This document outlines the policies for use of event and meeting spaces in the Dawg House Student Lounge. Throughout this document, the term “event” refers to any reservation of a space for any purpose (i.e. meetings, banquets, sports activities, etc.). The Dawg House Student Lounge is managed by the University Y Student Center and Events Staff.

RESERVATION PRIORITY

The Dawg House Student Lounge is a student space on the University of Washington Tacoma (UW Tacoma) campus and was created with the purpose to provide students with more locations for events, meetings, and socializing. As such, students are given priority in reserving. The following priority reservation guidelines are followed:

ACADEMIC YEAR
When an event date falls during the academic year, the following guidelines are used:
- **Students/YMCA/UWT Division of Student & Enrollment Services**: Up to 12 months out from event date
- **UW Tacoma Departments**: Up to 6 months out from event date
- **Off-Campus/Community**: Up to 3 months out from event date

SUMMER & BREAK PERIODS
When an event date falls during the summer, winter, or spring break periods, reservations can be made by any group.
- Summer Break is defined as the day after spring commencement until three-weeks from the beginning of the fall quarter.
- Winter and Spring Break periods are defined as by the University academic calendar.

EVENT TIMES IN THE DAWG HOUSE
- Events are able to be held in the Dawg House Student Lounge during times when a University Y Events staff member is present. Currently, University Y Events staff are scheduled in the Dawg House during the following hours:
  - Monday-Thursday: 10:00am to 7:00pm
  - Friday: 10:00am to 4:00pm
- Additional hours are available upon request and may be subject to additional staffing charges.

REQUESTING A SPACE & CONFIRMATION PROCESS
- All requests are due a minimum of three weeks from the event date.
- Any request submitted within three of the event date is not guaranteed to be able to be accommodated, but we will do our best.
- The requesting process is based on your affiliation with UW Tacoma:
  - **Registered Student Organizations**: Submit a request via DawgDen, which in turn will be submitted to the UUF system by the Center for Student Involvement.
  - **UW Tacoma Departments**: Submit a request directly to the UUF system through an UUF-authorized individual in your department.
  - **Off-Campus/Community**: Submit a request via UW Tacoma Events & Conference Services.
- For internal groups (RSOs and UW Tacoma Departments):
  - All events are tentative until a request has been approved by University Y Events staff and an email confirmation has been sent.
Once a request has been submitted, University Y Events staff will review the request within approximately three business days.

An email will be sent to the requestor stating one of the following:

- Space has been reserved and is confirmed.
- No space is available and that alternate dates can be looked at if the requestor so chooses.

If applicable, once an event is confirmed, the requestor will also be sent an Event Management Safety Agreement to be completed. The form must be returned one week out from the event date (first date of the event if there are multiple event days) or the event reservation is subject to being cancelled. An Event Management Safety Agreement is required if:

- You are using a space that requires a setup
- Food is being served
- Alcohol is being served
- Cash is being handled/ transferred
- Non-UW Tacoma attendees will be present (this includes UW Seattle and UW Bothell students, faculty and staff)

If there are any fees or charges associated with the event, a separate invoice will follow.

- For external groups (off-campus/community), all communication and information will be directed through UW Tacoma Events & Conference Services.

### CHANGES TO A REQUEST

- We will do our best to accommodate any change to a confirmed request, but are not able to guarantee that all changes can be accommodated.
- Once a change to a confirmed request has been submitted, University Y Events staff will review the change and notify the requester if the change is able to be accommodated or not.

### WALKTHROUGHS

- Walkthroughs of spaces for events are available upon request. Walkthroughs must be completed with a University Y Events staff member and are subject to the scheduling availability of spaces and staff.

### DECORATIONS, LINENS, FURNITURE AND A/V

While recognizing the need for decorations and furnishings at events in the Dawg House Student Lounge, the following regulations have been established in keeping with Environmental Health and Safety, University Facilities, and City regulations.

#### DECORATIONS

- Taping, nails, tacks, glues, and staples are not permitted for general use on building surfaces. Any adhered in these manners will be removed and a per-posting fee, plus any damage costs, may be charged to your group. Tacks and staples should only be used on surfaces such as bulletin/cork boards that have been approved for posting.
- Decorations must not block or limit access to doors, fire extinguishers or manual pull stations. Decorations may not be hung from light fixtures, sprinklers, or ceilings at any time.
- Decorations must not block signage in the room, including occupancy maximums and any posted policies or procedures.
- All decorative materials must be flame retardant and meet City of Tacoma fire specifications.
- Decorations or effects involving flame, water or smoke/fog/bubble or glitter machines are strictly prohibited.
- Use of ladders by non-University event staff is not permitted.
- Please make prior arrangements with University Y Events staff to discuss any decoration questions or plans that you may have.

#### LINENS

- The Dawg House does not provide linens or skirting for tables, please contact a vendor or caterer for these items.
SIGNAGE/EASELS/A-FRAMES
- All signage, including easels and A-frames, located within the Dawg House and/or Mattress Factory must be removed immediately following the end of an event. Any signage not removed will be discarded and a fee may be charged to your event.
- The Dawg House does not provide sign holders, easels, or a-frames for events. Registered Student Organizations (RSOs) can reserve A-frames and easels through the Office of Student Engagement and/or Center for Student Involvement.

