked to email your constitution as an attachment during the online process. Acceptable versions include Word documents (.doc), Portable Document Files (.pdf) or Text Documents (.txt). This constitution will remain valid for 3 years. **Download** a sample constitution for your group's reference.
4. **Complete the online registration process.** When you have entered all the necessary information into the system correctly, you will receive a message saying your registration application has been received. **Your organization's registered status will not be confirmed until we have received the constitution.** Once the constitution has been received and information is confirmed, all five officers will receive an email indicating that your club is registered. The two Registered Users (RUs) for your email account will receive a message shortly thereafter letting them know their email account has been activated.

Constitutions must include the following sections:

- Name of organization
- Purpose of organization
- Affiliations with other groups (if applicable)
- Membership requirements
- Election procedures
- Titles and duties of officers
- Amendment procedures
- Frequency of meetings
- Optional sections: Dues, Bylaws, Provisions for Adviser, etc.

Please Note: The University also requires a current constitution of any off-campus organization with which the student organization is formally affiliated.

After the registration process has been completed and all the requirements listed above have been met, registered student organization status is granted by the Assistant Director of Student Activities.

Responsibilities of Registered Status

1. A registered student organization is responsible for conducting its affairs in a manner consistent with applicable University policies and local, state and federal laws and will be held accountable for the action and behavior of its members or guests at on-campus activities.
2. Each student organization and/or its officers or designated representatives shall anticipate, provide for, and promptly meet its legitimate financial obligations.
3. It is the responsibility of the membership and particularly the officers of student organizations to familiarize themselves with the contents of this Handbook. Since officers and members of registered student organizations are responsible for knowing and following University of Washington rules, regulations and policies, it is important that this Handbook be passed along to new officers as they are selected.
4. The officers of a student organization shall promptly notify the Student Activities Office of any changes in the organization's officers or representatives, addresses, or constitution. Failure to notify the Student Activities Office of such changes will affect the degree of service we are able to provide to your organization and its members.
5. The University of Washington does not act as legal agent for registered student organizations and expressly disclaims any responsibility or liability for any damages of student organizations and their representatives including, but not limited to financial obligations, contractual or otherwise.

In accordance with Use of University Facilities policy (WAC 478.136.101), university facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless they serve an educational purpose. Therefore, student groups may not register with the Student Activities Office if they intend to sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate.

Officer Change Procedure

The five officers or representatives listed for each registered student organization in the Student Activities Office (SAO) are the only five individuals of each organization permitted to act on behalf of the organization on the University campus in areas such as room reservations, event planning and fund raising. They should be knowledgeable about the activities of the organization.

When one or more officers or representatives of a registered student organization change as a result of annual elections or any other reason, the officers will need to be changed via the Officer Change Form, available in the SAO (HUB 207). If the officer who attended orientation originally is no longer with the organization, one of the new officers will have to attend an orientation to change the officers. The Student Activities Office should always be kept up to date on the current 5 representatives of the group.

Faculty and Staff Involvement

The University supports the principle that it is the responsibility of students, faculty, and administration to work cooperatively for the attainment of the University's educational goals in the extracurricular, as well as the academic life of the institution. In line with this principle, the University recommends, but does not require, that student organizations involve University faculty or staff as advisers to their organizations. Student organizations are also encouraged to affiliate with related departments. Students should, however, remain in control of the organization at all times.

Faculty or staff advisers can assist student organizations by providing a continuous link to the University, as staff and faculty generally tend to remain at the University for longer periods of time than students. In addition to providing a history for the organization, the adviser can provide guidance in dealing with University policy and procedures. Advisers, however, because they are not University of Washington students, cannot vote or hold any office in the organization.

If a student organization would like a faculty or staff adviser and does not know who to approach, the student officers are welcome to come to the Student Activities Office for suggestions.

Off-Campus Involvement

Persons not associated with the University can be involved in student organizations at the University of Washington as long as they are associate members (without vote and ability to hold office), and University of Washington students are in the majority and retain control of the organization. Individuals in the community who are associate members can be an asset to the student organization in areas such as fundraising, networking with other groups, and program planning.

Many student organizations are affiliated with off-campus local, regional, national or international organizations. If the student organization is a "chapter" of an affiliate organization, the Student Activities Office will need a copy of the affiliate's constitution on file to assure that the operation of the affiliate organization and its chapters are not in conflict with University of Washington policy. In accordance with Use of University Facilities policy (WAC 478.136.101), University facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless they serve an educational purpose. Therefore, student groups may not register with the Student Activities Office if they intend to sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate. Student organizations that are set up as "chapters" on campus can benefit from their affiliates, but they should remain under student control. Students with questions about affiliate organizations should contact an adviser in the Student Activities Office.

Hazing Policy

The University of Washington prohibits student organizations and their members from engaging individually or collectively in hazing activities. Hazing is defined as any activity that includes one or more of the characteristics described below:

- Activities that expose personal values to compromise or ridicule.
- Activities that abuse the trust an organization is striving to build between its members and prospective members.
- Stunts which have no meaningful relationship to the objectives of the organization.
- Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful.
- Activities which are illegal or violate University policy.
- Activities which interfere with academic pursuits or normal life functions.

Some examples of prohibited activities are forced swallowing of uncommon substances, forced consumption of alcohol or drugs, excessive exercise, and sleep or sensory deprivation.

Questions or complaints regarding hazing may be referred to the Office of the Vice Provost for Student Life, the Director of Student Activities and Union Facilities, or the University Ombudsman.

Student organizations whose members participate in hazing activities will be subject to appropriate University disciplinary action.

May 13, 1987 Office of the Vice President for Student Affairs

Risk and Liability

Some student organization events/activities, both on and off-campus, may involve potential for risk. A review of current case law suggests that, in addition to the student organization as a group, individual members and officers may incur some liability in the event of a claim. Registered student organizations, particularly those involved in potentially hazardous activities, are encouraged to investigate the purchase of liability insurance for their club's activities.

Activities taking place on campus will be evaluated on a case-by-case basis, and student organizations may be required to purchase liability insurance if it is determined that a campus event involves some degree of risk or liability. Contact an adviser in the Student Activities Office for specific information.

Serving Alcoholic Beverages on Campus

An officer or authorized representative of a registered student organization may request authorization to apply for a banquet permit to serve alcoholic beverages on campus. The name of the officer or authorized representative must be on file with the Student Activities Office.

Alcoholic beverages may be served at on campus events if appropriate procedures are followed. Following is a summary of the University's policy on serving alcoholic beverages. Serving alcoholic beverages at any on-campus event requires a Washington State Banquet Permit and approval by the facility manager. The following regulations apply:

1. Attendance must be limited to the host organization members or invited guests.
2. Alcoholic beverages may be served only as complementary to, and part of, a planned program in the specific room or area identified on the banquet permit.
3. Alcoholic beverages may be served only to persons over 21 years of age.
4. If persons under 21 years of age are expected to attend the function, the sponsoring group is responsible for preventing minors from consuming alcoholic beverages.
5. Alcoholic beverages must be purchased and served by the applicant/host organization. Program participants will not be allowed to bring their own alcoholic beverages.
6. Alcoholic beverages may not be sold, nor may donations be accepted for it.
7. The banquet permit must be posted in a conspicuous place on the premises at the time of the event.

What This Means to Student Organizations

The general public may not be admitted to events serving alcoholic beverages, and advertising or ticket sales directed to the general public are prohibited. Safeguards should be developed in the form of entry control to admit only invited members and guests, provide for identification of minors by the sponsoring organizations and supervision at the service bar. In addition, participants may not bring their own alcoholic beverages, and alcoholic beverages may not be sold separately for cash, tickets, or by any other means; it must be included in the general admission charge if there is one.

Procedure for Serving Alcoholic Beverages on Campus

A Washington State Banquet Permit is required to serve alcoholic beverages at an on-campus event.

A University of Washington Authorization to Apply for a Banquet Permit to Serve Alcoholic Beverages electronic form is required for all individuals and/or organizations that desire to use UW facilities for service and consumption of alcoholic beverages at a banquet or organized gathering at a specified date and place.

If your RSO is organizing a party or is organizing an event the approval of an SAO adviser is required. This is in addition to the logistics approval from the facility your RSO has reserved and the Use of University Facilities Committee approval. Venue RSO events are always approved by the Student Activities Office.

Prior to completing the electronic form, the individual making the request should: (1) make a tentative reservation with the venue, and (2) if the applicant is a student or Registered Student Organization, gain the approval of a departmental or Student Activities Office sponsor. This person should be a Dean, Director, Chair, or Assistant Director of Student Activities (Rene Singleton) for an RSO event.

The electronic form should then be filled out as completely as possible prior to submission it is available on line at: <http://depts.washington.edu/eventfrm/banquet/>

To gain approval to serve and consume alcohol on campus you must also complete the electronic Authorization to Apply for a Banquet Permit to Serve Alcoholic Beverages form and submit it at least two weeks before the event date: <http://depts.washington.edu/eventfrm/banquet/agree.php>

Your application must include responses to the following:

- Event name

- Description of Event and Purpose for Serving Alcoholic Beverages
- Describe the event and the purpose for serving alcoholic beverages
- Is this event being supported by a wine, beer, or liquor manufacturer or distributor
- Is the event receiving a donation of alcohol or any other kind of financial assistance from an alcohol manufacturer or distributor? Will this event promote or advertise an alcohol manufacturer or distributor's products? If yes, please indicate this and provide the name of the manufacturer or distributor
- Estimated Attendance (numerals only)
- Provide your estimated attendance. If the under-21 ratio of attendees is high, the form may be subject to greater scrutiny
- Event Location
- Event Date and Time
- Compliance Responsibility: Accept responsibility for compliance and Reservation and Approval Procedures

Questions regarding the reservation and approval process may be directed to the venue or to the Chair of the Use of University Facilities Committee (or his/her designee) at Room 227 Gerberding Hall, Box 351241, WA 98195-1241 (206) 543-9233 or by email at eventfrm@u.washington.edu.

Reference Operations Manual Section D13.9.

Alcohol Industry Co-Sponsorships

Acceptance of gifts or funds from alcoholic beverage distributors or manufacturers for student organization activities requires prior review and approval by a University committee. This policy is in response to a change in state law passed by the legislature in 1986. The procedure requires completion of a review form which should be submitted to the committee a minimum of four weeks prior to any planned activity. For a complete copy of the policy and procedure, contact the Student Activities Office.

Serving Food On Campus

All food sold or served on University premises must meet applicable health standards as interpreted by the Environmental Health and Safety Department.

Registered student organizations wishing to provide food for their members and guests at meetings or other events should meet with an adviser in the Student Activities Office early in the planning stage to assure compliance with University regulations.

Due to the variety of conditions related to temporary food service operations, there may be restrictions on foods or methods allowed for serving food at an event. A Temporary Food Service Event Application Form must be filed with the Environmental Health and Safety Department at least two weeks before an event. Applications are available at the Student Activities Office, most facility reservation offices and Environmental Health and Safety.

Temporary Food Service Events

Applications for Temporary Food Service Events are required for the following:

1. Registered student organization events with food provided by a non-University caterer or supplier
2. Any food sold or given away to the public or general campus community (one form needed for EACH caterer/supplier)
3. Registered student organizations or ASUW/GPSS preparing food (must be done in an approved facility by permitted food handlers)

Submit completed application(s) to EH&S two or more weeks before an event. They may be:

- Mailed to Box 354400, Seattle WA 98195-4400, Attn: Temp. Food Event
- Faxed to 206.616.3360

You must also submit the Additional Booth Requirements form if the food is prepared or served in a booth. Please read below, Food Service Criteria, and ensure you and/or your caterer adhere to the University's food service standards. Due to fire code requirements and food safety issues, please read below the Barbecue Guidelines if you are planning a

barbecue.

Call 206.543.7209 or 206.543.7388 or email: ehsdept@u.washington.edu if you are uncertain how much information to provide or which forms to submit.

Application for Temporary Food Service Event

Environmental Health and Safety must receive applications ten working days before the event. This application, if approved, is not transferable and is only valid for the place, time and organization stated on the application. Once the application is approved, no changes may be made without Environmental Health and Safety approval. Unauthorized changes may result in closure.

