

## Registered Student Organizations and Departments:

- ❖ A Use of University Facilities (UUF) request is required if:
  - The student organization/department event to be open to individuals outside of the UW Community (defined as UW Faculty, Staff and Matriculated Students).
  - The student organization/department is charging admission, collecting donations or fundraising at the event.
- ❖ The student organization/department event is tentative until a UUF has been approved by the Office of Special Programs. Please follow the procedure described below to submit the UUF.
- ❖ Registered Student Organizations should contact the Student Activities Office, (206) 543-2380 or at [sao@uw.edu](mailto:sao@uw.edu), for assistance completing this request.

## Off-Campus Organizations:

- ❖ Student Union Facilities are primarily reserved for Student and Departmental use however some Off-Campus use is permitted with UW and HUB approval.
- ❖ Concerts and dances produced by Off-Campus groups are not scheduled in the HUB during the academic year (October-June).
- ❖ Commercial and for-profit activities are not allowed at any time in the HUB. Companies interested in recruiting students for employment must contact the UW Career Center at (206) 543-9103.
- ❖ All other requests by Off-Campus groups should follow the procedure described below to obtain approval.
- ❖ UW regulations require Off-Campus organizations to obtain sponsorship from a UW department/administrative unit. Once this sponsorship has been obtained, a UUF request may be submitted.
- ❖ The event will remain tentative until a UUF has been approved by the Office of Special Programs. Please follow the procedure described below to submit the UUF.

## Process:

- ❖ Completion of the Use of University Facilities (UUF) request.
  - The online request can be found at:  
<http://depts.washington.edu/sprogram/uuf-info>
  - Please make sure to complete the request by the deadline listed on the event Confirmation.
- ❖ Sponsorship through a relevant UW Department.
  - The applicant/host organization is required to obtain sponsorship from a UW department/administrative unit. The sponsorship contact information will then be listed on UUF. Please contact the department/administrative unit prior to the beginning the UUF.
- ❖ Final approval from the Use of University Facilities Committee.
  - The applicant/host organization will be notified of UUF approved status via email.

## Form Assistance:

- ❖ For assistance with the UUF request please contact the Office of Special Programs:  
(206) 543-9233  
[sprogram@uw.edu](mailto:sprogram@uw.edu)

Revised 9/2013