

Guidelines for Requesting Simpson Center Spaces

For questions about requesting and using Simpson Center spaces, contact: 206.543.3920 or schadmin@uw.edu.

Requesting Space

The Simpson Center has four spaces that are available by request for (in order of priority):

- Center-sponsored projects and programs
- Humanities, Interdepartmental, and Scholarly Events
- Other UW Units

Groups and Projects funded by the Simpson Center may request space at any time.

Requests from groups and projects not funded by the Simpson Center are accepted as follows:

- For Fall Quarter: after September 1
- For Winter Quarter: after December 1
- For Spring Quarter: after March 1
- For Summer Quarter: after June 1

Visit our website, <http://www.simpsoncenter.org> (About > Facilities) for information about each of our spaces, including capacity, set-up, and A/V accessibility.

Submit your space request online at <https://catalyst.uw.edu/webq/survey/uwch/49513>

Space requests are not booked until you receive confirmation from the Simpson Center. Please allow up to 48 hours for response. The Simpson Center will avoid scheduling public events against one another in its spaces.

Usage Guidelines

Access

If your event occurs outside Simpson Center business hours of Monday through Friday 9:00 am – 5:30 pm, please request a code for our keypad entry system. If the door is locked, entering the code will unlock the door for three seconds. After three seconds of inputting the code, the door will automatically lock.

Audio/Visual Equipment

- The Simpson Center makes A/V equipment available for use as-is, but does not provide technical support. Users are responsible for their equipment set-up, operation, and return (where applicable).
- Please inform the Simpson Center of your anticipated equipment needs when making your reservation.
- Visit our website to learn about the specific equipment available per room. (Link provided above.)
- If you need equipment that is not specified here or on our website, or if you require technical assistance for events in CMU 226 or CMU 120, contact Classroom Support Services (classrm@uw.edu or 206.543.9900) at least two weeks in advance of your event. For CMU 202/204, or CMU 218D technical assistance, please contact us directly at schadmin@uw.edu

Wireless Internet Access

- The Communications Building has wireless service and provides access to the “University of Washington” network for those with UW NetID accounts.
- To provide non-UW visitors with access, visit IT Connect: <http://www.washington.edu/itconnect/connect/uw-networks/campus-wi-fi/>

Furniture

- Furniture in all of the rooms is moveable except for the Seminar Room table (CMU 202). Please do not move or re-assemble the large Seminar Room table.

Collaboration Studio (CMU 218D): Please do not move furniture outside 218D as it could be a potential fire hazard. The tables and chairs should be returned to their original layout after your event. See our website for a diagram of this layout: <http://depts.washington.edu/uwch/about/facilities>

- The square tables in the Reading Room (CMU 204) may be moved together to make a larger table for buffets, but they should be returned to their original layout after your event. See our website for a diagram of this layout: <http://depts.washington.edu/uwch/about/facilities>
- If you move any furniture, you must return it to its original position after your event.

Food and Beverages

- Notify the Simpson Center when you reserve your space if you plan to serve food or beverages.
- Receptions are not permitted in Collaboration Studio (CMU 218D) under any circumstances regardless if food and/or beverages are present. Covered beverages only are permitted in CMU 218D.
- Covered beverages only are permitted in CMU 226 and 120.
- To protect the surface of the large seminar room table and other delicate surfaces, no food or beverages are permitted without coasters, napkins, or placemats.
- The Center does not provide linens.
- The Center cannot accept leftovers, so please dispose of all food items in the appropriate bins.
- If you will be serving **alcohol**, you need to secure permission from the University of Washington and the Washington State Liquor Control Board in the form of UW's *Alcohol Service Form* and the WA state issued *Banquet Permit*. Both systems are fully online.

Applicants must fill out the online forms a *minimum* of 2 weeks in advance.

1. Begin the process by reviewing UW Alcohol Guidelines and Policies at: <https://depts.washington.edu/sprogram/alcohol-service/>.
2. Request UW approval at <https://depts.washington.edu/sprogram/alcohol-service/alcohol-service-form/>. This request will be routed through the Simpson Center.
3. When you receive UW approval, the approval email will instruct you to purchase the state issued Banquet Permit online at <https://liq.wa.gov/licensing/banquet-permits>. Cost is \$10 per day.
4. **Post** both the approved UW application and the purchased WA State Liquor Control Board Banquet Permit in on the refrigerator in the Simpson Center's kitchen.

Kitchen Use

- You may use the Center's kitchen, which includes a refrigerator, oven, microwave, dishwasher, coffee maker, serving platters, plates, silverware, wine glasses, and coffee cups.
- The kitchen is used by many people and groups each day. Please clean up the kitchen, including loading and running the dishwasher, after use. Please do not bring bags of supplies or items requiring refrigeration into the kitchen for storage any more than one hour before your event begins.

Clean-up

- Please **return** all furniture to its original location, **clean** dirty surfaces, place dishes in the dishwasher and run it, and **dispose of garbage.**
- Please remove garbage to an outside dumpster. Recycling and compost containers are also available outside.
- If your event will be catered, you are responsible for ensuring that the caterer clears and removes all items and vacates the space by your reservation's end time.

Thank you for following the above guidelines. By doing so, you are ensuring that the Simpson Center remains a clean, safe, and pleasant space to use for everyone. Please feel free to contact the Center with any questions you may have.