Food Service Criteria

All food served to the public at the University must meet the following criteria:

- Food must be obtained from and processed at approved sources. Restaurants and food stores qualify, but home kitchens do not.
- Food must be prepared by persons with valid health cards.
- Food must be processed, transported, stored and served protected from contamination and temperature abuse which allows microbial growth.
- Bare hands must not touch food which has been cooked or will not be cooked.
- Each preparation area must provide the following:
 - Hand-washing facility: encourage staff to wash hands frequently.
 - Sanitizer solution for wiping cloths consisting of 1 teaspoon of bleach per gallon of cool water, or approved equivalent.
 - Food thermometer. A digital thermometer or thermocouple is preferred over a dial thermometer. Monitor temperatures frequently.
 - Leak-proof garbage containers.
 - Restrooms for food workers. Restrooms must have hand sinks with hot and cold running water. Hepatitis A, stomach flu and other illnesses can be spread by food workers who do not wash their hands after using the toilet. Encourage staff to wash hands before returning to food processing.
 - Wastewater must be disposed of into a sanitary sewer, e.g., toilet or utility sink. Disposal of wastewater into storm drains or on the ground is unacceptable.
- Food processors must wear caps or other hair restraints and use gloves or utensils to touch food.

Transporting and serving food:

- Food must be prepared in a restaurant in compliance with Public Health Seattle-King County regulations.
- Hot food must be transported and held at or above 140°F. Cold food must be held below 42°F. Note: If food is transported from a restaurant or commissary, hot food should be 180°F or higher and cold food should be 40°F or below before it leaves the restaurant.
- Fill the cambros with HOT water 1 hour before putting food in them.
- Note: Carriers are more effective if food is tightly packed. Loosely packed items with little volume will not stay hot.
- Note: Cambros are only useful for maintaining temperature. Do not expect them to raise food temperature if its temperature has dropped. Please make sure your food is above 140°F when it arrives.
- Electric food warmers used for serving must be turned on at least 30 minutes before use. All food warmers work best if hot water is used.
- Food must be protected from contamination during processing, transit and while on the counter for display.

Barbecue Guidelines

Please follow all of the Barbeque Guidelines provided on line at:

<http://www.ehs.washington.edu/ohssan/index.shtml>

These guidelines help minimize barbecue risks. You and your Student Activities Office adviser should discuss your BBQ and fire safety questions with the University Sanitarian at 206.543.7388 and Fire Safety Specialist at 206.543.0465.

Housing and Food Services Kitchen Use Policy

Housing and Food Services looks forward to working with the Student Activities Office to assist Registered Student Organizations (RSOs) in providing food at sponsored events during the year.

Kitchen Equipment

The following kitchen equipment is available to RSOs during normal Food Service facility operating hours at no charge (advance notice of 48 hours is requested):

- Food Services will provide ice, hot water and sanitizing solution as needed.
- Food Services will provide access to hot and cold holding equipment, i.e. refrigerators, ovens and hot boxes, as available during normal operating hours.
- On a limited basis, RSO members will be permitted to use basic food storage and service equipment. All equipment must be checked out from the Manager/Chef of the Food Service facility and returned by 4 p.m. on the same day. Any damaged or lost equipment will be billed to the requesting RSO.

University Catering

University Catering offers a range of services to the campus community, and can produce specialty food items based on recipes provided 30 days in advance. Contact Debbie Proctor, Conferences and Catering Administrator, at (206) 543-8443 or proctord@u.washington.edu for more information, including catering costs and to arrange catering services.

Kitchen Services

The following parameters apply to RSOs interested in the use of HFS kitchen facilities for sponsored events. The requirements are designed to ensure the safety of RSO members, while maintaining security and sanitation of the facilities and equipment. HFS will ensure proper food safety procedures are followed, including the Washington State's 2005 Revised Food Service Rule, WAC 246-215, <http://www.doh.wa.gov/ehp/food/rule.html>

To request the kitchen services described, contact Anita Bowers, Assistant Director for Food Services, at (206) 685-1325 or anitab3@u.washington.edu

1. The event must be approved through the Student Activities Office (SAO), with SAO Advisers scheduled to be present for the event.
2. The event must not conflict with or hinder normal daily operations in the Food Service Facility or use of the facility by the University Catering staff.
3. Representatives of the RSO will meet with the Manager/Chef of the facility at least 30 days in advance of the event to review the group's request in detail, including the proposed menu, as well as equipment use, safety procedures and oversight to be provided by the Food Services staff. Failure to meet the 30-day planning deadline may result in cancellation of use of the facility.
4. In order to ensure the safety of event planners and participants, food sanitation and security of the facility, Food Services staff will oversee use of the kitchen, including dishwashing and sanitizing procedures. In addition, Food Services staff will be assigned in cooking that includes use of the following equipment:
 - kettles
 - slicers
 - steamers
 - skillets
 - burners/open flames
 - fryers
5. Depending upon the size of the group and the complexity of the menu, HFS reserves the right to assign any cooking and/or preparation to Food Services staff. RSO members may, with HFS approval, be involved in limited aspects of food preparation after receiving appropriate training under supervision provided by Food Services staff. Food preparation in which RSO members be involved includes such activities as assembling and/or mixing ingredients, peeling potatoes and kneading or stretching dough. Allowable equipment use includes:
 - ovens
 - flat-top grills
 - food processors
 - knives (use of knives will require wearing safety gloves purchased by Food Services for RSOs and

- completing a special training session with Food Services staff)
6. In the event that RSO members are involved in food preparation, HFS will ensure that its health and safety standards are met. RSO members must complete an orientation with Food Services staff that includes information about the equipment they will be permitted to use. When in the food preparation area, staff and RSO members must wear long pants, long-sleeved shirts and non-skid closed-toe shoes. Additionally, anyone who touches or serves food during the event will be required to obtain a food handlers permit. The SAO Adviser to the RSO should contact the Manager/Chef of the Food Service facility 2-3 weeks prior to the event to schedule the orientation and training to obtain the permits. The cost is \$10 per individual, payable by cash or check (made out to Washington Restaurant Association) on the day of the class.
 7. Incremental hourly and overtime pay for the services described above will be billed to the RSO sponsoring the event based on rate schedules updated annually by HFS. The Manager/Chef of the Food Service facility will provide a cost estimate for the services to the RSO prior to the event.
 8. Only RSO members and the UW Staff will be permitted access to the kitchen in the designed Food Service facility. Use of professional/outside restaurateurs or catering to promote their own business is prohibited. Other food handlers are subject to approval, and names and affiliation must be submitted to HFS prior to the event. Food handlers will be limited to the kitchen area(s) where the equipment they have received approval to use is located.
 9. Clean up should be completed within two hours of the end of service for the event. (For example, in an event were scheduled from 8pm to 11pm. the RSO members would be required to complete the clean-up operations by 1am) RSO members may run the dishwasher as part of clean up. In clean up is not completed within this timeframe, the RSO may be billed a clean-up fee.
 10. For events that take place in the Husky Union Building (HUB), HFS, SAO Advisers, Student Activities and Union Facilities Reservations and HUB Custodial staff will coordinate arrangements to verify that the facility has been properly closed and secured following the event.
 11. An application for Temporary Food Service Permit must be completed and turned in to UW Environmental Health and Safety (EH&S) at least ten working days before the event. The form is available from the SAO Adviser.
 12. HFS may require the RSO to carry general liability insurance in an amount based on the risks inherent in the size and structure of the event. If required, the RSO may be referred to Gales Creek Insurance in Portland, at <http://www.galescreek.com>, for a \$1 million per occurrence special event insurance policy.

All students approved to use the kitchen must sign an acknowledgement of risk form.

Religious Activity

ASUW and GPSS Funding of Religious Activities

1. ASUW and GPSS funds can be used to support the activities and events of a religious or spiritual registered student organization, including activities and events that involve religious worship, exercise, and instruction.
2. Facilities can be made available for religious worship, exercise, and instruction as long as the group is charged a rate consistent with its status (student organization, off-campus, etc.).
3. Use of facilities for religious purposes, as for any other purpose, can be reviewed and limited if such activity is determined to be dominating the facility (i.e., is excluding others from using the facility).

Reviewed by the Office of the Attorney General, February 2003.

Religious Activities

The constitution of the state of Washington is clear on the limitations on public funding of religious activities. Article 1 section 11 provides that no public money or property shall be appropriated for, or applied to, any religious worship, exercise or instruction, or the support of any religious establishment. The prohibition applies to indirect as well as direct expenditures of public money for religious worship, exercise or instruction.

The Washington Supreme Court suggests that religious activities will fall within the categories of worship, exercise, or instruction, unless they are taught in a completely objective manner; have no effect on religious beliefs; are not slanted towards any particular theological or religious point of view; do not indoctrinate anyone; and do not enter the realm of

belief or faith. In other words, persons or groups who desire state funding may speak about religion, but they may not speak for religion.

- ASUW, GPSS and other public funds cannot be used to support a religious establishment or religious worship, exercise, or instruction, as defined by the Washington courts.
- Facilities can, however, be made available for religious worship, exercise, and instruction as long as they group is charged a rate consistent with its status (student organization, off-campus, etc.).
- Use of facilities for religious purposes can be reviewed and limited if such activity is determined to be dominating the facility (i.e., is excluding others from using the facility). Questions regarding this policy may be referred to the Director, Student Activities and Union Facilities.

Reviewed by the Office of the Attorney General, Spring, 1998.

Non-University Speakers

The following are excerpts from the University policy governing the appearance of non-University speakers sponsored by student organization(s):

- As an institution of higher learning devoted to the search for truth in a democratic society, the University is dedicated to the maintenance and expression of a spirit of free inquiry. For its students, accordingly, it promotes the development of an atmosphere of open exchange, and of conditions conducive to critical evaluation of divergent points of view.
- The University also recognizes and accepts a responsibility to ensure that such inquiry is conducted in a manner which furthers the educational objectives of the institution; namely, the open-minded, objective evaluation and dissemination of knowledge.
- Student organizations officially registered at the University may therefore invite speakers to the campus to address their own membership and other interested students and staff providing suitable space is available and there is no interference with the regularly scheduled programs of the University. The appearance of such speakers on campus implies neither approval nor disapproval of them or their viewpoints by the University. In the case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to the normal considerations for law and order and to the specific limitations imposed by the state constitution.
- In order to ensure an atmosphere of open exchange and to ensure that the educational objectives of the University are not obscured, the President, in the case attended by extreme emotional feeling, may prescribe conditions for the conduct of the meeting, such as requiring permission for comments and questions from the floor. Likewise, the President may encourage the appearance of one or more additional speakers at the meeting so that other points of view may be expressed.
- The President shall prescribe the length of time and form of notice required prior to the holding of all meetings to be addressed by outside speakers and may designate representatives to recommend conditions for the conduct of particular meetings.

Reference: Executive Order 23 of the President, June 1, 1972

Partisan Political Activity

As a public institution of higher learning, the University of Washington is committed to ensuring that diverse ideas and points of view are freely expressed and discussed on the campus. However, there are certain state mandated limitations on the use of facilities and funds for partisan political activities. This summary of those limitations is designed to assist students and others who may wish to use the campus for such purposes.

Use of Facilities

1. First priority for the use of campus facilities shall be given to regularly scheduled University activities.
2. UW facilities may be used for political purposes such as events and forums regarding ballot propositions and/or candidates who have filed for public office only when the full rental cost of the facility is paid. However, use of state funds for payment of facility rental costs is prohibited.

3. Forums or debates may be scheduled at full facility rental rates if all parties to a ballot proposition election, or all candidates who have filed for office for a given position, regardless of party affiliation, are given equal access to the use of facilities within a reasonable time.
4. No person shall solicit contributions on University property for political uses, except in instances where this limitation conflicts with applicable federal law regarding interference with the mails.
5. Public areas outside of University buildings may be used for political purposes such as events and forums regarding ballot propositions and/or candidates who have filed for public office, excluding solicitation of funds, provided the other normal business of the University is not disrupted and entrances to and exits from buildings are not blocked.
6. University facilities or services may not be used to establish or maintain offices or headquarters for political candidates or partisan political causes.
7. The ASUW and GPSS may invite candidates for political offices to speak on campus so long as there is an effort to present a range of political views over a reasonable period of time and full rental cost of the facility is paid.
8. The Literature Distribution Tables in the Husky Union Building (HUB) may not be used to advocate on behalf of partisan political candidates or issues.

Prohibition on University Endorsement of Candidates or Issues

The University will not intervene or participate in any campaign by endorsing or opposing a candidate or issue. Individual members of the campus community are free to participate, as they see fit, and to use University facilities as limited by University regulations and policies. No unauthorized individual may speak or act in the name of the University.

Prohibition on Use of State Funds

The use of public funds for directly or indirectly making any contribution or expenditure of anything of value in connection with a local, state or federal election is prohibited. Any contribution to a political candidate or political endorsement is included in the prohibition.

Films and Video Guidelines

Public showing of feature films are governed by The Federal Copyright Act*, as such, there are several considerations and guidelines for the inclusion of a feature film into your special event or function.

