Rental Policies: Johnson Hall

A minimum notice of one month is required for most reservations. An Event Assistant may be required for some 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 Johnson 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. Johnson Hall 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 Johnson for the current quarter may make a maximum request of three reservations per quarter.

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.

Lobby Area (JHN 100J-K)

The lobby area on the first floor may be reserved for special events. Furniture may be rearranged based on an approved diagram submitted to the Event Services office. Food and alcohol may be served in this area. 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 may be required for events which require access to the equipment booth, take place on a weekend, and/or are considered large scale or difficult.

Decorations/Signs

Tape, nails, tacks, or confetti are not allowed. Items may not be affixed to painted walls or wood trim. Easels may be provided for display items. A cleaning fee may be assessed if the room or building is left in an unsatisfactory condition.

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 first floor lobby area or classrooms with linoleum flooring. Food may not be served or taken into rooms with carpeting. Kitchen facilities are not available.

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>
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<tr>
<th>Time Frame</th>
<th>Actions</th>
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| 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                                                   |