Kane Hall Room 225 (Walker-Ames Room)

Capacity: Lecture: 125, Standing Reception: 200, Dinner: 120
Facilities/Fixtures: 125 stacking chairs, couches, chairs, side tables, and 6, 8, or 10 foot tables are available upon request
Stage/Dance Floor: None. Dancing is not permitted on carpet
Dimensions: 36' x 83' (68' in length of open area, see diagram)
Wheelchair Accessible: Yes
Electrical Outlets: Yes, 110/120 available along walls and in floor pockets
Lighting: Chandeliers and overhead incandescent
Catering Staging Area: Sink, countertop, full-sized refrigerator
Alcoholic Beverages: A Banquet Permit is required to serve alcoholic beverages unless using UW Catering
Catering: UW Catering is available or you may bring in other licensed caterers that have been pre-approved by the University. An Environmental Health & Safety form must be submitted and approved. You may obtain these forms from Event Services.
Media Equipment: Installed equipment includes a podium with gooseneck microphone, video/data projector, and a DVD & VCR player. Additional equipment is available upon request. There is a charge for all equipment used.
Labor: All events in Kane Hall require a Media Services Operator to serve as the facilities and equipment contact. The Operator is required to stay for the duration of the event.

Room Availability

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Availability</th>
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<tbody>
<tr>
<td>Fall, Winter, &amp; Spring Quarters</td>
<td>After 5pm; Monday through Friday</td>
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<tr>
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<td>All day; Saturday &amp; Sunday</td>
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<tr>
<td>Summer Quarter &amp; Interim</td>
<td>All day; Monday through Sunday</td>
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</tbody>
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Reservations

University departments, Registered Student Organizations, and staff may reserve Kane Hall without a Request for Use of University Facilities form if the event is attended by only University members. Events which are open to the public, ticketed, or sponsored by an outside organization must fill out a Request for Use of University Facilities form. This form requires the signature of a Dean, Director, or Chair of a University department and must be approved by both the manager of Event Services and the Use of University Facilities Committee. This form takes a minimum of three weeks to process.

Other Information

Food and alcoholic beverages are permitted in Room 225; however, smoking is prohibited. If you are advertising programs to the public, please note that we are NOT a ticket outlet. Please indicate any ticketing and event contact information, with telephone numbers, on your advertising and promotional materials. Our office would appreciate a copy of any advertising material used for the program for our own reference.
Kane 225: Walker-Ames Room

Event Title: ________________________________
Client Name: ________________________________
Date(s): ________________________________
Event Time: ________________________________
Caterer: ________________________________

Tables: ________________________________
Chairs: ________________________________
Other: ________________________________

- Furniture may be moved within room in accordance with Fire Code.
- Additional tables and chairs are complimentary.
- 6', 8', or 10' rectangular tables are available (quantities limited).
- Tables may not be placed near or block ramps/exits.
- Outside ramp must be used for all deliveries/pick-ups.

- Table linens are not provided.
- Black table skirting is complimentary.
- Window shades may only be adjusted by Event Assistant.

KEY
- Chair
- Side Table
- Couch
- 4x4 Table
- Refrigerator
- Trash
- Recycle

Event Services
University of Washington
035 Kane Hall | Box 353095
Seattle, Washington 98195-3095
Main: 206.543.9900 | Fax: 206.685.7892
eventres@u.washington.edu