Please make sure you check with your Student Activities Office adviser for the latest copyright and film showing policies and guidelines.

Public showings include student-sponsored events to which the public (including UW students, non-students, and/or employees) are invited, or for which a fee is charged. In general, the term public showing includes any area "outside of the home". Examples of University areas considered public:

- Residence Hall Lounges and meeting rooms
- Cafeterias
- Outdoor Areas
- Gymnasiums
- HUB and South Campus Center lounges and meeting rooms
- Classrooms not being used for a University recognized, for credit class

Obtaining Permission and Licenses

UW students and student organizations are responsible for obtaining appropriate permissions and licenses for the public performance of a feature film.

Movies shown in public must be obtained through a source authorized to distribute "licensed" copies. Typical consumer sources such as retail & rental sources or libraries do not provide copies that qualify for public showings. This policy also applies to "feature films" that have been downloaded from the internet, purchased or rented. The policy applies to UW students whether they are the person who obtained the feature film or the film has been obtained by someone else and is being used by the UW student.

Resources for obtaining, films, video or CDs

The Student Activities Office maintains contact information and lists of appropriate sources for film, video or CD rentals for public showings. The Student Activities Office has information and resources available to groups and individuals interested in publicly showing films. For more info contact Student Activities at (206) 543-2380 sao@u.washington.edu.

Additional Resources available include:

[UW Copyright Connection](http://depts.washington.edu/uwcopy/)
<http://depts.washington.edu/uwcopy/>

**The Federal Copyright Act (Title 17, United States Code, Public Law 94-553, 90 Stat. 2541)*

Trademarks and Licensing Policy

Use of University Logos, Images and Insignias

The University of Washington, like most universities, monitors and regulates the use of its name, logo, images and insignias on items such as T-shirts, novelty items, correspondence, and other emblematic materials. All such variances of names and visual representations are considered UW trademarks, for which approval from the Trademarks and Licensing Office must be obtained. A Student Activities Office (SAO) adviser should be contacted for assistance with the trademark and licensing questions.

Procedures for Campus Use

When ordering products bearing the University's name, logos, and/or any verbal or graphic representation, which in any way implies affiliation with the University, procedures for Campus Use must be followed. All products produced utilizing the marks of the University must be manufactured by a licensee. Merchandise produced for resale (even for sale at cost) may require a royalty rate for use. If you give items away and the student organization pays the expense, the organization can request a royalty waiver by filling out a Campus Use Request form found on the Trademarks and Licensing Office website at www.huskylogos.com.

The Trademarks and Licensing Office will review the request to determine whether or not to waive the royalty. Some examples of internal trademark use include:

- T-shirts imprinted with the name of a student group or campus department.
- Novelty items imprinted with the University's name and sold at a special function as a fundraiser.
- UW emblematic items produced as gifts for business associates, sponsors, or friends of the University.

Those wishing to use University trademarks must use a manufacturer who is authorized to produce emblematic merchandise to:

- Ensure that sales of any items bearing the University's trademarks generate funds to support vital campus programs.
- Ensure adequate protection of the University's image and intellectual property rights.
- Limit the risk to the University.

Please note: The Trademarks and Licensing Office cannot approve an application for Campus Use until a licensed manufacturer has been established. If the manufacturer you have indicated on your Campus Use Request does not have a license to produce UW emblematic merchandise, the Trademarks and Licensing Office will invite you to choose a different manufacturer who holds a license, or your preferred manufacturer may request an application for licensing.

Student Activities Office Assistance

Student Activities Office advisers can assist you in regard to University trademark questions and issues. Student Activities Office advisers can also provide on-campus promotional ideas for your student organization to maximize exposure on campus. SAO will also help your organization develop plans to enhance faculty, staff and student involvement in your activities.

Distribution of Handbills, Leaflets, and Similar Materials

Non-commercial handbills, leaflets, and similar materials may be distributed by regularly enrolled students, and by University personnel in public areas or areas outside University buildings, and in meeting rooms that have been reserved for their use, so long as such distribution does not materially or substantially interfere with the conduct of University functions or the freedom of movement. Such materials must bear identification as to the student organization responsible for its distribution.

Signs, posters, and leaflets may be posted only on designated campus bulletin boards which have been provided for such purposes. **It is the responsibility of the sponsoring organization to remove any promotional materials the day after the event.** Any maintenance expense incurred by the University may be billed to the responsible organization.

Non-commercial materials for distribution to student organizations may be placed in SAO student organization mailboxes after approval by the Assistant Director of Student Activities. Materials must be distributed by a student, student organization, or other campus entity and bear identification of the sponsoring individual or entity. Political materials may not be distributed through SAO mailboxes.

Guidelines for Sandwich Board Signs on Campus

- All sandwich boards must be approved and a permit assigned before they can be placed on campus.
- Sandwich boards may only be placed on campus during assigned times and at approved locations.
- Sandwich boards may not be placed in locations that will impact pedestrian traffic or vehicle visibility. There must be five feet of clearance around any sandwich board in an open paved area.
- Any damage or loss of sandwich boards is the responsibility of the requesting department.
- Sandwich boards may not be chained or cable locked to University property (trees, bollards, street or lamp posts, etc.).
- Sandwich boards need to be a minimum of 24" and maximum of 36" tall and 20" to 30" wide.
- Sandwich boards may only be used to promote an established University program or University operated function.
- Approval to place sandwich boards on campus can be revoked.

A limited supply of sandwich sign boards are available on loan to student organizations for a refundable deposit of \$35 each. Please contact the Outside Maintenance Zone of Facilities Services at 685-8818 for additional information. Campus sandwich board permit forms are available in the Student Activities Office, HUB Room 207, and the Office of Physical Plant, located at the Physical Plant Services Building, Room 152.

Outdoor Banner Space

The University has established a central campus location for student groups (e.g., registered student organizations, ASUW, GPSS) to display banners that promote campus programs and events. Banners will be displayed on the brick elevator shaft on the east corner of Kane Hall (near Suzzallo Library).

Policy

Banners must promote campus programs and events. Banners must clearly state date, time and location of campus event, and name of sponsoring student group. Banners will be displayed a minimum of one (1) week and a maximum of two (2) weeks.

In accordance with Use of University Facilities rules (Chapter 478.136 WAC), University facilities may not be used for private or commercial purposes such as sales, advertising or promotional activities, unless they serve an educational purpose. Nor shall University facilities be used to promote or encourage discrimination based on race, religion, color, national origin, sex, age, handicap, sexual orientation, or status as a disabled veteran or Vietnam era veteran. Banner space cannot be used to advertise events regarding ballot initiatives or candidates who have filed for public office. No student group or event may monopolize banner space.

Specifications

Banners must be weather resistant (e.g., vinyl), use lettering that is waterproof, and have grommets spaced approximately every 3 feet from which to tie ropes. Banners must be either 3'(H) x 6'(L), 3'(H) x 9'(L) or 3'(H) x 12'(L).

Procedure

Banners will be placed and removed by the University of Washington Grounds Crew on Tuesday mornings throughout the year. Banners will not be hung or removed on any other day of the week. Banner space shall be reserved through the Student Activities Office (HUB 207). Reservations are first-come, first-served; however, they must be made by 3 p.m. on the Friday prior to hanging on the following Tuesday.

The Student Activities Office will verify whether or not banners meet the above criteria. Banners that do not meet the criteria will not be hung. Banners no longer displayed can be picked up in the Student Activities Office. Banners not picked up after one week will be disposed of/thrown away.

SAUF/November 2000

Chalking Policy

Registered Student Organizations (RSOs), ASUW and GPSS may use water-soluble, non-aerosol chalk on campus concrete or asphalt walkways to advertise their campus events. Chalk may not be used on brick, stone or marble walkways or any vertical surfaces (i.e., building walls, poles, public art, stairways, fences, etc.). The name of the student organization must be included in all chalked announcements.

Student organizations may be disciplined and/or fined for violations of this policy. Fines will be levied based on the labor and materials needed to remove chalk by the Physical Plant. Student organizations will be notified about chalking violations according to the disciplinary procedures in the Student Organization Handbook.

SAUF/March 29, 2004

Facility Use by Registered Student Organizations

The University of Washington is an educational institution provided and maintained by the people of the state in order to carry out its broad mission of teaching, research and public service. All facilities operated by the University are reserved primarily for educational, cultural or recreational activities related to that mission. Further, the use of each facility may be maximized, so long as the basic function the facility was intended to serve is protected (e.g., instruction, research, public assembly, student activities, recreation, etc.).

Registered student organizations may use University facilities for activities and programs on a space available basis subject to the provisions governing the use of facilities. Activities and programs of student organizations may at no time interfere with or operate to the detriment of other University functions or the free flow of traffic.

Scheduling Your Events

Registered student organizations may schedule campus rooms and facilities for meetings and events for their own membership and the campus community if space is available and there is no conflict with other University programs. Only officers or designated representatives of student organizations may reserve facilities for the organization. Reservation policies may vary with the facility. Reservation offices and their facilities that are available to student organizations for events and meetings are listed in this section. **No organization may reserve facilities for use by another organization.**

Program Advising

If your group is scheduling an event on campus, it is suggested that an officer meet with an adviser in the Student Activities Office early in the planning process for assistance and guidance.

Advertising Your Events

When your organization advertises its events on or off campus, make sure that you use the correct name of your organization on all printed materials. "University of Washington" or "UW" can only be used with an organization's name at the end of the name: "...at the University of Washington" or "...UW Chapter". See Table of Contents for "Requirements for Registered Status."

Facility Charges

Charges for facilities depend on a variety of factors including the type of program, sponsoring group, attendees and admission requirements. Charges will also be assessed for audiovisual equipment rental, furnishings, security, unusual cleanup, event staff, facility personnel and other requested services. Some facilities have a two to four tiered rate structure for events and activities based on whether attendance is being limited to UW students and whether there will be an admission charge or any fundraising activities at the event. Check with the appropriate facility reservation office for estimated expenses for your event.

Opening Your Event to the General Public

If your organization is planning an event to which the off-campus community will be invited or included, you will need to complete a Use of University Facilities Form.

You are strongly encouraged to meet with an SAO adviser prior to submitting your materials to the UUF Committee. The adviser can explain the details of the approval process and assist you in preparing your materials for presentation to the Committee. Depending on the size or complexity of the event, you may be asked to attend the meeting at which your program is reviewed. (See **Use of University Facilities Committee** section.)

Use of University Facilities Committee

The Use of University Facilities Committee (UUFC) must review and approve all events:

1. Which are open to or include the general public.
2. Which are outdoors and request amplification or have potential to conflict with routine activities on campus (such as organized group runs or bike races).
3. Regarding ballot proposition and/or candidates who have filed for public office.
4. For private or commercial purposes such as sales, advertising or promotional activities.

The review process requires completion of a standard form and full description of the event. The committee requires that the form and supplemental materials be submitted to them for review six weeks prior to an event. Students should meet with an SAO adviser, prepare appropriate materials, submit them to the adviser for review, and return them to the Committee within the appropriate timeline.

Student group representatives should be present at the appropriate UUFC meeting to describe the event and respond to questions and note any conditions for approval.

The Committee may approve, deny or modify the event in response to concerns about disruption of normal activities, security, etc. For more information, contact the Student Activities Office, 543-2380.

UUF Sponsorship of Events for University of Washington Registered Student Organizations and Student Governments

Under certain circumstances, registered student organizations and student governments may receive Use of University Facilities (UUF) sponsorship from the Student Activities Office for activities and events that are advertised and open to the general public and meet other UUF criteria. Sponsorships will be recommended to the Student Activities Office in accordance with the following guidelines:

1. Registered student organizations and student governments must solely be responsible for the proposed activities.
2. There must be a demonstrated student interest in and support for each proposed activities. Support by students may be measured by the commitment of their financial resources, their participation in its planning and production, the degree to which on-campus advertising is emphasized, and the sale of tickets to students in advance of any sale to others.

3. Additional consideration may be given to the past record of a group who has conducted similar events, including the number of ticket sales to students.
4. Public attendance at events and the revenues derived there from are to be incidental to their conduct and funding, and must not be regarded as offsetting or obscuring the absence of support by University students.
5. Proposed activities must be planned with the assistance of an adviser in the Student Activities Office and comply with all relevant state and University policies and procedures including, but not limited to, those of health, safety, risk management, security and financial considerations. The collection and disbursement of revenues must adhere to state and University control procedures.
6. Consistent with established rental and other fee schedules, the University must be reimbursed fully for the cost of its participation in each event.

