

RESERVATION RATES:

DEPARTMENTS

(FOR UW TACOMA DEPARTMENTS ONLY)

MEETING ROOMS - UWY 103, 105, 307

5 - 14 persons

First 2 Hours (minimum)	\$30.00
Each Additional Hour	\$15.00
Cleaning Fee	\$10.00*

HALF STUDENT ASSEMBLY - UWY 303 or 304

Up to 181 persons (UWY 303) or 194 persons (UWY 304)

First 2 Hours (minimum)	\$75.00
Each Additional Hour	\$37.50
Cleaning Fee	\$25.00*

FULL STUDENT ASSEMBLY - UWY 303 & 304

Up to 375 persons

First 2 Hours (minimum)	\$150.00
Each Additional Hour	\$75.00
Cleaning Fee	\$45.00*

UNIVERSITY Y PATIO

First 2 Hours (minimum)	\$40.00
Each Additional Hour	\$20.00
Cleaning Fee	\$25.00*

OTHER SPACES

Includes YMCA Community Room, Court & Multipurpose Rooms

First 2 Hours (minimum)	Contact to discuss
Each Additional Hour	Contact to discuss
Cleaning Fee	Varies

RESERVATION PRIORITY

For events held during the academic year, UW Tacoma departments are able to reserve spaces 6 months and less out from the event date.

For events held during academic breaks and the summer, departments are able to reserve spaces at any time.

DAMAGES

Facility and equipment damage caused by an event will result in remuneration charges for the associated damages.

EQUIPMENT & SERVICES

We have a variety of equipment (A/V, tables, chairs, stage, sign holders) and services that are available for event use. See the Equipment & Services page on our website for more information.

* CLEANING FEE

A cleaning fee will be charged to any event that serves food and/or requires additional cleaning (assessed before and after event). Damages to equipment or the facility (stains, food ground into carpet, etc.) will result in a charge to the event. This will be assessed post-event by our staff.

We encourage all events to monitor their cleanliness, as to assist with keeping our spaces clean and to prolong facility life.

CANCELLATIONS

Reservations that are cancelled with less than three business days notice will result in a 25% (of the most recent total reservation estimate) cancellation fee.

CENTER FOR STUDENT INVOLVEMENT

Physical: 1710 Market Street
Mailing: Box, 358407, 1900 Commerce Street
Tacoma, Washington 98402
uwevent@uw.edu / 253.692.4481 / tacoma.uw.edu/uwy



UNIVERSITY Y STUDENT CENTER

UNIVERSITY of WASHINGTON | TACOMA