In confirming the use of a room in Odegaard Library, responsible parties agree to the following.

### ESSENTIAL INFORMATION

**A/V Equipment**: A comprehensive list of audio/visual equipment can be found on the room website.

**Accommodation**: Please contact the Disability Services Office at 206.543.6450 or dso@uw.edu for special accommodation requests for your event.

**Candles**: Candles are not permitted in our facilities under any circumstances. We recommend simulated, LED candles if they are needed.

**Cleaning**: You are responsible for disposing of leftover materials, signage, food waste, etc. in the provided receptacles at the conclusion of your event. An hourly labor fee may be assessed for cleaning if the room or building is left in an unsatisfactory condition.

**Concerts/Performances**: The decibel level within the room may not exceed 70 decibels.

**Copyright Issues**: Prior authorization must be obtained for all material shown or distributed which does not belong to you or your organization. Our office assumes no responsibility for material shown or distributed without proper authorization.

**Course Special Requests**: Rooms may be reserved at no charge for credit-generating courses that are attended only by students enrolled in the course. This applies to Active Learning Classrooms and the Learning Studio only.

**Decorations/Signs**: Nails, tacks, pins, and/or confetti are not allowed. Signs may not be attached to painted, fabric or wood surfaces unless using painters tape. If balloons are released to the ceiling, an hourly labor fee may apply for their removal. Banners may be hung in certain areas with advanced notice.

**Facility Tour & Equipment Orientation**: Visiting the facility and orienting yourself to audio/visual equipment prior to the event is recommended. A 30-minute facility tour is complimentary with your reservation. An orientation is required for the Active Learning Classrooms. Contact Odegaard Administration if you would like to schedule.

**Fire Code Regulations**: Fire codes are strictly enforced. Room entrances will be locked once maximum capacity is reached. No individuals or items may block the aisles, entry and/or exit ways any time during an event.

**Furniture Moving**: Furniture may be reconfigured for a fee of $50 for setup and reset in 220 only.

**Parking**: Specific event parking arrangements can be made by contacting Transportation Services at 206.616.8710 or specevent@uw.edu.

**Recordings**: For technical support on audio and/or video recording, please contact help@uw.edu four weeks prior to the event.

**Registered Student Organizations**: RSO reservations are required to pay with a UW Budget Number. RSO’s will need to contact their advisor and/or ASUW/ECC/SAO.

**Short Notice Requests**: Our office attempts to accommodate short notice requests to the best of our ability. However, when changes are requested, a $50 Short Notice Fee may apply. Such a fee applies to, but is not limited to, the following: labor, event setup, and/or event timing changes. This fee may also apply to last minute reservation requests.

**Smoking**: The University of Washington is a smoke-free campus. Please refer to the map of designated smoking locations.

**Space Use Immediately Outside of the Room**: May be used for registration and signage with prior approval from our office.

**Tentative Reservations**: Rooms may be tentatively held for up to two weeks only. If another group is interested in the same space, you will be contacted and asked to either confirm or release your reservation.

### CANCELLATION

Requests to cancel your event must be submitted in writing. Once the reservation is confirmed, cancellation fee is assessed:

- **8 - 30 Days Prior to Event**: 50% of Estimated Room Rental
- **0 – 7 Days Prior to Event**: 100% of Estimated Room Rental
OFF-CAMPUS USE OR PARTICIPATION

- University departments, Registered Student Organizations (RSO's), and faculty/staff may make a reservation without a Request for Use of University Facilities (UUF) form if the event is only attended by University members.
- Events which are open to the public or held by and/or in conjunction with an off-campus organization are required to submit a UUF form. This form requires the sponsorship of a University department Dean, Director, or Chair. The form must then be approved by both the facility manager and the Use of University Facilities Committee. This form should be completed at least three (3) weeks prior to the event. To complete your UUF form online, please visit: https://depts.washington.edu/sprogram/
- The purpose of the UUF is to ensure that all facilities operated by the University are reserved primarily for educational use including, but not limited to, instruction, research, public assembly, student activities and recreational activities related to educational use. Further, each facility may be used for a variety of activities, so long as the primary function the facility was intended to serve is protected.

FOOD SERVICE

Permitted Areas: Full food and beverage services may be held in 220. For the ALCs, light food and beverage service can be setup in the 1st floor cafe space with prior approval. No food is allowed in the Learning Studio or ALCs. Beverages must be covered with a lid in order to be consumed in Learning Studio or ALCs.

Bay Laurel Catering: The University of Washington has its own on-site catering service. Please contact Bay Laurel Catering directly at 206.685.2051 (or go online to https://www.hfs.washington.edu/baylaurelcatering) for a full list of their services and costs. For any other caterer of your choice, an Application for Temporary Food Service is required.

Application for Temporary Food Service: This form is required by Environmental Health and Safety (EH&S) for certain event-related food service activities on campus. To find out if the form is required for your event, please visit: https://www.ehs.washington.edu/ohs/foodsafety.shtm

Facility Tour: Off-campus caterers are encouraged to tour the facility prior to the event to determine room setup as well as the time needed for setup.

Food Preparation: All food must be prepared off-site. Coffee service must come prepared and served in warmers.

Garbage/Recycle: Receptacles for landfill, compost, and recycling are provided in the building. Extra receptacles may be ordered through UW Recycling in advance: http://www.washington.edu/facilities/building/recyclingandsolidwaste/request/specialevents. You are responsible for proper disposal of leftover materials, signage, food waste, etc. in the provided receptacles. A cleaning fee may be assessed if the room or building is left in an unsatisfactory condition.

ALCOHOL SERVICE

Permitted Areas: Alcoholic beverages may be served in 220. Serving alcoholic beverages requires approval from the University of Washington AND a State of Washington Banquet Permit or Special Occasion License or Caterer’s Business License with Liquor Endorsement.

Alcohol Service Request: Alcoholic beverage may be possessed, served and consumed within University facilities only when the appropriate approvals and permits have been obtained. Once the correct approvals and permits have been obtained, all University policies, Washington State laws and Washington State Liquor Control Board Regulations must be followed during the event. For more information on obtaining University approval and to complete and online application, please visit: https://depts.washington.edu/sprogram/alcohol-service/

Posting of Approved Permit: The appropriate, approved permits must be posted in a conspicuous location for the duration of the event. If there is no permit, the Operator will not allow liquor to be served.

Disposal: You and/or your caterer are responsible for the disposal of all bottles, containers and excess trash as a result of alcoholic beverage service.