



UNIVERSITY Y STUDENT CENTER
UNIVERSITY *of* WASHINGTON | TACOMA

INFORMATION FOR YMCA USE OF UW SPACES

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LET US HOST YOU

Hello!

Thank you for your interest in hosting your next event or meeting at the University Y Student Center! UW Tacoma continues to be excited and grateful for the partnership that we have with the YMCA in the University Y Student Center. It truly has helped to reshape our students' experience, as well as continue to develop and grow downtown Tacoma.

As a state-owned building and campus, the University has various event and reservation policies that must be followed. This document has been created to help outline these guidelines for when the YMCA is using a UW-managed space in the University Y.

It's important to note that the University Y Student Center as a whole, and in-particular the UW-managed spaces, is largely funded by UW Tacoma student fees. If not from the University Y fee that each student pays, then it is being funded from their Services & Activities Fee or the Student Technology Fee. Additionally, we often utilize student committees to develop, provide feedback on, and approve our processes and procedures. Because of this, students receive the highest priority in use of the facility. Additionally, the funding sources mentioned above add additional levels of policy and guidelines that we must follow.

Our staff aims to provide the highest level of service with your event as possible. From your initial reach out, to answering questions and planning your setup, to the day-of logistics and troubleshooting issues. We utilize students throughout the reservation and hosting process. Please note that when working with an event in the University Y, you may be communicating with a student. This is intentionally structured to create development and growth opportunities for our students. Putting learned skills to action now – as a means to help them in their future careers and endeavors.

If you have any questions about information in this document, please feel free to contact us at any time.

We look forward to working together on your next event!

Enthusiastically,



JEREMY D. HOMOLKA

Student Facilities Specialist
UW Tacoma Center for Student Involvement

OVERVIEW

This document outlines the guidelines for use of the UW Tacoma managed spaces in the University Y Student Center (UWY) by the YMCA of Pierce & Kitsap Counties (YMCA).

UW TACOMA MANAGED SPACES

The following are the spaces in the UWY that are managed by UW Tacoma. “Managed” is defined as being responsible for the reservations, setups, teardowns, staffing and other event/meeting associated items within the respective space. Detailed information about our spaces can be found on our [website](#).

- UWY 103 (Meeting Room) – Capacity: 14
- UWY 105 (Meeting Room) – Capacity: 8
- UWY 203 (Game Room)
- UWY 303 & 304 (Student Assembly Room)
 - 303 Half Room Capacity: 181
 - 304 Half Room Capacity: 194
 - 303/304 Full Room Capacity: 375
- UWY 307 (Videoconferencing/Meeting Room) – Capacity: 12
- UWY Patio (Outdoor Space)

RESERVATION TIMELINE & COSTS

Many, but not all, YMCA events receive the following priority and costs for events in UW Tacoma managed spaces. Each event is reviewed individually to determine if the guidelines below are used.

- **Reservation Timeline:**
 - Reservation timeline for spaces follows the all-campus deadlines. They are as follows:

If your event is between...	You reserve beginning...
September 1, 2019 – August 31, 2020	Monday, March 4, 2019
September 1, 2020 – August 31, 2021	Monday, March 2, 2020
September 1, 2021 – August 31, 2022	Monday, March 1, 2021

- **Reservation Costs:**
 - Generally, free room rental and use of equipment/furniture that is available in the space.
 - Support staff (i.e. events staffing, media services, campus safety officers, etc.) will have costs.

UW TACOMA CONTACT

Prior to reservation, all questions regarding reserving space UW Tacoma managed spaces in the University Y can be directed to Zvon Casanova, Program Assistant for Student Involvement.

- **Email:** zvon@uw.edu
- **Phone:** 253-692-4937
- **Office:** UWY 107D (Center for Student Involvement)

SPACE REQUESTS

REQUESTING A SPACE

To request a space, YMCA staff members can complete an online [YMCA Event Request form](#) on the UW Tacoma website. The request will be reviewed and responded to within approximately three business days. Requests may need to be reviewed by University Y YMCA Staff (i.e. Executive Director), before it can be approved.

Please note that this process is for requesting University Y Student Center spaces ONLY. If there is interest in reserving a non-UWY space on the UW Tacoma campus, [UW Tacoma Conference Services](#) should be contacted.