Procedure for Applying for UUF Approval

Registered student organizations requesting the use of a University facility (the event coordinator) can initiate the process by completing an electronic form (RUUF): <http://depts.washington.edu/eventfrm/>. Once completed and submitted, the form is automatically forwarded to the University sponsor (Dean, Director, Chair or SAO Representative). The University sponsor’s approval automatically forwards the form to the venue operator of the requested facility. Once approved by both the University sponsor and the venue operator, the form is forwarded to the Chair of the Use of University Facilities Committee for final approval.

Questions regarding the Request for Use of University of Washington Facilities form should be directed to your SAO adviser.

Campus Facilities

Kane Hall Facilities

All rooms, except Walker Ames, have classroom use priority from 8 a.m. to 5 p.m. If you want to reserve one of these rooms, for an event before 5 p.m., first call Room Assignments, 543-1080, to check availability; then call Kane Hall Reservations.

To reserve any of the rooms in Kane Hall, an officer of a registered student organization in good standing must provide the following information: 1) descriptive title of the event; and 2) description of event (including date(s) and time) with an outline of media equipment and services needed. A preliminary estimate will be provided to you, if requested, based on your described program and requested services. The final bill may differ from the estimate and will reflect the actual equipment used and appropriate labor charges. All fees are subject to change. For further information, contact Kane Hall Reservations at 543-2985, or email kanehall@u.washington.edu.

Reservations/CSS Equipment and Operator Service, 543-2985

	<u>Capacity</u>
• Room 110.....	220
• Room 120.....	444
• Room 130 (Roethke Auditorium).....	704
• Rooms 210 and 220	244
• Walker Ames Room (used for receptions)	200

Meany Hall

Because of the expense involved with the rental of Meany Hall, it usually is of limited use to student organizations.

Administration, 543-4882

	<u>Capacity</u>
• Meany Theater	1200
• Studio Theater (only available Summer).....	150

Classroom Facilities

Classroom space is available for registered student organization meetings and events through the Room Assignments Office. During the first two weeks of each quarter, only afternoon and evening times are available. Reservations for the

remaining weeks of each quarter can be taken beginning the third week of the quarter. Charges may be assessed depending on the nature of the reservation. For more information, contact Room Assignments, Schmitz Hall 248, 543-1188, or by email, events@u.washington.edu/

Room Assignments, 248 Schmitz Hall, 543-1080

	<u>Capacity</u>
• Bagley, Room 131	296
• Bagley, Room 154	125
• Communications, Room 120	100
• Sieg, Room 134	160
• Smith, Room 120	273
• Thompson, Room 101	109
• Savery, Room 239	204
• Parrington, Room 108	116
• Guggenheim Hall 224	366
• Johnson, Room 101	201
• Gowen, Room 201	114

Ethnic Cultural Center and Theater Complex

The Ethnic Cultural Center and Theater Complex (ECC/T), located on the west campus at 40th and Brooklyn NE, is open seven days a week (except University holidays) for student-organized events and activities. The ECC/T promotes an inclusive educational environment by providing programs and services designed to encourage communication and exchange of multicultural perspectives and values. ECC/T services and programs are available to all current UW students.

The Ethnic Cultural Center and Theater Complex programs include lectures, workshops, films, and artistic performances. ECC/T services include book and video collections, student organization office space, four multi-purpose rooms, three kitchens, and the 180-seat theater space. For information on ECC room or Theater rentals call (206) 543-4635. In addition, the ECC/T now has a 10-station computer lab (seven PCs and three Macintosh) with Ethernet and Web access. The ECC computer lab is open to all UW students with ID. For more information on ECC/T programs and services, call (206) 543-4635.

Room Reservations, 543-4635

	<u>Capacity</u>
Ethnic Cultural Center Theater	180
Multipurpose Rooms (kitchen available).....	49-99

Waterfront Activities Center

Located just southeast of Husky Football Stadium, the Waterfront Activities Center has one large room available for registered student organization functions. The building is available until midnight seven days a week, except some holidays. Tentative reservations can be made over the phone by an officer, but follow-up paperwork must be completed as soon as possible afterwards. Generally, reservations are accepted anytime after November 1 for the following calendar year. For information, call 543-9433.

	<u>Capacity</u>
One Room	70-100

Sports and Recreation Facilities

The Bank of America Hec Edmundson Pavilion, Husky Stadium, Pavilion Pool, Pavilion Addition, the Softball Stadium, and the Husky Ballpark (baseball) are available for a variety of University programs and activities when such use does not conflict with already established University programs. It is recognized by the University that priority for use of these facilities is generally assigned to athletic and recreational sports programs. In accordance with this policy, the Sports Facilities Events Office has established a five-tiered priority list for scheduling. Student organizations receive third priority, along with the ASUW and GPSS, after Intercollegiate Athletics and Recreational Sports Programs. Contact the Sports Facilities Events Office in the Bank of America Hec Edmundson Pavilion at 543-2246 for availability and fee information.

Denny Field, Archery Range Field, Hutchinson Pool is primarily designed for student programs and for informal use. Available facilities include eight outdoor tennis courts, a picnic area, Denny Field itself and the archery field range. Priority is given to Recreational Sports Programs, ASUW/GPSS programs, registered student organizations and other University of Washington sponsored programs. Fees for student use of these facilities are based on the direct cost for the event. Contact the Department of Recreational Sports Programs in the IMA Administration Office at 543-4590 for further information and availability.

IMA Fields are generally reserved for organized University of Washington Intramural Activities scheduled through the Department of Recreational Sports Programs. When not reserved for these programs, fields are available to reserve for student organization uses. For information on field availability, contact the Department of Recreational Sports Programs at 543-4590.

Nordstrom Tennis Center indoor courts may be reserved by individual students and their guests. For reservations and fee information, call 543-8185.

Sports Facilities Events, 543-2246

	<u>Capacity</u>
Bank of America Hec Edmundson Pavilion	8200-9200

To ensure the appropriate use of sports and recreational facilities, the Sports Facilities Events Office and the Recreational Sports Office require the Student Activities Office to review reservation requests from student organizations, specifically issues relating to student use, registered status of organization, liability concerns and possible monopolization of the facility. Following are the procedures for reserving sports and recreational facilities (except for the Nordstrom Tennis Center):

1. Contact the appropriate office regarding available dates and obtain a Sports Facility Reservation Application.
2. Schedule an appointment with an adviser in the Student Activities Office and pick up a Sports Facilities Use Questionnaire.
3. Bring your completed reservation application and Sports Facilities Use Questionnaire to your adviser appointment in the Student Activities Office.
4. After your adviser reviews your event request and signs the request forms, you will need to take the forms to the appropriate reservation office.

Please Note: Registered student organizations are generally not required to purchase liability insurance coverage for events held in sports and recreation facilities. However, liability insurance is required if the program or event involves any individuals who are not University of Washington students, staff or faculty. This means that **student organizations are responsible for ensuring that all event or activity participants are University of Washington students, faculty or staff.** Insurance coverage may also be required if it is determined that an event involves potential risk or liability.

Outdoor Areas

HUB Lawn	HUB Event Services, 543-8191
Red Square, the Quad, Sylvan Theater	Outside Zone, 685-8818
Denny Field.....	Recreational Sports, 543-4590
IMA Fields	Recreational Sports, 543-4590

For use of outdoor areas, you will need to contact an adviser in the Student Activities Office to assure that your event meets University requirements.

Student Union Facilities

Husky Union Building, South Campus Center

The Husky Union Building (HUB) and South Campus Center (SCC) are two primary centers for student activities and programs on the University of Washington campus. The Unions operate year-round and offer a variety of meeting rooms and services for use by student organizations. Some of the services and opportunities available in the unions are outlined below.

HUB Event Services, 543-8191

	<u>Capacity</u>
Meeting Rooms	20-150
Auditorium	470
West Ballroom	400-700
East Ballroom.....	500-800
Combined Ballrooms	470-1500
HUB Games Area (685-2802)	8-185

SCC Room Reservations, 543-0530

	<u>Capacity</u>
Meeting Rooms (4 double or 8 single rooms)	25-50
Room 316 (full or half room available)	50-338

Dances, Concerts and Special Events

At the time a registered student organization makes reservations for a dance, concert, or special event in the HUB or South Campus Center, an appointment will be scheduled by the reservations office between the student, reservations staff and the appropriate SAO adviser. Once a registered student organization submits a reservation request to HUB Event Services, a confirmation is emailed and/or directly mailed after processing. This confirmation includes pertinent information such as a deadline for an event planning meeting, cancellations, payments, rental rates, staff requirements and any other necessary approvals. The event planning meeting will include staff from HUB Event Services as well as your Student Activities Adviser. At this meeting, rental rates, event staff requirements, security requirements, technical needs, event hours and any other event requirements will be discussed.

To receive the discounted registered student organization rental rate for dances, concerts, or similar events in the HUB auditorium, ballrooms, or SCC 316, Student Activities and Union Facilities (SAUF) will require that HUB event staff check UW student ID's at the door. One guest will be allowed per ID. For dances and concerts which include the general public (no IDs checked at the door), groups will be required to hire University of Washington Police security. Other large "students-only" events may also require police security.

This policy is designed to ensure that student rates are maintained/upheld only for student events, and events which are open to or include the general public are not subsidized to the same extent as student-only events.

In order to hold a successful dance, concert or special event, begin planning well in advance of the event. A minimum of four weeks is often necessary to schedule and meet the requirements necessary to hold the event.

HUB Major Events

A major event is defined as a reservation of either or both ballrooms, the auditorium, or a conference that utilizes several meeting rooms. Examples of major events include: Dances, Concerts, Performances, Conferences, Large Lectures, Talent Shows & Films.

Major Event Guidelines:

In addition to the policies already mentioned, HUB Major Events must follow these additional guidelines:

EVENT PLANNING MEETING: An EPM with your Event Coordinator (specified on your confirmation) is required for any major event in the HUB. The EPM must be held at least four (4) weeks prior to your event to meet University timelines. You may schedule the meeting even earlier to help with your budget and event detail preparation.

RENTAL COSTS: Depending on the size, scope and nature of your event your group may need to be prepared to pay in advance from \$500 - \$2500 in rental fees. Never assume rental costs; always refer to an official written estimate from our office.

SECURITY COSTS: Most major events require either UW Police, SAUF Event Staff or both to provide security at your event. These costs are added to your reservation and will be discussed in your EPM.

TICKET & TICKET CREW COSTS: There are specific city, state, and UW requirements governing ticket sales at events. Don't print or sell tickets to an event until you have had your EPM. We are NOT able to accommodate ticket sales at the door here at the HUB. Please contact the HUB Ticket Office in advance to arrange for ticket sales on the day of your event: 206-543-2277.

EQUIPMENT & TECHNICAL COSTS: HUB facilities don't include access to theatrical lighting or large sound systems. Please plan ahead for what types of equipment you'll need, furnishings that will be necessary, and your electrical requirements. More information on sound and light is available during your event.

Meeting Rooms

There is no rental charge for small and medium (50% discounted for depts. in medium sized rooms) meeting room use of two hours or less once per week by student organizations, departments or faculty and staff organizations unless:

- (a) the reservation is made less than two full business days prior to event date,
- (b) the general public is invited,
- (c) the program involves a political candidate or issue,
- (d) admission or donation is required,
- (e) a special furniture arrangement is needed to accommodate the group, or
- (f) the room is being used for an event other than internal group business.

The use of audiovisual equipment involves a rental charge. Food/beverages served in the room involves a cleaning and maintenance charge/fee.

There is a charge for meeting rooms used longer than two hours, with groups being charged for the entire meeting. A two-hour reduction in the total charge does not apply if a group meeting goes over two hours or is scheduled to last more than two hours.

Several rooms used for events in the Husky Union Building or South Campus Center (for example, ballrooms, auditorium, large meeting rooms) always involve a rental charge. Check with the reservation offices about charges when planning events.

There are three ways to submit a HUB Reservation Request:

1. Submit an Online Request

Fast, easy and convenient! Pick your date, room, setup, equipment, and many other options using our online request form. We recommend this option because your request is received as soon as you click submit!

[Go to the Online Reservation Request now.](#)

2. Download the HUB Reservation Request form - PDF document

Download and print your own copy of the reservation request form right now. This option requires that you fax or send the completed form to HUB Event Services.

Viewing the [PDF](#) requires Adobe Acrobat Reader.

3. Stop by Our Office

Place your reservation request in-person. HUB Event Services staff will be happy to assist you with your reservation request and will address any questions you may have regarding your proposed meeting or event.

