MolES Event Guidelines

Spaces

Preference given to organizations and personnel affiliated with MolES labs, institutes, or student organizations. Use by other UW-affiliated entities approved by MolES administration on a case-by-case basis.

- MolES Courtyard
- MolES 115 – Conference room with capacity of 20
- MolES 215 – Conference room with capacity of 20
- MolES 315 – Conference room with capacity of 49

Availability

Check the MolES web site [http://www.moles.washington.edu/about/resources/](http://www.moles.washington.edu/about/resources/) or contact MolES administration ([MolES@uw.edu](mailto:MolES@uw.edu)) to inquire about availability. For special events, two weeks advanced notice recommended.

Furniture configuration

Each room can be configured in a lecture or classroom style according to your needs, but staff is not available to move furniture, so be sure you have adequate help to arrange the room to suit your needs and return it to its original state. Changes in furniture configuration must be approved by Building Manager at least one week in advance.

A/V Equipment

The following equipment is available for use during your event. Please note that staff support is not available during your event, and it is your responsibility to test functioning and compatibility of equipment. If you need access to a room to test equipment in advance of your event, please contact the Building Coordinator at least one week in advance.

- Ceiling mounted digital projector in each conference room
- Podium in each conference room
- 2 portable 60 inch flat screen HDTVs
- Portable digital projector
- Digital screen sharing device (for up to 4 computers)
- Windows 7 laptop
- Laser pointer
- VGA to HDMI converter
- HDMI, DVI, VGA, and MacMini cables
- Wireless keyboard and mouse
 Permit requirements

- Review the Office of Special Programs rules (https://depts.washington.edu/sprogram/) to see if your event requires a Use of University Facilities authorization and complete the online request form if necessary.
- If alcohol will be served at your event, complete an Alcohol Service Request (https://depts.washington.edu/sprogram/alcohol-service/alcohol-service-form/) with the Office of Special Programs. You will very likely also need to purchase a Banquet Permit or a Special Occasions license from the WA Liquor Control Board (http://www.liq.wa.gov/licensing/banquet-permits).

Food service and waste disposal

- If you will be serving food at your event, review EH&S’s food safety requirements (https://www.ehs.washington.edu/ohs/foodsafety.shtm) and complete a temporary food service application if necessary (https://depts.washington.edu/ehas/pubcookie/prod/foodpermit/client/index.php).
- If your event is a barbecue, review the EH&S barbecue guidelines (https://www.ehs.washington.edu/forms/ohs/bbqguidelines.pdf). If you are unable to provide your own fire extinguisher, the MolES administration office can lend you one.

Building Access

If your event will include people without MolES access or will take place outside of regular building hours (8:00 AM – 6:00 PM, Monday through Friday), contact MolES@uw.edu to arrange for door(s) and elevators to be unlocked.

Catering and deliveries

If you will be receiving any deliveries for your event or expecting caterers, you must be present to receive them. MolES staff is not available to receive deliveries or coordinate with any service providers on your behalf.

Clean up

After event, dispose of all trash and debris, wipe down all tables and white boards, and return furniture and A/V equipment to original configuration.

Damage to building facilities or inadequate clean-up may be billed to event host’s department or organization.

Although advice and assistance may be provided by MolES administration at their discretion, event organizer has final responsibility for completing any applicable items on this list.