

QUESTIONS & ANSWERS FROM UUF DROP-IN SESSION SEPT. 15, 2021

How does having alcohol at an event work?

The alcohol approval process has not changed. Alcohol service follows the same as food service which means it needs to take place in a separate location if your event is being hosted indoors. Your alcohol must also be served by a licensed provider.

Helpful resources:

Serving alcohol on campus: <https://www.tacoma.uw.edu/uwt/uuf/serving-alcohol-campus>

Serving food on campus: <https://www.tacoma.uw.edu/uwt/uuf/serving-food-campus>

Who do we contact for event parking passes?

Both reserved and general parking passes for an event should be requested via 25Live when you submit your space request. You can also add this later in your planning process again using the same space request in 25Live.

Where are the orange parking passes valid for guest parking?

The orange visitor passes can be used in any University lot (previously they were limited to Cragle, WT31 or Pinkerton lots). Please note that these parking passes do NOT reserve a spot, it's still up to the visitor to find an open parking stall.

You can request those online:

<https://www.tacoma.uw.edu/uwt/fa/facilities/transportation/general-visitor-parking-passes-0>

Do you still need to fill out an Event Food Form if you are handing out pre-packaged snacks?

There have been no changes to the Food & Beverages Approval process. If your event required a Food & Beverages Approval Form before it still requires this form.

From the Serving Food on campus webpage: *If you are using a non-approved food budget, food forms must be submitted no less than 2 weeks before your event. For more information, refer to the [Food & Beverages Approval Form](#).*

Can DRS still provide the special chairs requested by students?

Please contact DRS for assistance with

Just to confirm - 10 business days or 10 calendar days?

Where can I find info about which phase COVID phase we are in now? Are we in Phase 2?

The Covid-19 phases were a way Washington State was providing details on the various required Covid-19 protocols. Washington State is no longer using the Phase terminology. The University of Washington continues to follow both the state and county Covid-19 protocols. For the latest UW Covid-19 protocols for in-person events please visit: <https://www.ehs.washington.edu/resource/covid-19-prevention-guidelines-person-events-updated-83121-1031>

I understand that there are Covid-19 signs that are supposed to be posted. If they are already posted on campus do we need to add more at our event? Can we tape them on the walls?

Integrated Facilities Management is installing Covid-19 signage across campus before students arrive on September 29. If you have additional signage you would like to post at your event please use **blue tape** or the already provided clear plastic sign holders outside spaces.

For assistance with a larger install of signage, poster boards, etc. please work with Integrated Facilities Management.

Is there a published protocol that event managers can reference if a mandate or policy is not being followed at an event?

The best document for a Covid-19 Site Supervisor to reference is the Covid-19 Safety Plan for their event. They can also reference the UW Covid-19 In-person event protocols: <https://www.ehs.washington.edu/resource/covid-19-prevention-guidelines-person-events-updated-83121-1031>

I remember in the past, when food is served for the event, custodial staff will come after the event and clean and we will get charged for that. Will custodial staff come to clean and disinfect the event venue after each event? Are we going to get charged for that? Or should we disinfect tables, chairs and other possible high touch area ourselves before and after the event?

When you submit your 25Live request you can indicate whether you plan to self-clean following your event. For events with simple food like pre-packaged items you can self-clean. If your food level is more extensive custodial will need to come in and clean following your event and you will be charged for their service. Please note that due to staff limitations we can only support so many events with food per day.

We are hosting an event in Philip Hall and in the hallway currently there were four hand sanitizing stations. Are they going to remain there and can we use them during our event?

Philip Hall will have sanitizing stations within the event spaces. There will also be sanitizing stations in conference rooms and in various locations throughout campus.

What is the best location to host a hybrid event on campus?

For true hybrid events, WPH Milgard Assembly is the only space that accommodate that request. We've upgraded our media control room for this purpose. For most other locations, we can provide a live stream as well as standard AV recording.

Does anyone know who has the supply of purple disposable masks that Mentha mentioned at the Returning to Campus meeting a couple weeks ago?

Many groups have been ordering disposable purple masks from Amazon.