A Note on Serving Food/Beverages in the HUB

- Any reservation which involves food or beverages will be charged a non-refundable cleaning/maintenance fee (indicated on our rate schedule).
- A damage deposit may also apply in some cases.
- Bay Laurel Catering [formerly UW Catering] can provide food for catered events. For information, call 206-685-2051.

You may provide your own food or catering under the following additional requirements:

- Your food service must be reviewed and approved in advance by Environmental Health & Safety, 206-616-1623. You may download the Application for Temporary Food Service Event from the EHS website. You may

- also obtain one from our office or it will be sent with your reservation confirmation.
- Off-campus caterers must be notified that no kitchen facilities are available, no running water is available, and that they are responsible for appropriately bagging and disposing of their own garbage.
- If you are bringing your own food, it is best to provide commercially prepared food or items purchased at a grocery store. Service of home prepared foods is discouraged since several health requirements need to be satisfied. Please contact the Sanitarian with Environmental Health and Safety with questions about homemade food items.
- Cambro Warmers are allowed in the HUB; however, we cannot accommodate cooking on our tables with gas or electric cooking elements. Please have all food prepared in advance.
- Please arrange table linens with your Caterer, the HUB does not supply these items.

BBQ/Grills

BBQ style events can be accommodated only on the HUB Lawn pending availability, safety and food permit approvals.

Resources: [Food in the HUB Handout \(PDF\)](#)
[Application for Temporary Food Service Event Form \(PDF\)](#)
[BBQ/Grills Handout](#)

HUB Games Area

The HUB Games Area may be reserved by groups for social, recreational, fundraising or charitable activities. In order to receive the rate for registered student organizations, a completed reservation form should be submitted at least one week prior to the event. Below are some basic regulations governing Games Area reservations:

- Reservations may be made in person, by telephone (206.543.5975) or on-line.
- Student organizations that are planning fund raising activities in the Games Area must meet with an SAO Adviser.
- There will be a minimum one hour charge for a reservation, after that the cost will be based on the actual time involved.
- The person(s) making a group reservation must be in attendance at the event or have a designated contact person who will be there. This person will be responsible for communicating and coordinating with the Games Area staff to resolve any problems that might arise.
- Failure to follow all University and Student Activities and Union Facilities policies and procedures will result in denial of future use of the HUB Games Area.
- Further guidelines will be discussed at the time the reservation is made.

The HUB Art Gallery

The HUB Art Gallery is intended to showcase original artwork and other cultural/artistic displays by students, faculty and staff. Priority is given in the following order:

- Original artwork produced by UW Students
- Original artwork produced by UW faculty and staff
- Other student-sponsored artistic, cultural or educational displays
- Other faculty or staff sponsored artistic, cultural or educational displays
- Original artwork produced by UW alumni (quarter breaks and Summer Quarter Only)

Display cases may be reserved for one to two weeks depending on the number of applicants in a particular quarter. Reservation periods will be 12:00 p.m., Monday to Monday. If an applicant cannot fill both display cases then two applicants may be asked to share the gallery. Each will be given an individual display case. The user is responsible for mounting and removing the display. Users may request use of hanging rods, or use pushpins to mount work. Prohibited hanging materials include tape, staples, nails and glue.

Exhibits must be approved for display by the SAUF Art Gallery Coordinator and may be submitted for approval by an SAUF committee. Exhibits will not be approved for display if they advocate ballot propositions or candidates who have filed for public office, or if they actively promote discrimination of individuals and groups based on race, color, religion, national origin, sex, sexual orientation, age, disability, or status as a veteran (see Washington Administration code 478-136, Use of University Facilities). Decisions may be appealed to the Director of SAUF.

Displays must also clearly state the name of the artist/organization represented and include contact information, such as a telephone number or e-mail address.

Sales or the display of prices within the area of the Art Gallery must be approved by the SAUF Art Gallery Coordinator and may be submitted for approval by a SAUF committee. In accordance with state policy, SAUF must realize some benefit from hosting sales in the gallery, such as facility fees, commission, or a piece of art of the SAUF Art Committee's choosing. Terms of sale will be negotiated via written contract between the artist/organization and the SAUF.

Requests for space may be made at any time. While applicants will generally be placed in the order requests are received, the Gallery Coordinator reserves the right to consider the variety of shows when scheduling displays.

Applicants will request space by completing a HUB Art Gallery Request Form and a HUB Art Gallery Information and Liability Waiver. The waiver exempts SAUF from any loss or damage to the displays resulting from vandalism, theft, fire or natural disaster. Applicants will also agree, by signature, to be responsible for any damage to the Art Gallery caused by them or their displays. The coordinator will review all requests and schedule dates on a space available basis. The reservation will be held until four weeks prior to the scheduled show, to allow time for completion of the forms. If the forms are not returned by said date, then the space is forfeit. Forfeited reservations will be reassigned to others waiting for space.

Users may go to the Student Activities Office (Monday through Friday, 8:00 a.m. to 5:00 p.m.) to check out keys with a current UW ID. After 5:00 p.m. and all day on weekends, users should request gallery access from the student Building Coordinator, via the HUB Newsstand.

Any questions regarding the HUB Art Gallery may be directed to the HUB Art Gallery Coordinator, Student Activities Office, 207 HUB, 543-2380.

HUB Literature Tables

Five tables for the distribution of literature, or for informational activities, are provided by the HUB Information Desk on the first floor of the HUB. Only tables provided by the building may be used for literature distribution or other information. Some of the regulations governing literature table use are provided below:

1. Literature tables must be reserved through the HUB Information Desk prior to use.
2. No sound amplification or projection equipment is permitted in connection with activities related to the use of the tables.
3. Tables are solely for the distribution of literature, information, and similar promotional activities. Students must maintain a quiet, orderly, and uncongested atmosphere, and avoid interfering with the rights of other users to distribute and provide information.
4. An organization may reserve only one table per day, two uses per week.
5. A valid authorization card obtained from the Information Desk must be displayed at the table during use.
6. Special authorization from the Information Desk supervisor is needed for use of electrical equipment. Sound amplification, such as a microphone, is not allowed.
7. Sales or commercial activities are not permitted. Student organization fundraisers must obtain a fundraising permit from the Student Activities Office (HUB 207) in advance.
8. Partisan political activity is not allowed.

Scheduling the HUB Lawn and Patio

The HUB Lawn is available for outdoor programs sponsored by registered student organizations. All programs will be reviewed for potential disruption or conflict with surrounding facilities including the HUB. A program may not directly or indirectly block the entrances to surround buildings or pathways. The nature and type of program will be reviewed for potential safety risk to participants and spectators, and any likely damage to the lawn which might occur as a result of the program.

Electronic amplification is generally prohibited on the HUB Lawn. However, electronic amplification on the HUB Lawn may be permitted provided the activity meets the following conditions and requirements;

- Such activities would be restricted to the 10-minute class breaks or a maximum of one hour in length occurring between 11:30 a.m. and 1:30 p.m.
- Event organizers will work closely with HUB Event Services and their Student Activities Advisers and will be required to submit a written proposal that demonstrates compliance with these conditions.
- Only SAUF sound equipment and SAUF Staff may be used for amplification.
- To the degree possible, sound levels would be restricted to the HUB Lawn area and kept within the provided decibel limits.
- If approval of amplification is given, SAUF will notify building manager of surrounding buildings of the date and time(s) approved.

Procedure for Reserving the HUB Lawn

1. Requests for the use of the HUB Lawn or Patio should be made to the HUB Event Services Office, room 204L, a minimum of 2 weeks in advance.
2. The organization must complete the appropriate request form. Requests must be made not later than two weeks prior the event date, or four weeks if any amplification is requested.
3. Copies of the request will be maintained by an SAO Adviser and distributed to appropriate departments as needed for an initial review of the event. As concerns are identified, the student organization will be notified of any necessary modifications to the original requests.
4. After reviewing for compliance with the Use of University Facilities policy and receiving notification from the UUF Committee (if applicable), the HUB Manager of Service Operations will approve/deny the request and notify the following individuals of the decision:

Director, Student Activities and Union Facilities
 Assistant Director of Student Activities
 Associate Director of Operations
 Risk Management
 Grounds Shop Supervisor

There may be charges associated with the use of space (electrical, furniture, canopies, damage to the lawn, garbage pick-up etc.). A list of available furniture can be obtain from the HUB Event Services Office. Last-minute requests or updated fees may be assessed for changes requested less than three days prior to the event.

Procedure for Sales and Fundraising on the HUB Lawn

1. After the student organization representative makes the initial request with the HUB Event Services Office for the use of the HUB Lawn the RSO representative must complete, then submit a Request for Sales and Fundraising form to their assigned SAO adviser at least two weeks prior to the event date.
2. The RSO representative must make an appointment with their assigned SAO adviser to review the proposal and ensure adequate planning and familiarity to University regulations.
3. The SAO adviser will review the proposed event with the RSO for adherence to guidelines and will recommend changes and stipulate any conditions. The request will be sent to the Assistant Director of Student Activities for review. When appropriate, the Assistant Director will forward the request to the UUF Committee for further review.
4. If the proposal is approved, the RSO representative, SAO adviser and HUB Manager of Service Operations will sign the Sales and Fundraising Permit. A copy will be issued to the RSO and HUB Event Services Office before the event.
5. The student representative must meet with the adviser no more than two weeks after the event for financial accounting and evaluations.
6. Sales/fundraising may not last longer than two days.

HUB Lawn Event Guidelines

In addition to the policies already mentioned, HUB Lawn Events must follow these additional guidelines:

EVENT PLANNING MEETING: An EPM with the HUB Operations Manager and your SAO adviser is required for any HUB Lawn event. The EPM must be held a minimum of two (2) weeks before your event; four (4) weeks if you are requesting amplified sound.

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 EPM.

STAKES: Objects that penetrate the ground (such as stakes) are generally not allowed in order to protect both the lawn and the underground irrigation lines.

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. Additional charges will be applied to your reservation costs.

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.

Tables, chairs, tents, canopies, and outdoor stage platforms are available to rent for your HUB Lawn event. Rates and availability can be discussed at your EPM.

Table and Chair Use Outside the HUB

A limited number of tables and chairs are available to student groups for use outside the HUB. Tables and chairs may only be used on either side of the first floor patio and/or the HUB Lawn. Conditions for use are as follows:

1. User must be an officer of a registered student organization or student government entity (ASUW/GPSS).
2. A rental charge will be assessed per table (beyond three) for use on the HUB Lawn. Additional tables, chairs, and canopies are available through the Resource Center.
3. Tables beyond the first three must be requested through HUB Events Services at least two weeks in advance.
4. A limited number of single tables, with two chairs, are available for same-day check out for registered student organizations to distribute information related to their organization.
5. Users wishing to do sales or fundraisers or conduct political activity must meet with an adviser from the Student Activities Office, 207 HUB, 543-2380.
6. Users assume all responsibility for tables, chairs, and carts, and will be charged a repair/ replacement fee if items are damaged or lost.
7. Table rental will be subject to availability.
8. Food service outdoors must be approved by the Environmental Health and Safety Office (see food service conditions and requirements).

Student Organization Sales Inside the HUB

The Student Union Facilities Advisory Board adopted a policy in June, 1989 which allows registered student organizations to conduct sales on the first floor of the HUB subject to the following conditions:

1. The Student Activities Office must approve, in advance, any sale (see Table of Contents for "Fund Raising and Sales" under "Commercial Activities.")
2. Items being sold must be related to the group's function/purpose, and any revenue generated must benefit the organization/group.
3. Cash-handling procedures must be approved by the Student Activities Office, and must include hiring HUB event staff.
4. Sales are to be conducted at a single designated table in the HUB. Site is adjacent to (south of) the literature tables.
5. Sales would be allowed for the first 10 weeks of the quarter, but not during finals week.
6. Sales in the HUB are limited to a maximum of two days per week. This may be either one group for two days, or two groups for one day each. Groups will be limited to one sale of two days or two separate sale days per quarter.
7. The sales table is reserved on a first-come, first-served basis, and must be reserved a minimum of one week in advance with the HUB Event Services Office at 543-8191.
8. The Sales Table is reserved by filling out a Reservations Request Form in HUB 204L. Requests received with less than two weeks advance notice may be denied. There is no fee for rental/set-up of the table and two chairs.

Use of the HUB Sandwich Boards

The sandwich board for "Student Happenings" is available for use by registered student organizations, ASUW groups and GPSS groups. Groups must sign up at the HUB Information Desk in order to use the sandwich board. Use will be on a first-come, first-served basis. A maximum of two groups can use the board at one time. Guidelines for use are:

1. The sandwich board may be used for a maximum of three days unless the event being publicized lasts more than three days.
2. If an event lasts longer than three days, the sandwich board may be reserved for each day of the event, with a maximum of five days total. (This can only be extended if no other groups have requested the board, and can only be done on a day-to-day basis each morning.)
3. Any organization/group is limited to three uses per quarter unless there are no other requests for use.