UNIVERSITY FURNITURE
- Setting up, taking down, or moving furniture from one room to another is not permitted and will incur additional charges. Damages resulting from misuse of furniture or additional labor required will be charged to you.
- Shifting furniture within the event space that was setup for the event is permitted.
- All aisles leading to exit doors must be kept clear and unobstructed at all times. Fire exit doors may not be fastened or propped open at any times.

A/V EQUIPMENT
- All audio-visual equipment & furnishing services must be coordinated through our office. No off-campus audio-visual companies may be used without University Y Event staff approval. Decorator, light and sound contractors may also be subject to approval from our office. All AV and decoration plans are required in written format prior to your event.
- Audio-visual equipment, outside of what is offered in spaces, must be requested at the time of the space request. Equipment requested with minimal notice may result in an additional charge.
- Published rental rates may differ from the rates on your invoice depending on availability & source.
- Computers provided by the Dawg House are connected to the UW Tacoma campus network. If you do not have a UW login, please discuss options with our staff or you may provide your own laptop/tablet to connect to the projection/sound system.

FOOD SERVICE
- The Dawg House does not have space for cooking or preparing food. All food must be prepared in advance.
- For food in the Dawg House, you MUST contact University Facilities at facility@uw.edu for custodial service.
- Food is permitted in the Dawg House under the following guidelines:
  - For an event that is attended by ONLY UW Tacoma students, faculty, and/or staff:
    - Option 1: Use a UW Tacoma preferred caterer
    - Option 2: Use non-perishable, pre-packaged food that is ready to eat
    - Option 3: Homemade items are permitted
  - For an event that is attended by non-UWT guests (including individuals from UW Seattle and Bothell):
    - Option 1: Use a UW Tacoma preferred caterer
    - Option 2: Use non-perishable, pre-packaged food that is ready to eat
    - No homemade items are permitted.
- Off-campus groups are subject to a food service fee when food is provided at an event.
- For UW Tacoma Departments: Non-approved food budgets must have a UW Tacoma Food Form submitted.

PERSONNEL AND SECURITY
- A University Y Events staff member must be present in the Dawg House during your event. If your event occurs at a time when there is a not regularly scheduled staff member present, additional staff will be scheduled and the associated fees will be charged to your event.
- UW Tacoma Campus Safety may be required for some events. The final cost for this will be listed on your invoice. Please see our associated fees for more information about when Campus Safety must be present or contact University Y Events with questions you may have.
DELIVERIES AND STORAGE
- The Dawg House does not have a regular receiving and shipping staff or storage space available to accept and/or store deliveries. All deliveries must be made to your reserved space on the day of your event. Unauthorized deliveries will be returned.
- Additionally, we do not store items before or after your event. You must bring all items with you at the beginning of your reserved time and take everything with you at the end of your reserved time. Items left in a space after your reservation time has ended may be discarded.
- Please contact us if you wish to discuss options for advanced delivery or storage, additional fees may apply.

SALES & FUNDRAISING
- Commercial sales activity is prohibited on the University of Washington Tacoma’s campus.
- Students wishing to raise funds must contact the Center for Student Involvement for approval.

CANCELLATIONS
- Please refer to your confirmation and/or invoice for your cancellation deadline. Cancellations after this date will incur fees/suspension of reservation privileges.
- All cancellations must be requested by the main contact listed on the confirmation.
- A cancellations confirmation will be sent via e-mail once your request is reviewed. Please look for messages regarding cancellation conditions or fees.

INSURANCE
Proof of insurance may be required for events that involve alcohol or may present a risk of injury to participants or third parties. In such cases, proof of appropriate liability coverage is required prior to approval of the requested event. (WAC 478-136-060)

- Coverage Requirement:
  - Such liability coverage must:
    • Provide limits of not less than $1,000,000 per occurrence
    • Coverage must be occurrence coverage.
    • List the Board of Regents of the University of Washington as an “Additional Insured for losses arising from the operations of the Named Insured” and provide certificate of insurance.
    • The policy must be endorsed as follows and a copy must be forwarded:
      • “As respects the insured’s operations, this insurance is primary to and non-contributory with any insurance or self-insurance maintained by the University.”
    • Be on a form and from a carrier acceptable to the Office of Risk Management at the University of Washington
    • Participants must sign a waiver releasing the UW of any liability arising out of the event
  - Athletic Events:
    • If the requested use includes participation in athletic events, the policy must include athletic participation. The certificate or attached endorsement must indicate this coverage with limits of not less than $1,000,000 per occurrence.
  - Alcohol Service:
    • If the requested use involves the service of alcohol, the policy must include liquor legal coverage. The certificate or attached endorsement must indicate this coverage with limits of not less than $1,000,000 per occurrence. A Banquet Permit must be submitted as well. Visit our website at the below link for further information:
- Additional Service Requirements:
  • Other additional requirements (such as volunteers, vendors, etc.) may be imposed in response to the nature of the risks presented by the requested use.