

## EVENTS POLICIES

This document outlines the policies for use of event and meeting spaces in the University Y Student Center that are managed by the University of Washington Tacoma. This document does not pertain to spaces (i.e. Community Room, Court) managed by the YMCA of Pierce & Kitsap Counties. Throughout this document, the term “event” refers to any reservation of a space for any purpose (i.e. meetings, banquets, etc.). All policies in this document are in-addition to University of Washington Use of University Facilities guidelines or procedures.

### RESERVATION PRIORITY

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The University Y Student Center (University Y) is a student space on the University of Washington Tacoma (UW Tacoma) campus and was built with the purpose to provide students with more locations for events, meetings, socializing and fitness. As such, students are given priority in reserving event spaces. The following priority reservation guidelines are followed for all events:

#### ACADEMIC YEAR

When an event date falls during the academic year, the following guidelines are used:

- **Registered Student Organizations:** Up to 12 months out from event date
- **UW Tacoma Division of Student & Enrollment Services (SAES):** Up to 12 months out from event date
- **YMCA of Pierce & Kitsap Counties:** Up to 12 months out from event date
- **UW Tacoma Departments (Non-SAES):** 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 before the fall quarter.
- Winter and Spring Break periods are defined as by the University academic calendar.

### EVENT TIMES IN THE UNIVERSITY Y

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- All events in the University Y must occur:
  - When a Student Center staff member is scheduled and present in the building.
  - When the building is open and/or staffed by YMCA staff.
- Current hours of operation for the University Y and Events & Reservations can be found on our website.
- Additional hours are available and will be subject to additional staffing costs.
- All events MUST vacate their reserved space 30 minutes prior to the building closing time. If your event needs more time for teardown, your event time must be adjusted accordingly.

### EVENT MANAGEMENT SAFETY AGREEMENT

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- An Event Management Safety Agreement is required if an event meets any of the following:
  - A space is being used 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)
- The form must be completed and 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.
- **Off-Campus/Community:** These items will be covered during the reservation/contracting process.

## GUEST ATTENDANCE & ACCESS TO UNIVERSITY Y

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- Access to the University Y Student Center requires one of the following:
  - A YMCA membership in Pierce or Kitsap Counties
  - A signed guest waiver
- All events must abide by this access policy and anyone attending an event must be able to complete one of the two options listed above or may be denied access to the building.
- The waiver is available via our [website](#) for download.
- Waivers must be either:
  - Completed ahead of time and presented at the beginning of an event to the University Y Membership Desk (recommended for events where signatures can be obtained prior to the event).
  - Signed at the entrance to the University Y Student Center at the beginning of an event (recommended for events where full list of attendees is not known and/or signatures are not able to be obtained prior to the event). Completed waivers are turned into the University Y Membership Desk.
- The Student Center staff is able to assist in working with events to have a plan to complete waivers.

## WALKTHROUGHS

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

## DECORATIONS, LINENS, FURNITURE AND A/V

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

### DECORATIONS

- Blue painter's tape and non-damaging stick-on/pull-off items (i.e. controltac decals, post-it notes) are the only permitted means of hanging items. Items **cannot** be adhered to anything other than walls, doors, door frames and windows.
- Non-approved tape (i.e. duct, scotch, masking), nails, tacks, glues, and staples are not permitted for use on any building surface. Any item adhered in these manners will be removed and a per-posting fee, plus any damage costs, will be charged to the event/group.
- 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, 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.
- Any damage caused by decorations will be charged to the event/group.
- Please make prior arrangements to discuss any decoration questions or plans.

### STAGE

- The University Y has a stage that is available for rent (at a discounted rate compared to many local rental companies). Information and rates are available on our [website](#).
- Dancing of any kind is not permitted on the University Y-owned stage.
- Externally rented stages are also permitted. Use of an externally rented stage may require additional fees associated with delivery/pick-up times (i.e. use of rooms for extra days), staff accompanying delivery companies while in building, etc. If you are planning on renting and utilizing a stage, this **MUST** be noted in your request.

## LINENS

- The University Y does not provide linens or skirting for tables, please contact a vendor or caterer for these items.
- Some of our tables have a finish that looks great without linens. We are happy to talk with events about this during the reservation process.

## SIGNAGE/EASELS/A-FRAMES

- All signage, including easels and A-frames, located within the University Y must be removed immediately following the end of an event. Any signage not removed will be discarded and a fee may be charged.
- The University Y has a limited supply of directional sign holders that we can provide for events. Use of the sign holders may be subject to a charge. Information is available on our [website](#).
- The University Y does not currently provide easels or a-frames for events. Registered Student Organizations (RSOs) can reserve A-frames and easels through the Center for Student Involvement (UWY 107).

## 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 the event.
- **UW Tacoma Reservations:** Shifting furniture within the event space that was setup for the event is permitted, as long as all furniture is returned to the original setup of the space at the end of the event.
- **Off-Campus/Community Reservations:** Shifting or moving of furniture is not allowed.
- 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 time.

## 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 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 estimates or invoices depending on availability & source.
- Computers provided by the University Y are connected to the UW Tacoma campus network. If you do not have a UW login, we can provide a login for you or you may provide your own laptop/tablet to connect to the projection/sound system.

## EVENT PERSONNEL AND SECURITY

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- A Student Center staff member must be present in the building during all events. If an 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 the event.
- All events must occur within the hours that the University Y facility is open. If an event goes outside of these hours, additional YMCA staff will need to be present and the associated fees will be charged to the event.
- UW Tacoma Campus Safety may be required for some events.

## DELIVERIES AND STORAGE

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- The University Y Student Center 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**

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- 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**

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- Please refer to your confirmation/estimate of charges or event contract (**Off-Campus/Community groups**) for a cancellation deadline. Cancellations after this date will incur fees.
- All cancellations must be requested by the main contact listed on the confirmation.
- We reserve the right to cancel an event for weather and official University reasons. If an event is cancelled by our staff, no fees will be charged to the event.

## **INSURANCE**

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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 will be requested of the event. More information will be provided if this pertains to an event.