Rental Policies: Mary Gates Hall

A minimum notice of one month is required for most reservations. An Event Assistant is required for all auditorium and Commons rentals. Room rental starts once setup begins and lasts until room teardown is complete and the building is locked.

Availability

Academic courses have first priority in Mary Gates Hall. All classroom requests must be made for the current quarter. Rooms can be assigned to special events starting the second week of the quarter. However, the Commons may be reserved outside of the current quarter. Mary Gates rooms cannot be scheduled for weekly meetings.

Course Special Requests

Rooms are reserved at no charge for credit generating courses only. The course must be during the normal class time or a review session. A course that is not scheduled in Mary Gates for the current quarter may make a maximum request of three (3) reservations per quarter.

Breakout Rooms

These rooms are for 12 people or less. There is no fee for these rooms if used for the purpose of an instructional/administrative meeting with only people from the campus community attending. All other requests will incur a charge.

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.

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.

The Commons

The Commons may be reserved for special events. Use of the installed sound system in the space is not permitted on weekdays prior to 3:30pm. Furniture may be rearranged based on an approved diagram for the Event Services office. Public access through the space must be maintained at all times. A continuous walkway through the space must also be maintained. Amplified bands or music is restricted to after 5pm on weekdays.

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.

Labor

Equipment and facility support is available upon request for classroom rental. Labor is required for Mary Gates 389 and Commons rentals but is on a case-by-case basis for all other rooms.
Furniture Moving

Furniture may be moved if it is prearranged with the Event Services office. Furniture in classrooms should not be removed from individual rooms. All rooms must be returned to their normal set-up after the event. A $25 charge will be added if the furniture is not returned to the standard configuration.

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.

Decorations/Signs

Tape, nails, tacks, or confetti are not allowed. If you would like to affix anything to the 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 made for their removal. Banners and materials may not be hung from the 2nd floor railing.

Garbage

Friday evening and weekend events are responsible for removing their trash. Dumpsters are located at the Southeast corner of the building just outside the loading dock. You may make arrangements for additional garbage cans through the Events Services office.

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 be served in designated areas such as the Commons, lobbies, or classrooms with linoleum flooring. Food may not be served or taken into rooms with carpeting. Kitchen facilities are not available; however, a staging area may be arranged with approval from the Event Services office.

Candles

For information regarding candles, please refer to our Guidelines for Using Candles.

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.

<table>
<thead>
<tr>
<th>0-21 Days Prior to Event</th>
<th>31-60 Days Prior to Event</th>
<th>61+ Days Prior to Event</th>
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</thead>
<tbody>
<tr>
<td>All Room Fees Payable</td>
<td>25% of Room Fees Payable</td>
<td>$25 Paperwork Fee</td>
</tr>
<tr>
<td>1 hour for each Operator Assigned</td>
<td>$25 Paperwork Fee</td>
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