



Renter Policies and Responsibilities

Center for Urban Horticulture and Graham Visitor Center

Arrival and Check-In

- Check in at the Front Desk to meet your FSA when you arrive for your event.
- Check your set-up, A/V equipment, special arrangements, etc. Lights, A/V equipment, room temperature, bathrooms, questions about kitchen equipment, etc., are the job of the Facility Service Assistant (FSA). Ask them to help you.

Catering and Alcohol

- Open catering policy at UWBG means you choose any caterer for your event.
- Alcohol at social events, especially weddings and bar/bat mitzvahs, requires a bartender. Check with your caterer to provide this service and call us to confirm.
- Our kitchens at NHS Hall and Graham Visitors Center are in constant use, therefore it your responsibility to clean the kitchen when you use it. Follow the Caterer and Renter Guidelines for Kitchen Use. We may assess a fee if the kitchen is not cleaned after your event. Please leave the kitchen clean and in good shape.
- Garbage, composting and recycling must be packed up by you in the appropriate garbage bags we provide and disposed of at the dumpsters located at the edge of the parking lots near each kitchen.

Furniture and Equipment

- Protect our tables and floors by covering the tables and floors when you use abrasive materials that could damage or stain either. Soil, tree sap, oils, foods including wine, stain concrete and carpeting. We will assess a damage charge for stains and damaged furniture.
- Decorations cannot be hung from plants or nailed into walls and doors.

Courtesies While at UW Botanic Gardens

- Renters should not enter classrooms when classes are in session.
- Renters should not use power equipment, carry on loud conversations or otherwise create loud noises around classrooms, laboratories and office spaces.
- Sidewalks and entrances to buildings on UWBG grounds should not be blocked.
- The staff parking lot on the west end of Merrill Hall must remain accessible at all times.
- Amplified music is not allowed after 10 p.m. outdoors and 11 p.m. indoors at CUH and WPA sites.

If You Have Questions or Concerns Regarding the Facilities:

Please let us know if you have any questions or concerns regarding the UWBG facilities. We will do our best to address those areas that are within our control, or to find workable solutions should problems arise. Please contact Lauren S. Fortune, Facilities & Rental Program, at 206-685-1706. I will be happy to speak with you regarding facility issues. **Thank you for choosing UWBG for your event.**

Renter of Record: I have read the Renter Policies and Responsibilities and I agree to abide by these policies during my event at the UW Botanic Garden sites.

Signed: _____

Date: _____