SETUP FOR STUDENT ASSEMBLY

If using the Student Assembly Room, once confirmed for use, a UW Tacoma staff member will reach-out to the event organizer to discuss and confirm setup. **All setups are due a minimum of one week before the event.** Setups received in less time may not be able to be accommodated.

REQUESTS FROM NON-YMCA GROUPS

If the YMCA receives a request to use space in the University Y for a non-YMCA event (i.e. from a community member, a partner organization), and the event is NOT primarily for the YMCA, then the event is considered an external reservation. An example would be a partner organization requesting to use space for a meeting of that organization that the YMCA is not involved with. These requests would need to go through [UW Tacoma Conference Services](#).

If the YMCA is actively involved in the event that is requested (i.e. a joint-partner meeting), then the request can come in on behalf of the YMCA and possibly receive the YMCA benefits.

EVENT MANAGEMENT SAFETY AGREEMENT

YMCA events hosted in the University Y may be subject to the completion of an Event Management Safety Agreement. This is a form that outlines many (not all) important policies for an event. A “Responsible Person” will need to sign the form, who is agreeing to be present at the event and assume responsibility for all aspects of the event. If this form is applicable to an event, it will be sent with the reservation confirmation.

CHANGES TO A RESERVATION & CANCELLATIONS

All changes to a reservation (i.e. date, timeframe, food service, etc.) should be sent to uwyevent@uw.edu as soon as possible. The changes requested will be reviewed and responded to as quickly as possible.

All cancellation requests should be emailed to uwyevent@uw.edu as soon as possible. We will review the request and cancel all room spaces, support departments, etc. There is no penalty for cancelling the room space. If there is minimal notice and support departments (i.e. Campus Safety, Media Services) are unable to accommodate the cancellation request, some charges from those units may still apply.

STAFFING

Based on the type of event and location being used, a UW Tacoma staff member may be required to be present in the facility during an event. The following guidelines are used to determine if staff is needed or not.

MEETING ROOMS (UWY 103, 105, 307)

When a meeting room is used for a YMCA event outside of the regularly scheduled UW Tacoma staffing hours in the facility, the University Y YMCA staff is responsible for opening the door to the meeting room for this event. Additionally, the YMCA staff is responsible for the management of the event. **No UW furniture in the space can be moved, setup or torn down.** If there is an issue with the technology (computer, TV screen, etc.) in the space, we are unable to address it at the time. We will not schedule UW Tacoma staff to be present at the event, unless requested to do so.

STUDENT ASSEMBLY ROOM (UWY 303, 304)

When the Student Assembly room is used for a YMCA event, a UW Tacoma staff member is **always** required to be present in the facility. This is due to the nature of room with the use of non-permanent furniture/equipment and the more expansive technology. If the event is outside of regularly scheduled hours for UW Tacoma staff, we will schedule staff to be on-site. Staff will be scheduled from the beginning of the event's setup time to the end of the event's teardown. This will result in a charge to the YMCA event.

CAMPUS SAFETY & SECURITY

UW Tacoma Campus Safety & Security has many policies and guidelines for their involvement with events hosted on campus. Campus Safety Officers are required for events that meeting the following guidelines:

- Alcohol is served
- Money/cash is being exchanged
- A building is closed

Campus Safety Officers **may** be required for the following:

- More than 100 people are in attendance
- The event is political in-nature
- Based upon the event history
- When VIPs are present

The cost for officers, number of hours needed, and the number of officers assigned is all at the discretion of the Campus Safety & Security Officers. We can help to get an estimate of these costs.

IMPORTANT POLICIES

Our full event policies (including decorations, food/alcohol service, storage, etc.) are available on our [website](#) for review. Any event hosted in a UW Tacoma managed space is required to abide by these policies. Please review these to understand what is expected of an event.

Below are a few of the important policies that we want to highlight.

FURNITURE & SETUPS

Per University policy, for all UW Tacoma furniture (tables, chairs, stage, etc.), only trained UW Tacoma staff members are allowed to setup, teardown or remove them from storage. YMCA staff members are not able to setup or teardown UW Tacoma-owned furniture.

