

UW Tower Event Policies/General Information

- For 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 event staff may be required if you have an event with over 100 guests and/or will be serving alcohol.**
- Reservations that are on weekends/afterhours will have to pay for security to be in the lobby and/or skybridge entrance.
- If you are a student group that is paying through the HUB Cashier, they accept cash and check - <https://hub.washington.edu/campus-services/hub-cashier/>

Set up and clean up

- The requesting/hosting organization must leave the facility in a reasonable clean condition, remove decorations, reset furniture, and ensure the room is secured at the end of the event.
- **Decorations and other materials may only be hung to the tables, walls and doors using blue painter's tape.** The reserving RSO/department/organization is responsible for removing all tape, decorations and signs from the room and building and will be responsible for any damage caused to the facilities due to improper posting/hanging.
- **If you plan to have decorations, ABSOLUTELY NO nails, tape (except painters), open flames (includes no candles), or plug-in string/holiday lights, glitter, or confetti.**
- Do not climb on the furniture. If you need assistance, please contact your dedicated event staff or UW Tower facilities.
- The doors in the Cafeteria cannot be locked & the fire exits must always remain clear. DO NOT block fire exits with furniture or equipment.
- **Fees may be applied** if your event does not schedule a custodian and does not return the room back to its original state, and/or damages UW Tower property.
 - **If the event space is left in disarray including food being left behind, throw up needing to be cleaned up, or other types of**

debris there will be surcharge of \$200 added onto the signed quote amount.

Hours

- All events must end by 1030pm with few exceptions
 - The reservation area must be vacated by 1130pm.

Permit(s) Information – if pertaining to your event

- **Serving Food/Drinks** - A Temporary Food Service Permit is required to be filled out two weeks in advance if the event meets at least one of the following conditions:
 - Events that are being sponsored (meaning groups that are not UW affiliated) by UW departments and groups or
 - Events that are open to the public (students, faculty, staff and general public) or are advertised publicly or
 - Events sponsored by non-UW groups if campus community members are invited guests
 - Link: <https://ehs.washington.edu/workplace/food-safety-program/temporary-food-service-permit>
- **To Serve Alcohol** - you must complete the UW Alcohol Service Request Form AND WA State issued banquet permit **AS SOON AS POSSIBLE**. Link for more information:
 - **To submit the UUF Form:** <https://uwspecialprograms.org/alcohol-service/>
 - WA State issued Special Occasion License can substitute for this as well
- **If you are an outside organization** that is not affiliated with UW (student organizations count), **or if your event is open to the public**, you must fill out the [UUF Form](#) no later than two weeks in advance of your event.
 - Link: <https://uwspecialprograms.org/uuf-info/>