

Welcome to your new role as a venue operator! Venue Operators play a crucial role in the UUF/ASR approval process:

The Office of Special Programs (OSP) administers two University approval processes: **Use of University Facilities (UUF)** and **Alcohol Service Request (ASR)** for events to be held in UW facilities that will include non-UW attendees. Part of the approval process is obtaining venue approval for the location in which the event is to be held.

As with any UW program, OSP uses many acronyms and works with many rules & regulations – please check out the [OSP page](#), and feel welcome to ask us questions any time!

What is a UW Facility?

A UW facility is defined as an on-campus space or an off-site location that is **owned** by the University of Washington.

Venue Operators [webpage](#)

This listing of venues and their operators is populated from the OSP database. At this time, we rely on the venues to let us know about changes and updates; we are working to develop a portal where folks can update their own information.

Venue Operators vs. Building Coordinators

The University maintains a list of [Building Coordinators](#); the venue operator for a particular location is sometime the same as the building coordinator but not always. While there are university-wide [guidelines for building coordinators](#), OSP guidelines are a work in progress.

How the process works

UUF: UUF approval is required for an event in one of the spaces you manage when:

- A University community member (current student, staff, or faculty) intends to hold a function at a UW facility which is open to the general public or invited off-campus guests.
- A non-University group/individual or a private or commercial organization intends to hold a function at a UW facility.

ASR: An approved ASR is required **any time** alcohol is served on campus. The appropriate WSLCB alcohol permit or license will also be required.

Authorized venues: If someone needs to submit a UUF request for one of your spaces that isn't on our list of approved venues, just let me know and I can add it, so that the applicant will be able to find it in the drop-down list on the form.

The venue comes into the UUF/ASR approval process at this point (directions to applicant):

Reserve a Campus Location

- There are many UW facilities that may be reserved. Please contact the [venue operator](#) of your desired function location directly regarding their reservation process. Please be sure to do this **BEFORE** submitting a UUF request.
- Venue approval is a step of the UUF approval process. The venue operator may deny a UUF request if a reservation request has not been submitted to them beforehand.
- **NOTE: THE UUF FORM IS NOT A RESERVATION REQUEST FORM.**

VISUAL AIDS

Here's an example of an event with both a Use of University Facility (UUF) request and an Alcohol Service Request (ASR) request (note the attention to alcohol service/[WSLCB](#) regulations):

ECE Grad Social (UUF)
Electrical & Computer Engineering Building - Outdoor Atrium
May 12, 2022, 4:00 PM - 6:30 PM
Event Description: A social gathering for graduate students

ECE Grad Social (ASR)
Electrical & Computer Engineering Building - Outdoor Atrium
May 12, 2022, 4:00 PM - 6:30 PM
Event Description: A social gathering for grad students. We're requested the atrium space outside of the ECE building. We understand that we will need to make a secure "beer garden" parameter. We will check IDs and be vigilant so that alcohol does not leave the beer garden. We will not block any building exits or bike racks.

Here's the template for the automated email that is sent to the venue operator:

Use of University Facilities - Facility Decision Required

A UUF request has been submitted, has received sponsorship approval, and is ready for facility approval.

Event: {EventName}

Event Location(s) & Date(s):

{EventDates}

Applicant: {Applicant}{UserFname} {UserLname}, {AffiliationName}/{Applicant}

Applicant Email: {Applicant}{UserEmail}/{Applicant}

UW Sponsor: {Sponsor}{UserFname} {UserLname}, {AffiliationName}/{Sponsor}

You are listed as the Venue Operator for one or more of the requested facilities, and thus it is your responsibility to either **APPROVE** or **DENY** this request on behalf of the venue you represent. If you are no longer the Venue Operator for this location, please email our office at sprogram@uw.edu so that we may update our records.

You may access the approval at the following URL:

<{BaseURL}applications/view/{ApplicationID}>

If you **APPROVE**, you confirm that this event has facility approval for the date(s), time(s) and location(s) indicated in the request or that you will work with the applicant to determine acceptable dates and times.

If you are unaware of this event, please contact the applicant for further information or you may choose to simply **DENY** the request on behalf of the facility. You will be asked to provide a reason for doing so.

Questions will inevitably arise: familiarize yourself with the information on the [OSP website](#), and we are always happy to assist: Office of Special Programs, sprogram@uw.edu, 206 533 9233; Program Coordinator Sharon Green, shgreen@uw.edu, 206 533 9233.