It is the responsibility of users to post their own materials on the board after Information Desk approval. When ready to use, the materials should be brought to the Information Desk and put on the board using thumbtacks, not staples. The Information Desk staff will be responsible for removing outdated material by 9 a.m. the day following the event or posting period. The sandwich board is on display in the HUB lobby during the week (Monday through Friday from 8 a.m. until 5 p.m.) The board is stored over the weekend. See Table of Contents, "Guidelines for Sandwich Board Signs on Campus."

Posting Policy for HUB Bulletin Boards

There are two types of bulletin boards for general use in the Husky Union Building: the public boards and those designed for official University business. Over time, these have become overcrowded; information is covered up by other postings and some boards have numerous copies of the same information. To serve the largest number of users, the boards are regulated, not for content but to allow fair access and display to all. All materials will be date-stamped for two weeks and must display the sponsor's name and phone number. Conditions for using the bulletin boards are posted on each board.

Public Boards

These are located next to the ASUW Experimental College on the ground floor, by the Bookstore, and to the right of the Bike Shop on the first floor. Not included are the bulletin boards of the Bike Shop, Off-Campus Housing Affairs and US Bank offices.

1. All materials for this area must be received and posted by the Information Desk staff, eliminating problems with posting in the wrong areas and duplication of notices.
2. Information Desk staff will be responsible on a daily basis for removing notices which are unstamped or outdated.

University Boards

These boards, located in various places around the HUB, may only be used to advertise events sponsored by University-affiliated groups, including registered student organizations.

1. All notices for these boards must be date-stamped at the Information Desk, but posting is done by the individuals. Groups may post up to 6 notices in the HUB, one per board, using tacks only.
2. University Boards will be cleared regularly by the Information Desk staff.

Please Note: A collection box is available for hours when the Information Desk is closed.

Admission Charges for Events in the HUB and South Campus Center

Considering the University policy on commercial activity and the fact that the University is state-supported, there are restrictions on the use of University facilities. Events charging admission are reviewed to ensure they are in keeping with the mission of the institution and not commercial in nature. University regulations specify strict cash handling procedures and provide for accounting and disbursement of revenues. All student events in the HUB or SCC charging admission must use Event Staff. This means, for groups renting facilities, that:

1. Admission charges for an event (including donations and fees assessed participants) will result in a higher facility rate.
2. For all student-sponsored, on-campus events charging admission, HUB Event Staff must be used.

3. No cash payment from gate income or other revenues can be made without written authorization of the Director of Student Activities and Union Facilities.
4. As the "recognized student body" at the University, the ASUW/GPSS is exempt from the City Admissions Tax (C.A.T.) for most events. However, C.A.T. may have to be paid on events produced with outside sponsors. Consult an SAO adviser for details.
5. Student organizations, unless holding tax-exempt status, must pay C.A.T. All other groups are to be advised of their responsibility for C.A.T.
6. Other policies and procedures relating to admission charges can be found in the section of this manual, "Ticket Sales in the HUB."

Exceptions and problems relating to student users should be referred to the Assistant Director of Student Activities. All other issues should be referred to the Director, Student Activities and Union Facilities.

Even if admission is not charged, HUB Event Staff may be required to monitor sales at ASUW/GPSS events and to check UW IDs at dances, concerts, or feature film showings.

HUB Ticket Sales

The HUB Ticket Sales Office located on the first floor of the HUB, serves as a campus outlet for ticket sales and is available to any event sponsor. The staff will accommodate advance ticket sales and door sales in the HUB, provide ticket stock, and answer any questions on sales and related fees.

Advance Sale of Tickets

There is no initial fee to the UW sponsor for the advance sale of tickets; however, the service charges are added to the price of each ticket sold. The service charge is \$0.50 cents for UW students and \$1.00 for non-students.

Cash-handling regulations require pre-numbered, printed tickets for advanced sales. If there will be more than one admission fee, separate tickets need to be printed for each price. Check with the Ticket Office supervisor or a Student Activities adviser for specific requirements.

Day-of-Event (or Ticket Sales) in the HUB

Door sales for events in the HUB will take place at the HUB Ticket Office. The HUB Ticket Office **requires at least two weeks written notice** to schedule ticket sellers. Forms requesting these services are available in the Student Activities Office. There is a two-hour minimum for scheduling ticket sellers. You should include 15 minutes for set-up and 15 minutes for closing when requesting ticket sellers. Please note: Check with your adviser and/or the HUB Ticket Office regarding the current hourly rate for ticket sellers.

Events co-sponsored by the ASUW/GPSS, and all other events in the HUB are required to use preprinted, numbered tickets for door sales (if not already left for advance sales). If you do not have your own tickets, pre-numbered ticket stock is available from the ticket office for door sales. The cost is 5 cents per ticket sold. Unsold tickets must be picked up within two days after the end of the event.

Taxes

The current City Admissions Tax of 5 percent will be deducted from the sponsor's reimbursement. If the sponsor is tax exempt, the Ticket Office will need a copy of the city tax exemption form.

Sales Reports

After an event, the sponsor will receive a complete summary of advance sales and day-of-event sales from the HUB Ticket Office. Non-HUB events will receive the sales summary from the HUB Event Services Office. Where applicable, this summary will contain an itemization of any related charges such as ticket crew, police escort and ticket stock. Final payment of net proceeds to the sponsor can be made directly to a University budget or by check, as directed by the sponsor. This process takes approximately 10 working days from the close of the event.

Event Staff

Outside the HUB: A crew of Event Staff can be scheduled to sell and take tickets outside of HUB venues, provide basic security, monitor entry at events, distribute materials, serve as ushers, or monitor sales of approved items.

Inside the HUB: all tickets are sold by the HUB Ticket Office. Event staff may be required for student government or registered student organization events involving sales, fundraisers or checking student identification cards.

Event Staff or Ticket Office Staff is required for all-student-sponsored South Campus Center events at which money is to be collected. Event Staff can also be required for events in other campus buildings. **A two-week minimum notice to schedule Event Staff is required.** Event Staff requests can be made by filling out an Event Staff Request Form with your Student Activities adviser.

There is a minimum charge for Event Staff for most programs. A crew of at least two persons is required for an event with 200 or more participants. Smaller events may require only one staff member. Contact your adviser for specific rates.

Police Escort

A University Police escort may be required for Event Staff selling tickets at locations other than the HUB or South Campus Center. Contact your adviser for specific rates.

Student Organization Office Space

Student Union office space is allocated to officially registered student organizations that meet specified criteria. There is considerable demand for the free student organization office spaces in the HUB. Historically there has always been a waiting list for space. Registered student groups interested in applying for office space must meet all deadlines to be considered. When office space is assigned to a group, all members must follow all University and facility procedures and policies to retain the office space.

Application and Assignment Process

All registered student organizations in good standing (defined in the Student Organization Disciplinary Procedures section of this handbook) are eligible to apply for office space in the Student Union (HUB). There are 49 office spaces in the HUB. Most organizations will be required to share an office.

Office assignments are valid for a maximum of one year (winter through fall quarters). To retain office space, an application must be submitted each year during fall quarter, regardless of length of time occupying the space. Those on the waiting list must apply each year to be considered for space.

Office space applications are available the first week of fall quarter for assignments beginning winter quarter.

The application deadline is the last Friday of October at 5 p.m. Contact the Student Activities Office for appropriate forms and dates in HUB room 207, 543-2380. Assignments are completed during fall quarter and are announced on second Monday of November. For information on deadlines, please see the end of this section.

The Student Activities Office (SAO) follows an on-going policy which allows registered student organizations to apply for and occupy a limited number of offices in the HUB subject to the following conditions:

1. The applying student organization shall have status as a Registered Student Organization at the University of Washington for at least three consecutive academic years to be eligible for an office space.
2. The applying student organization shall submit a completed office space application by the established deadline during fall quarter of each school year.
3. The applying organization must meet all financial obligations and be in good standing with the University of Washington.
4. The office space is to be used only for organizational purposes of the group. The office may not be used for commercial enterprises.
5. Groups must register annually to retain office space.
6. A current officer of the organization, as listed on the online registration form, must sign and abide by the terms and conditions set forth in the Student Union Office Space Use Agreement.

Appeals

Student groups who wish to appeal office space assignments do so in writing and submit it to the Student Activities Office by the Friday before Thanksgiving. SAO will process the appeals and final decisions will be made by the first Friday in December.

Moving In/Moving Out

All organizations assigned office space are required to register as a student organization each fall by the last Friday in October. Groups that did not renew their office during fall quarter must vacate the space by 5 p.m. the first Friday of December. Any personal items left in the office after that time may be forfeited.

Newly Assigned to Office

Access to the office begins on the last day of Fall Quarter, but only after orientation is attended, the required forms have been submitted and registration is completed. Groups not contacting the Student Activities Office by the appeals deadline (the Friday before Thanksgiving) about moving into their office space may forfeit the space, which will then be assigned to the next group on the waiting list.

Switching Offices

Groups wishing to change office space must submit a request in writing, along with agreement from all groups affected by the change.

Waiting List

Groups eligible for office space but not assigned an office are placed on the waiting list. As office space becomes available during the year, groups on the list are offered space based on their position on the list. To be eligible, groups must maintain registered status and reapply for the office space waiting list each year by the October deadline. Additionally, student organizations must meet all SAO requirements for an RSO holding an office space.

Conditions of Use

To maintain continued use of office space, student organizations must adhere to applicable state and university regulations and building use policies, including but not limited to those specified in this handbook and in the Student Union Office Space Use Agreement. The organization must maintain registered status in good standing. The organization must be willing to share office space with any other registered student organization approved for office space in the Student Union. A group may choose to forfeit their office space and can reapply the next year. **The organization must comply with all items in the Student Union Office Space Agreement.**

Safety and Security

1. All doors and windows must be locked when the office is not occupied.
2. Offices must be evacuated during all fire alarms. Violators are subject to immediate loss of office and citation by police.
3. Offices must be vacated when the building closes. No one may remain in offices after closing. After two (2) warnings during the year a group will be fined for remaining in the office after closing. This will assist in recovering building costs for staff staying late to close and secure the building.
4. The use of any small appliances requires permission as outlined in the Small Appliance Policy contained in this handbook.
5. Extension cord use is completely prohibited in accordance with the fire code. Flammable or combustible liquids and other hazardous materials as defined in the University of Washington Operations Manual D12.1 are prohibited.

Maintenance of Offices

1. Occupants are responsible for keeping their office clean and removing all food on a daily basis. Food trays, dishes, etc. must be returned to the Husky Den. Do not leave dishes or place trays on the counter in the sub-basement. Custodial services are provided by student union staff to empty trash, recycle paper (if in an appropriately marked box) and sweep floors, but students are responsible for other cleaning, including disposing of large items.
2. No painting of offices.

3. Taping materials to walls, woodwork or other building surfaces is strictly prohibited. When removed, tape damages paint and causes surface deterioration.
4. Groups will be assessed fees for damage to offices. Assessment of damage and appropriate fees will be determined by the HUB Custodial Manager and Assistant Director of Operations.
5. Nails, tacks and staples are not permitted for general use on building surfaces. Tacks and staples may only be used on surfaces approved for posting.

Limitations on Use

Student union office space is intended for the support of extracurricular student activities. Student organization offices cannot be used for:

1. Sales or commercial activity
2. Partisan political activity
3. Direct support of academic programs
4. Activities of non-students (individuals or affiliated groups)

Please Note: Refer questions on above uses to the Student Activities Office, (206) 543-2380.

Office Keys

There are two ways to obtain key privileges to the office:

1. **DAILY CHECK-OUT KEY:** Currently registered students listed with their student number on the Office Hours/Key Authorization form may check out a key during business hours from the Cashier's Office at the HUB. A current UW student identification card must be left with the cashier while the key is checked out. Keys must be returned to the Cashier's Office by 4:45 pm the same day. If the key is not turned in on the same day, there will be no key available for daily checkout until the original is returned. Failure to return a key the same day will result in a warning for the student who checked out the key. Multiple violations of key return may result in the loss of key checkout privileges for the organization. If the key is lost, the individual who checked out the key may be assessed the full cost of re-keying the lock and cutting new keys.
2. **ANNUAL KEYS FOR OFFICERS:** Office keys can be checked out starting on the last day of fall quarter, and will be due on the last day of fall quarter, the next year. Each student organization is eligible to obtain two (2) keys which may be checked out for one year or officer's term of office, whichever is shorter. Only the officers listed on your registration information are eligible for an annual key. There is a required \$25 deposit (\$20 refundable upon return of the key by the date designated on the key form). Each key holder will receive a list of key holder responsibilities for which they will be accountable. Misuse of keys will result in loss of key privileges and possible loss of office space and/or financial penalties. If an organization loses or fails to return or renew their keys by the established deadline, the organization may be billed for the cost of re-keying the office. Additionally, failure to return keys may jeopardize retention of a HUB office. Student records will be held for any student who fails to return or renew an office key.
3. **KEY BOXES:** Some student organizations use a key box to store permanent keys for their office. Key boxes and permanent keys are the sole responsibility of the Registered Student Organization. SAUF claims no responsibility and cannot be found liable for items lost, stolen, or missing from an office if a group chooses to use a key box.