Non-UW Tacoma furniture that is rented/brought to the room by the event organizer is not the responsibility of UW Tacoma. We will not setup or teardown this furniture. Please plan this into your event setup time or arrange this with a vendor who may be supplying your furniture. Please also notify us during your setup planning stage that you plan to bring in your own furniture.

HANGING ITEMS IN THE SPACE

It is acceptable to adhere items to:

- Walls
- Doors
- Door Frames
- Windows

All items must be adhered using blue painter's tape or non-damaging stick-on/pull-off items (i.e. controltac decals, post-it notes). Non-approved tape (i.e. duct, masking, scotch), nails, tacks, glues and staples are not permitted for use on any building surface.

Any damage associated with the hanging of items will be charged to the event.

SERVING ALCOHOL

When serving alcohol on campus, [UW Tacoma alcohol service policies](#) must be followed. The online space request form that is completed will ask if an event is planning to serve alcohol. If this information is changed **after a request form has been submitted**, Zvon Casanova (zvon@uw.edu) will need to be contacted.

If planning to serve alcohol, please contact Zvon Casanova (zvon@uw.edu) at least **one month** in advance of the event. This will allow for the time to collect, review and submit the additional paperwork.

It's important to note that serving alcohol is at the discretion and approval of the University. Additionally, Campus Safety & Security officers will need to be present at the event. This will result in an additional charge.

SERVING FOOD

When serving food in a UW Tacoma space, the campus [food service policies](#) must be followed. The online request form that is completed will ask if an event is serving food. It will also ask who the caterer for the event will be. If any of this information is changed **after a request form has been submitted**, Zvon Casanova (zvon@uw.edu) will need to be contacted, as there is not a way to edit a previously submitted request.

The campus food service policies are:

- **OPTION 1:** Use a [UW Tacoma Preferred Caterer](#).
 - If this option is used, then there is no additional paperwork needed.
- **OPTION 2:** Use a non-preferred caterer.
 - If using a non-preferred caterer, please contact Zvon Casanova (zvon@uw.edu) at least **one month** in advance of the event, as additional paperwork will need to be submitted and reviewed.
 - A non-preferred caterer must be licensed to cater and be able to provide proof of insurance. It's important to note that not every restaurant is licensed to cater – even if they advertise that they do “catering.”
- **OPTION 3:** Use pre-packaged food that is ready to eat and requires no additional preparation.
 - If this option is used, then there is no additional paperwork needed.

Other important items to note are:

- Homemade food is not allowed.
- The University Y does not have space for cooking or preparing food. All food must be prepared in advance.
- The YMCA-managed Community Room may be an option to reserve as a catering prep room for an event. The Community Room comes with a sink, fridge and counter space. Please contact YMCA staff in the University Y Student Center to check availability of that space and to reserve it.
- The University Y does not provide linens or skirting for tables. We recommend contacting a caterer or vendor for these items.

EQUIPMENT

We have a variety of equipment (A/V, furniture, cables/cords, etc.) that is available for use during events. Most of the time, these items are provided to the YMCA at no additional cost. Please indicate in your space request or in communication with our staff (ahead of an event) any equipment items that you would like to use.

A full list of equipment and services can be found on our [website](#).



PAYMENTS

For most events, there will be no charges associated with a YMCA event. However, if there were to be a charge (i.e. Campus Safety Officers, Media Services assistance, after-hours staffing), an estimate of charges will be sent to the event organizer at time of space confirmation. This estimate is not final and can change leading up to the day of the event.

A final invoice will be sent after the event has completed. Payment is due by the terms listed on the invoice. Options for payment will be listed on the estimate and invoice.

WEBSITE LINKS

University Y Student Center Website: <http://tacoma.uw.edu/uwy>

- Building Information:
 - Hours: <http://www.tacoma.uw.edu/uwy/hours>
 - Floor Plans: <http://www.tacoma.uw.edu/uwy/floorplans>
 - Our Staff: <http://www.tacoma.uw.edu/uwy/staff>
- Events & Reservations
 - Available Spaces: <http://www.tacoma.uw.edu/uwy/events/spaces>
 - Event Policies: <http://www.tacoma.uw.edu/uwy/events/policies>
 - Equipment & Services: <http://www.tacoma.uw.edu/uwy/events/equipment>
 - [Preferred Catering List](#)
- Make a Reservation Request: https://www.tacoma.uw.edu/uwy/ymca_reservation