

UW TOWER



Event Checklist & User Agreement

Event Information

Event Name: _____

Date: _____

Time: _____

**Total time includes setup & cleanup time*

Setup Time: _____ Cleanup Time: _____

(1 hour minimum is required for cleanup time)

of Attendees: _____

Builder Setup

Specific (requires layout)	Scattered
Classroom	Chairs only
No Tables or Chairs	None (no charge)
Social Distance	
Hours: _____	Total: _____

**Any setup besides "none" will be charged a setup fee of \$95.00 per hour. If you choose NONE you will need to setup and reset tables/chairs yourself.*

Reservation Location

South Cafeteria	\$100/hr	Plaza Event Center	\$60/hr
North Cafeteria	\$100/hr	Visitor's Dining Room	\$50/hr
Auditorium	\$200/hr	T-22 (see conference room chart)	
Mezzanine	-\$25/hr (included with Auditorium rental)		

**12am is the latest time that events can be scheduled until*

Hours: _____ **Total:** _____

Hours: _____ **Total:** _____

Hours: _____ **Total:** _____

HVAC (Heating, Ventilation, and Air Conditioning)

Tower - \$180/hr	C Building - \$130/hr
S Building - \$100/hr	Washington Commons - \$75/hr
O Building - \$130/hr	<i>*per request</i>

Hours: _____ **Total:** _____

Special Equipment (no charge)

Screen(s) _____	Podium _____
Projector(s) _____	Extension Cord(s) _____
Microphone(s) _____	Powerstrip(s) _____
Speaker(s) _____	Easel(s) _____
Stage _____	Audio _____

Guest Wifi Access (created upon approval)

Adapter(s) Type: _____

Type of Microphones Needed?

Handheld Microphone Lapel Microphone

**Note we have a limited amount of inventory for each item listed refer to the UW Facilities team to find out more.*

Contact Information

Name: _____

Dept or Org: _____

Phone: _____

Email: _____

Budget #: _____

Non-Tower Tenant

Non-UW (additional forms required)

NON-UW Tower Tenants are required to complete UUF form and have sponsor for event

Permits Needed (if applicable)

Liquor - Complete UW Alcohol Service Request Form
WA state issued banquet permit
OR WA state issued Special Occasion License
UUF (for RSO's and Non-UW affiliates)
Temporary Food Permit

RSO's are required to complete a UUF Form

Guest Registration/Check-in Location

Non-UW Guest List	Lobby
Check in table(s)	Student Event
Event Space	Open to the Public
Mezzanine	

Please provide a guest list for all events, photo ID required for all attendees.

Consumables

Food/Drinks	Snacks	Meals
Alcohol (wristbands REQUIRED)		

Refer to the "Permits Needed" section above & "Event Policies / General Information" on the back-page regarding alcohol

Event Staff (\$38.50/hr each)

**1 Event Staff is required for all large after-hour events. additional staff may be necessary depending on event.*

(This may apply to after-hour meetings on case-by-case basis)

Quantity: _____ Hours: _____ **Total:** _____

Custodial Service

\$188.25 (Flat Fee)

**Required for all Friday (evening), weekend, and/or Holiday Events.*



UW TOWER

Security Guard

\$60.00/hr (minimum of 4 hrs if required)

Quantity: _____ Total: _____

UW Tower Security is here Monday - Friday 24/7

Events occurring in this range will not need to pay security fee, but there are times where we will require security on a case-by-case basis.

***One security guard is required for all after hour events occurring on the Weekends, and/or Holidays.**

Parking (W46 Garage)

Weekday Rates - **\$4/hr** or **\$17/day**

Weekend Rates - **\$6/day**

***The UW Tower does not manage parking for W-46 or W-45 Garage. Parking arrangements will need to be arranged with UW Transportation Services.**

Contact information: tsevents@uw.edu or 206-616-8710 or visit <https://transportation.uw.edu/park/> for more information.

Additional Notes

UW Tower Event Policies/General Information

- Events with more than 50 people, we may require a registration table be placed in the lobby and a volunteer will be required to staff this station.
- Additional Security or UW Police may be required if you have an event with over 100 guests and will be serving alcohol.
- Reservations that are on weekends/after hours will have to pay for security to be in the lobby entrance.
- If you plan to have decorations, **ABSOLUTELY NO nails, tape (except painters), open flames (to include candles), string/holiday lights, glitter, or confetti.**
- The doors in the Cafeteria cannot be locked & the fire exits must remain clear at all times. **DO NOT block fire exits with furniture or equipment.**
- **Additional Fees** will be applied if you go over event time requested and do not return the reservation space back to its original state if you did not request a builder setup, and/or damages UW Tower property.
- If the event space is left in disarray, examples: food being left behind, throw up needing to be cleaned up, or other types of debris there will be surcharge up to **\$200 added onto the signed quote amount.**
- For guest Wi-Fi access, visit <https://itconnect.uw.edu/tools-services-support/networks-connectivity/uw-networks/campus-wi-fi/visitors/> to assign a temp UW NetID.

-----DO NOT FILL BELOW LINE-----

_____ Total Cost Quote _____ UW Tower Representative _____ Date

Rental	Setup	Event Support	Custodial	Security	Other	Total

By signing below, you are agreeing to the terms & conditions of the UW Tower, and are responsible for the full payment of the space.

_____ Print Name of Responsible Party _____ Signature of Responsible Party _____ Date