Small Appliance Use Policy

The Husky Union Building (HUB) makes office space available to student organizations. While recognizing the needs of the organizations to conduct necessary business, Student Activities and Union Facilities must place some restriction on the use of small appliances. The following restrictions are necessary to protect users from potential health and safety hazards as well as regulate the amount of power demands on current circuits.

1. Environmental Health and Safety regulations restrict on-site food preparation to those areas meeting sanitation and ventilation standards. Use of the following appliances (including but not limited to) is prohibited: frying pans, hot plates, slow cookers, toaster ovens, etc. Use of restrooms to prepare food in any manner is not allowed and is a violation of sanitation standards.
2. Refrigeration equipment is restricted to units of no more than six cubic feet. Stand-alone freezers are prohibited.
3. Approved food-related appliances, such as microwaves and electric coffee pots must be plugged directly into outlets. Equipment must be UL/CSA rated and approved. Extension cord use is strictly prohibited in accordance with the Uniform Fire Code.

4. Microwaves must be inspected before installation as well as annually by the Department of Environmental Health and Safety to ensure compliance with minimum microwave leakage standards.
5. Appliances must be maintained and kept clean at all times. Accumulations of food remnants, liquid spills, or improper sanitation will be grounds for removal of the appliance.
6. If electrical or health and sanitation related problems arise, facility management may restrict power use to non-food and beverage equipment. Other options may be available if electrical problems arise. Please consult appropriate facility personnel as noted under procedures.
7. Organizations with office space in the HUB must supply a list of all appliances and electronics in their offices at the beginning of each quarter. Lists must be submitted by Friday, 5 p.m. of the second week of *each* quarter.
8. Periodic inspections of office space may be conducted by facility staff to insure compliance.
9. Failure to comply with any of this policy will result in revocation of office space.

Please note: Every quarter before installing any new appliances, groups holding office space in the HUB must report all appliances and electronics to the SAO Student Organization Adviser at 543-2380.

Office Space Deadlines 2008-2009

- Applications available: September 18, 2008
- Registration and Office Space Application Deadline: October 31, 2008
- Notification of Office Space Assignments: November 7, 2008
- Written appeals deadline: November 14, 2008
- Finalized Office Space Assignments: November 24, 2008
- Move out deadline for non-reassigned groups: December 1, 2008
- Move-in date for new office holders: December 15, 2008
- Permanent key checkout begins: December 15, 2008
- Permanent keys due: December 11, 2009
- Daily use key list, office hours, and electronics inventory due, October 3, January 9, 2009, April 3, 2009

ASUW and GPSS Funding

Registered student organizations are eligible to apply for ASUW or GPSS funding for on-campus programs or events that may benefit and be of interest to UW students. As ASUW and GPSS funds are public or state funds, they are subject to some requirements and limitations. Events and programs funded by ASUW or GPSS funds must meet specific criteria and time lines. If you are interested in applying for funding or want to find out additional information, make an appointment with a Student Activities adviser.

Some Criteria for the Use of ASUW and GPSS Funds

1. The event/service must take place on campus.
2. The event must be initiated and controlled by UW students. Final control for event decisions remains with ASUW/GPSS.
3. The event/service must primarily benefit and/or target UW students.
4. Fundraising, donations, advocating legislation and partisan political activity are not permitted.
5. All cosponsors to the event must be identified in the initial stages of planning and their financial and other responsibilities clearly outlined in a written agreement, which must be completed prior to initiating any expenditures.
6. Operations budgets will not be funded with ASUW/GPSS funds for any registered student organization. Operations budgets include, but are not limited to general office supplies, salaries, telecommunications services, decorations and food.
7. The ASUW Board of Directors, GPSS Executive, or their respective Finance and Budget Committees may place stipulations on the use of funds which are binding.
8. Once the request is approved, all organizations must sign a letter of agreement before money is appropriated. All expenditures of ASUW/GPSS funds must have prior approval from, and be initiated by, an adviser.

How to Apply for ASUW Funding

The Associated Students of the University of Washington (ASUW) has set aside an annual fund called the Special Appropriations Fund to be used only by registered student organizations for programs that may benefit and be of interest to UW students. **Please note:** Events and services funded with ASUW funds must be open to all UW students and not to a select group on campus. Only those students listed as officers or representatives of the registered student organization in the Student Activities Office will be allowed to receive an ASUW budget request packet, present requests to the Finance and Budget Committee and the Board of Directors, and work with an adviser in Student Activities. Here's how to apply:

1. Pick up a Special Appropriations budget packet at the Student Activities Office and make an appointment with an adviser.
2. Submit all information about the proposed event with the appropriate forms to the SAO adviser at least four working days before the Finance and Budget Committee meeting you wish to attend. Late or incomplete requests may not be heard until a later meeting.
3. Attend the Finance and Budget Committee meeting (and Board of Directors if the request is over \$750), and present your request. A decision will be made at the meeting attended.
4. If funds are approved, begin working immediately with your Student Activities Office adviser on the details of your event. He or she will inform you of how to proceed. If your event is not approved at the Finance and Budget Committee level, your request can be appealed to the Board of Directors. If your event is not approved at the Board of Directors level, you can appeal to the Office of the Vice Provost for Student Life for review and final determination.
5. After your event or service is completed, fill out an Event Evaluation form.

How to Apply for GPSS Funding

GPSS is the Graduate and Professional Student Senate, and therefore funds programs that enrich the cultural and academic experience of graduate and professional students. **Please Note:** Only graduate students may apply for GPSS funds. GPSS has two distinct funding sources: Departmental Allocations and Special Appropriations. The same process is used for applying for either one. The funds are generally described below, but check with the GPSS Office and/or Treasurer for further information.

Departmental Allocations: Only GPSS Senators may apply for these funds. They are used to provide programs or services of benefit to students in the requesting Senator's department. All items purchased with GPSS departmental funds remain the property of GPSS.

Special Appropriations: Any graduate student may apply for these funds. They are used to provide programs or services of benefit to a cross-section of graduate students. A graduate student must have been involved in the process from its inception. After you decide what you want to request, here is how to apply:

1. Meet with the GPSS Treasurer to describe your request and pick up the appropriate application form.
2. Complete the application form.
3. Submit the application and any necessary documentation to the GPSS Treasurer at least five working days prior to the Finance and Budget meeting you want to attend.
4. Attend the Finance and Budget Committee meeting and present your request. You may also need to meet with the Executive Committee if your request is \$100 over the recommended amount for your department, or if your request is over \$500 for Special Appropriations.
5. If approved, meet with the GPSS Treasurer to finalize the transaction. If not approved, meet with the GPSS Treasurer for advice on how to improve your request for further consideration.
6. Following your event, fill out and return the Event Evaluation form to the GPSS Treasurer.

SAUF Event Fund for Student Organizations

The Services and Activities Fee Committee (SAF) has provided Student Activities and Union Facilities with funds, to assist Registered Student Organizations in making activities and events possible.

Registered Student Organizations may make requests for funding assistance for programs held in the HUB East Ballroom, West Ballroom, both Ballrooms, the Auditorium or SCC 316. Funding will be granted only to cover the

costs of the facility and SAUF personnel costs. The maximum funding available per event is \$1,000. Funding is only available for the period beginning one week before the start of Fall Quarter and ending the last day of finals for Spring Quarter. Only one (1) event a quarter per Registered Student Organization (RSO) will be funded. Funding requests forms can be obtained at the HUB Event Services, room 204L, or in the SCC Reservations Office, room 311, Monday-Friday 8am-5pm, or via a PDF file available at the SAO homepage. (<http://depts.washington.edu/sao>.)

All requests shall be turned in at either the HUB Event Services, room 204L, the SCC Reservations Office, room 311, Monday-Friday 8am-5pm, or via an attachment to an email to sauf@u.washington.edu.

To be considered for funding, a Registered Student Organization (RSO) must:

- Agree to work with a Student Activities Office (SAO) adviser.
- Reserve the space and have received a confirmation.
- Have sufficient time to plan a program.
- Be in accordance with all applicable SAUF, University and state policy and procedures.
- Support the University's goal of increasing the sense of community.
- Advertise the program as being open to all members of the University of Washington-Seattle community.
- SAUF must be included as a co-sponsor in all advertising.

Questions regarding the procedure should be directed to sauf@u.washington.edu

Commercial Activities • Fund Raising • Sales

Commercial activity and fundraising or sales on campus is regulated to comply with the following University of Washington and state of Washington policies:

The University Policy on Commercial Activity states:

In accordance with Use of University Facilities policy (WAC 478.136.101), university facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless they serve an educational purpose. Therefore, student groups may not register with the Student Activities Office if they intend to sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate.

The UW Policy on Sale of Goods and Services states:

"The University of Washington may engage in the direct sale of goods and services to individuals, groups, or external agencies for fees only when those services are directly and substantially related to the educational mission of the University. Charges for such goods and services shall be determined taking into account their full cost, including University overhead, as well as the competitive price of such items in the local community."

Commercial Activities

Student organizations can sponsor commercial activities, commercial vendors or events which promote commercial entities only if it can be demonstrated that the student organization and/or University of Washington students in general are receiving the primary benefit from such activity. If the commercial activity involves sales or fundraising, procedures must be followed as outlined in the following section on fundraising. If the commercial activity does not involve sales or fundraising, a written proposal must be submitted to the Student Activities Office for review and approval a minimum of four weeks in advance of the proposed event. All commercial activities must be approved in advance by the Student Activities Office and, when appropriate, the Use of University Facilities Committee.

Fundraising and Sales

Student organizations wishing to hold fundraising activities or sales on campus must demonstrate that the activity itself serves an educational purpose, and that any proceeds either will further the goals of the organization, provide additional programs for the student body or benefit a charitable organization. In addition, student organizations conducting fundraising activities and sales must be in accordance with the following:

1. The activities must be student-initiated and student controlled.
2. The student initiating the fundraising or sales must be one of the five officers or designated representatives of the organization.

3. It must be assured that no monetary gain will accrue to individual members of the organization.
4. The activity itself must provide a benefit to students at the University of Washington.
5. The goals of the event must be appropriate and in accordance with the intention of University policy as stated above.
6. A workable plan to monitor cash exchange and disbursement of proceeds must be devised and reviewed.
7. For any fundraising or sales activities conducted in the past, the organization must have completed all necessary paperwork and abided by appropriate University policies and procedure.
8. If the activity involves working with a charitable organization, a letter of acceptance or acknowledgment of the activity will be required.

Approval Process for Fundraisers

1. Pick up a Fundraising Information Worksheet in the Student Activities Office.
2. At least two weeks in advance of the activity, the student organization's officer or representative will need to make an appointment with an adviser in the Student Activities Office to review the group's proposal and ensure adequate planning and familiarity with University policies and procedures. Bring the completed fundraising worksheet to the appointment.
3. After your appointment, a Student Organization Sales and Fundraising Permit will be issued, which must be signed by the student organization officer, and then approved and signed by the facility/area manager involved, and the Assistant Director of Student Activities.
4. If approved, a copy of the signed permit must be at the site of the sale or fundraising activity.
5. After the activity is completed, you will be required to meet with your adviser in the Student Activities Office and submit a written report with any necessary documentation, as stated on the fundraising permit.

Raffles

Raffles are strictly regulated in the state of Washington under the Washington State Gambling Act. Only certain charitable or nonprofit organizations can conduct raffles without first obtaining a gambling license.

Registered student organizations may conduct raffles on campus only if the organization qualifies and its proposed raffle follows specified requirements. An information sheet on raffle guidelines, which lists complete information about holding a raffle on campus, is available in the Student Activities Office. Please note that one of the officers of the organization planning to hold a raffle on campus must meet with an adviser in the Student Activities Office at least three weeks prior to starting the raffle. As raffles are considered a form of fundraising, they would fall under the same procedure and regulations as stated above under fundraising.

