



RESERVING A ROOM

Important things to know:

1. UUFs should be submitted two weeks before your event or meeting date.
2. Submit as many details as you can about your meeting/event.
3. Update your UUF if something changes.
4. CP103 and Carwein Auditorium are considered classrooms
5. Transition time has to be allowed between non-course related event scheduled in academic classrooms. Ex. The lunch hour is from 12:25 pm – 1:30 pm, an academic space can only be reserved from 12:30 – 1:20 p.m.

Rooms that allow non-standard setups:

- Academic Atriums (BB, BHS & WCG)
- Carwein Auditorium stage area and lobby
- Cherry Parkes Lobby
- Dawg House Lounge
- Dawn Lucien Boardroom
- GWP Terrace
- Outdoor spaces (allows custom floorplans)
- UWY 303 and 304 (allows custom floorplans)
- William W. Philip Hall (allows custom floorplans)

We can also accommodate an additional table in the hallway outside of certain classrooms.

Standard UUF Request Form:

Use for meetings and events that are internal (may be open to the public) in classroom, conference room, atrium or outdoor space.

PHILIP HALL and PRAIRIE LINE TRAIL FORM:

Use for events that are internal (may be open to the public) and request to take place in any of the four spaces in William W. Philip Hall or on the Prairie Line Trail.

DAWG HOUSE and UNIVERSITY Y FORM:

Use for events that are internal (may be open to the public) and request to take place in any space in the University Y Student Center or the Dawg House Student Lounge.

If an external entity is interested in hosting an event on campus refer them to Conference Services.

This includes UW Seattle and Bothell groups interested in hosting events at UW Tacoma.



RESOURCES

Who to contact?

Standard Room Requests

Ana Marie Alameda
253-692-4578
silvaa@uw.edu

UWY and Dawg House Lounge

Jeremy Homolka
253-692-4366
jhomolka@uw.edu

William W. Philip Hall and Prairie Line Trail

Yana Wilson
253-692-4959
wilsonyk@uw.edu

Event Setup Requests

uwtsetup@uw.edu
Not used for UWY and Dawg House Lounge

Conference Services

Outside entities wanting to book space
Tyler Pederson
253-692-4676
tylped5@uw.edu

Event Policy Questions

BrieAnna Bales
253-692-4306
balesbr@uw.edu

UUF Website

tacoma.uw.edu/uuf

- Event Management Safety Form
- UUF Request Forms
- Event policy information
 - Serving food on campus
 - Preferred Caterers
 - Serving alcohol on campus
 - Posting guidelines
 - UUF Committee
- Request for student artwork display

Registrar's Website:

tacoma.uw.edu/registrar

- Scheduling do's and don'ts
- Timeline for requesting academic spaces

UWY Website:

tacoma.uw.edu/uwy

- Reservation policies
- Available spaces
- Tabling information
- Rental rates for University Y rooms
- Setup options

Advancement Toolkit:

tacoma.uw.edu/advancement-toolkit

- Event and promotion templates
- Available spaces that allow setups
- Vendor list
- How to submit calendar listings