

# UNIVERSITY Y RESERVATION RATES: SERVICE FEES

## CAMPUS SECURITY

**\$45.00/hr**

*Required:*

**(2 hour minimum)**

- When money is exchanging hands
- When alcohol is being served
- When a building is closed
- Possibly when VIPs are present
- Possibly when more than 100 people are expected to attend
- Possibly when the event has a political nature
- Possibly when there is fundraising
- Possibly due to the history of the event

## CATERING (Community Only)

**15% of total**

*Required:*

**(catering cost only)**

- When an off-campus/community reservation utilizes a catering service

## STAFFING - UNIVERSITY Y EVENTS/YMCA

**Contact for details**

*Required:*

- When events start/end outside of scheduled University Y Events staff hours and/or YMCA hours

## MEDIA SERVICES

**Students:** Covered in agreement. **UWT Depts:** Evenings/Weekends/Holidays. **Community:** Always.

- Less than 30 minutes (7:30am to 5:00pm) **\$20.00 flat fee**
- More than 30 minutes (7:30am to 5:00pm) **\$40.00/hr**
- Extended time past 5:00pm **\$60.00/hr**
- Less than 30 minutes (5:00pm to 8:00pm, M-Th) **\$30.00 flat fee**
- Between 5:00pm and 8:00pm **\$60.00/hr**
- Before 7:30am, after 8:00pm, or weekends **\$60.00/hr (if OT is approved)**  
(including Friday nights)

## CANCELLATION

*If event is cancelled with less than three business days notice.*

- Students
- UWT Department

**Temporary suspension of reservation privileges  
10% of total charge**

## DAMAGES

**Remuneration for Damages**

## POSTINGS/ITEMS LEFT

**\$10/item**

- For items adhered to facilities and large items/signage not removed after event.

### **University Y Events**

**Physical:** 1710 Market Street

**Mailing:** Box 358407, 1900 Commerce Street  
Tacoma, Washington 98402



**UNIVERSITY Y STUDENT CENTER**

UNIVERSITY of WASHINGTON | TACOMA