Additional Regulations

Student organizations should be aware of the following additional regulations which may apply to a proposed fundraising event:

1. The sale of food not commercially prepared and wrapped requires clearance from the Environmental Health and Safety Office, 201 Hall Health Center, 543-9510. See Table of Contents, "Serving Food on Campus."
2. Registered student organizations planning to sell items are responsible for obtaining the appropriate city and state business licenses and pay state tax (contact the Seattle Department of Licensing and Consumer Affairs, 684-8484).

Alcohol Industry Co-Sponsorships

Any student organization accepting gifts or funds from alcoholic beverage distributors or producers for organization activities must receive approval from a University Committee. See Table of Contents, "Serving Alcoholic Beverages on Campus."

Voluntary Contributions Through STAR (Student Telephone Assisted Registration)

Introduction

The Board of Regents has authorized use of the automated registration and student accounts systems by registered student organizations to collect voluntary contributions from students, provided they satisfy specified criteria. The first opportunity for new organizations to use the systems for the purpose of collecting voluntary contributions was the 1994

winter quarter. If more than two organizations qualify, it will be necessary to modify the systems at a projected one-time cost of \$30,000. The University will bear none of the expenses relating to the modifications, so the costs thereof will be borne either by the qualifying organizations or, if deemed appropriate, by their respective decision-making processes, by the ASUW and/or GPSS.

Registered student organizations which are allowed to use the systems will pay the costs of collecting their fees, which is currently 7.5 percent of all moneys received.

Criteria

Registered student organizations which sponsor programs that are ongoing, campus-based, and related to the educational mission of the University may use the automated student registration and accounts systems to collect voluntary contributions from students, provided they satisfy the criteria presented below.

Registered student organizations must present evidence of broad-based student support of their endeavors by obtaining signatures from a minimum of 15 percent of enrolled students, based on the autumn quarter enrollment of the academic year in which the organizations begins to collect signatures – and securing an affirmative vote of a simple majority of participants in annual ASUW elections.

1. Petition forms for obtaining signatures must be in the format of the sample available at the Student Activities Office, 207 HUB. Any change in petition format requires prior approval from the Director of Student Activities and Union Facilities.
2. Petitions must be submitted to the Office of the Vice Provost for Student Life no later than March 1, allowing time for validation of signatures by the Registrar and production of the ballot for the ASUW election in the spring quarter.
3. If approved in the ASUW election, the student group must send a letter to the Office of the Vice Provost for Student Life requesting they be placed on the system.

Once a registered student organization has been granted access to the system, it must satisfy a number of requirements to retain that status.

1. Attain a three-year annual average of 10 percent financial support by registered students;
2. Every four years, obtain a favorable vote by a majority of students voting in a regularly scheduled ASUW election;
3. If a three-year annual average of 10 percent is not attained, obtain signatures from a minimum of 15 percent of enrolled students – based on the enrollment of the academic quarter in which the organization begins to collect signatures – and secure an affirmative vote of a simple majority of participants in an ASUW election.
4. Submit an annual report of its activities to the Vice Provost for Student Life; and
5. Receive annual approval from the Vice Provost for Student Life based on its compliance with the provisions of a standard agreement (copies of which are available from the Director of Student Activities and Union Facilities, HUB 207).

Although organizations may be removed from the systems for failure to satisfy the terms and conditions of the annual standard agreement, it is anticipated that, once organizations qualify for access to the systems, annual agreements will be executed for each of four successive years. If the organization has not attained the required 10 percent financial support at the conclusion of the third year, a petition drive and vote in an ASUW election will take place during the fourth year. If the organization has not satisfied the criteria outlined above at the conclusion of the fourth year, the organization will be removed from the systems.

Summary of Important Dates

Verification of final number of registered students fall quarter**10th week of Fall Quarter**
Deadline for submission of petitions to VP for Student Affairs..... **March 1**
ASUW Elections.....**7th week of Spring Quarter**
Letter requesting access to /retention on STAR **Last day of Spring Quarter**
Added to STAR system **First day of Fall Quarter**

It is strongly recommended that any group wishing to gain access to STAR to collect voluntary contributions should first meet with the Assistant Director of Student Activities to review the entire process.

Student Organization Disciplinary Procedures

Through their formation and registration, Registered Student Organizations (RSOs) are members of the UW community. With this membership come both benefits and responsibilities. The UW Student Conduct Code forms the basis for the behavioral expectations in the UW community.

Alleged violations of this Handbook by an RSO will be adjudicated primarily by the Student Activities Office, or in the case of individual students, the matter will be referred to Community Standards and Student Conduct. Alleged violations committed by Panhellenic or Interfraternity Council organizations will be referred to Greek Relations.

In attempting to resolve any infractions, the primary intent of the accountability process will be to educate members of the organization, while holding them accountable for any violations allegedly committed. Furthermore, it is the desire of the Student Activities Office to promote critical decision making skills to encourage RSOs to prevent any possible future infractions.

The extent and terms of disciplinary action taken by the Student Activities Office (SAO) will depend upon the nature and severity of the infraction as well as any history of previous violations. Student organization must be in "good standing" to maintain their registration status.

Good Standing

A student organization will be considered in good standing if, for the past 12 months, the organization has complied with all University policies and procedures including those outlined in the Student Organization Handbook. Policy and procedure violations, registered status, unpaid debts, probation status and adjudicated complaints against an organization will be considered in determining good standing.

Types of Disciplinary Infractions may include but is not limited to:

Alcohol Violations	Alcohol permits violations, possession without permission, and damage as a result of alcohol consumption.
Behavior Problems	Disruption of individuals or groups, failure to respond to requests by facility staff, bad manners, instigating negative behaviors.
Debt and Payment Violations	Failure to make timely payments or payment arrangements for reservations, facility, or other services.
Policy Violations	Failure to follow University policies and procedures. Examples include: event staff procedures, setup policies, posting violations, excessive noise, and email/web account misuse. Violations of the Student Conduct Code WAC 478-120.
Property Damage/Vandalism	Damage to facility or property as a result of careless behavior or intentional misuse of property.

Types of Disciplinary Sanctions

Warning	Formal notice of violation and reprimand. Organization receives a formal notice of violation in writing by SAO. The organization must take action regarding the warning immediately. Continued similar misconduct will result in one of the more severe sanctions.
Probation	The minimum duration of probation is one full quarter. Notification of violation may result in the loss of some privileges such as use of facilities, use of office space, or applying for ASUW/GPSS funding. As a condition of probation a student organization may be required to complete additional sanctions during the probation period such as: <ol style="list-style-type: none">Organization members may be required to attend a special training or orientation regarding their

violation or behavioral action.

- b. Individual group leaders and or members will be responsible for payment of the damages caused by the organization or their sponsored guests.
- c. Individual group leaders and or members will be responsible for payment of the group's debt through University collections.
- d. An organization may be banned from using campus facilities/services or other student organization benefits on campus for a minimum of one quarter and maximum of one year.
- e. The entire organization may have to complete a determined community service project.
- f. The organization may lose all benefits of their registration status.
- g. Any combination of the above sanctions.

Suspension

The minimum duration of suspension is one full quarter. As a result of serious, intentional or repeated violation, registration status and all privileges of registration may be revoked. All student organization privileges of registered status are revoked.

An organization which has had its registration revoked may apply for reinstatement after the term of suspension is completed. Petitions for reinstatement are to be submitted to the Assistant Director of Student Activities in 207 HUB.

All student organizations applying for reinstatement must be able to demonstrate that they have appropriately dealt with the problems which led to revocation and that they are in all other normal procedures, currently eligible for student organization status.

Outstanding Debts

Periodically, the Student Activities Office (SAO) receives lists from campus facilities and departments of student organizations with outstanding debts.

If Account is	Resulting Action
30 days overdue	SAO will send a letter of warning to the student organization giving the organization and its members 30 days to resolve the debt.
60 days overdue	Student organizations will be placed on probationary status and will be unable to reserve facilities. Other student organization benefits may also be revoked until the debt is resolved.
90 days overdue	Student organization status is suspended for a minimum of one (1) full quarter. Organization is denied all privileges of a registered student organization. After payment is made and verified, a written appeal must be submitted justifying reinstatement after term of suspension is completed.

Disciplinary Process for Alleged Infraction of the RSO Handbook

If the Student Activities office becomes aware of an alleged violation of the RSO Handbook, the matter will be resolved in the following manner. This process will apply to all cases except those of Organizational Debt which will be adjudicated in the manner outlined above.

1. Assistant Director of Student activities will investigate the alleged infraction and may gather information from a variety of sources to inform his or her decision to charge an RSO of an alleged violation.
2. If the Assistant Director of Student Activities determines there is enough information to charge an RSO with an alleged violation of the RSO Handbook, the Assistant Director will contact the leaders of the RSO

to set up a meeting to discuss the allegations. Notification of the meeting time and place may be done informally or formally.

3. At the initial meeting with the Assistant Director, the RSO will be informed of the information received by SAO and be allowed to comment on that information. The Assistant Director will also inform the RSO of the specific charges and infractions of the RSO Handbook.
4. A preponderance of evidence shall be used as the standard for making decisions; this means is it more likely than not that the violation occurred?
5. If the RSO leadership and the Assistant Director agree that an infraction has occurred, they will work towards an Agreed Settlement in which the RSO takes responsibility for their actions and agrees to the sanctions imposed. This is a negotiated process which allows both parties to find solutions which will promote accountability and good decision-making within the RSO. At the end of the negotiation process each party will sign the Agreed Settlement. A copy will be furnished to the RSO leadership, their advisor, and one will be maintained by the SAO office. Failure to uphold the terms of the Agreed Settlement will result in reconsideration of the matter and more severe sanctions being imposed.
6. If the RSO leadership and the Assistant Director of Student Activities do not agree that a violation has occurred or cannot reach resolution on appropriate sanctions the matter will be referred to the Student Activities Conduct Board.
7. The Student Activities Conduct Board will consist of two staff members from Student Activities and Union Facilities (SAUF) and two student leaders from Registered Student Organizations appointed by the Associated Students of the University of Washington (ASUW). The members of this board plus alternates will be selected at the beginning of each academic year.
8. The Student Activities Conduct Board will be chaired by the Director of Community Standards and Student Conduct. The Chair shall conduct the hearing and be a facilitator of due process, but shall be a non-voting member of the Board unless there is a tie.
9. Hearings before the Board will be informal, with the burden of proof falling on the SAO Assistant Director who will present the case for the University.
10. RSO leadership will then present evidence and testimony supporting their assertions.
11. Board members will ask questions of all parties to gain clarity of understanding.
12. Hearings will end with each side making a closing statement outlining desired outcomes of the process.
13. The Board will deliberate and the Chair will inform the RSO leadership and the Assistant Director of Student Activities their findings and conclusions within 5 working days of the hearing.

Appeal Procedure:

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| Step 1. | Organizations may appeal disciplinary actions of the Student Activities Conduct Board by providing a written rationale for the appeal to the Director of Student Activities and Union Facilities within fifteen (15) working days following the receipt of the findings and conclusions of the Student Activities Conduct Board. The Director of Student Activities and Union Facilities may review the record of the Student Activities Conduct Board and materials presented in the appeal. |
| Step 2. | A meeting will be scheduled with the Director of Student Activities and Union Facilities to review the appeal with the RSO to gain clarity as to the reasons for appeal. The Director may also invite the Chair of the Student Activities Conduct Board to clarify why the RSO was found in violation of the RSO Handbook. |
| Step 3. | Within fifteen (15) working days following this meeting, the appealing organization will be notified in writing of the decision by the Director of Student Activities and Union Facilities. All decisions of the Director are final. |

Important Telephone Numbers

ASUW Office.....	543-1780
Undergraduate Student Government	
Graduate & Professional Student Senate	543-8576
Graduate Student Government	
HUB Games Area	543-5975
HUB Information Desk.....	543-1447
Hanging Banners	
Literature Tables	
Posting Flyers	
HUB Ticket Office.....	543-2277
Room Reservations	
HUB	543-8191
South Campus Center	543-0530
Classroom Facilities.....	543-1080
Ethnic Cultural Center	543-4635
Waterfront Activities Center.....	543-9433
Meany Hall	543-4882
Sports and Recreation Facilities	
Bank of America Hec Edmundson Pavilion.....	543-2246
Intramural Activities	543-4590
Student Activities Office.....	543-2380
Advising	
Art Gallery Reservations	
E-mail Accounts	
Event Planning	
Fund Raising Forms	
Posting of Flyers	
University Bookstore, HUB Branch	543-5896