Rental Policies: Kane Hall

A minimum notice of one month is required for all reservations. An Event Assistant is required for all lecture halls in Kane Hall as well as the Walker-Ames Room. Room rental starts once setup begins and lasts until room teardown is complete and the building is locked.

Tentative Reservations

Rooms may be put on hold for up to two weeks. During this time, we will contact you if another party wishes to reserve the same space. At that time a decision must be made to either confirm or release the tentative reservation. If the reservation request is made less than one month in advance, the room will be held for 24 hours only.

Facility Tour & Equipment Testing

Visiting the facility and testing equipment prior to the event is highly recommended. A half hour facility tour is complementary. Facility tours longer in duration are subject to an hourly labor rate.

UW Registered Student Organizations

Registered Student Organizations must notify their advisor of each reservation. Reservations shall be pre-paid unless an organization receives ASUW budget authorization. If ASUW budget authorization is expected, a written notification from the advisor is required prior to the event.

High Security Events

University Police must be contacted to assess the scope of security needs. University Police may require bag checkers and/or other security measures. Their requirements are mandatory and all costs incurred shall be paid by the client.

Safety & Liability

When an event involves physical activity, the sale of alcohol, or otherwise will increase the risk of bodily injury above the level inherent in the facilities to be used, proof of appropriate liability insurance coverage with limits of at least $1,000,000 per occurrence must be provided to the University's Office of Risk Management before approval for the requested use will be granted.

Additionally, as a courtesy to other events taking place in our facilities, an event's decibel level may not exceed 100 decibels.

Decorations/Signs

Tape, nails, tacks, or confetti are not allowed. If you would like to affix anything to the stage or walls, tape will be provided for a small fee. A cleaning fee may be assessed if the room or building is left in an unsatisfactory condition. If balloons escape to the high ceilings and cannot be brought down, charges will be applied for their removal.

Fire Code Regulations

Fire codes are strictly enforced. Room entrances will be locked once maximum capacity is reached. No individuals or items may block the aisles, entry, or exit ways.

Event Catering

Food may only be served in designated areas. Food may not be taken into the auditoriums. Kitchen facilities are not available. Large scale food service and/or hot food may not be served from the lobbies.
Candles
For information regarding candles, please refer to our Guidelines for Using Candles.

Lobby Use
Lobby space may be used in conjunction with the room rental. You are only guaranteed the lobby space in front of the room rented. If you are looking for additional lobby space you may need to rent additional rooms.

Copyright Issues
Major motion pictures may not be shown to the general public without prior permission from the appropriate studio.

Recordings
A recording waiver is required for all audio and/or video recordings made by our office.

Cancellations
A paperwork fee will be charged for all cancellations. As soon as a reservation is requested and a confirmation packet is sent, the paperwork fee is valid. This amount will be charged if you cancel whether or not the contract is signed.

All cancellations must be submitted to our office in writing or by e-mail.

0-21 Days Prior to Event
- All Room Fees Payable
- 1 hour for each Operator Assigned
- $25 Paperwork Fee

22-30 Days Prior to Event
- 50% of Room Fees Payable
- $25 Paperwork Fee

31-60 Days Prior to Event
- 25% of Room Fees Payable
- $25 Paperwork Fee

61+ Days Prior to Event
- $25 Paperwork Fee