

# Use of University Facilities Policy

**OFF-CAMPUS GUESTS AT LARGE EVENTS:** University approval to use HUB Games Area is required when clients

- Reserve all the bowling lanes, the Pool Hall or the Quad for their event and
- Invite off-campus attendees to the event

For these large events clients will need to fill out a Use of University Facilities (UUF) form on the Office of Special Programs website.

**Make note of the following answers which you will need to fill out the online UUF form:**

- Applicant Info: I'm a: Select "Other (Off-Campus Org)"
- Dept or Organization Name: "The name of your Organization or your name"
- Organization I Represent Is: Select "Other, Off-Campus Organization" from the list
- Select a UUF Sponsor: Type or Select "Taylor Church" from the drop down list
- Location: Building Name: Select "Husky Union Building (HUB)" from dropdown list
- Room Number: Select "HUB B-150 Games Area" from dropdown list

To fill out the online "UUF Form", please visit the website below and select "UUF Form":

<http://depts.washington.edu/sprogram/uuf-info>

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Additional HUB Games Guidelines for large events reserving entire sections of HUB Games:

Off-Campus Organizations:

- Commercial and for-profit activities are not allowed at any time in the HUB. Companies interested in recruiting students for employment must contact the UW Career Center at (206) 543-9103.
- All other requests by Off-Campus groups should follow the procedure described above to obtain UUF approval.

Registered Student Organizations and Departments:

A Use of University Facilities (UUF) request is required if:

- The student organization/department event is open to individuals outside of the UW Community (defined as UW Faculty, Staff and Matriculated Students).
- The student organization/department is charging admission, collecting donations or fundraising at the event.
- Registered Student Organizations should contact the Student Activities Office at (206) 543-2380 or email [sao@uw.edu](mailto:sao@uw.edu) for assistance completing the UUF request.

After submitting the online UUF form the event will be approved by HUB Games management as well as the Office of Special Programs. Please follow the procedure described above to submit a UUF.