

CONFERENCE ROOM RESERVATION INFORMATION

Thank you for your room reservation with the School of Social Work at the University of Washington. To help ensure you have a successful event and fully understand the reservation requirements, we've developed this step-by-step information sheet for your use. Please read the instructions carefully.

BEFORE YOUR EVENT

- **Pick up key to lock up after hours:** If your event is scheduled to end after 5:00 pm, you will need to pick up a key before the event to lock up when you're done. You can pick up a key in the reception office in room 220 during our normal business hours of 8:00 A.M. - 6:00 P.M. Monday - Friday.
- **Pay rental fee before your reservation:** If applicable, you must pay for your reservation before your event. An invoice with final costs will be sent to you prior to your reservation date. Payments for the space can be by Cost Center/Worktag, exact cash or a check made out to the University of Washington School of Social Work. If you are using cash, please be aware that it needs to be exact cash as we do not have any petty cash on hand.
- **Contact SSW Tech for any technology/media needs:** Contact SSW tech as soon as you make your reservation if you have technical needs. Please let them know what equipment you will need for your event. You can reach them at sswtech@uw.edu. If you require immediate assistance on the day of your event please contact 206-685-2295. Please note that some requests may involve additional costs if outside regular business hours or regular services offered. For further details, please review the *SSW Tech Support and Media Services for Events* document attached to your reservation confirmation email.
- **Purchase supplies:** If necessary, purchase supplies from either UW designated Cost Center/Worktags or your own funds. The supplies in mailroom 220 are purchased for staff and faculty individual use only and not for events. If supplies need to be purchased for an event, please contact your fiscal administrator or [Administrative Services](#).

- **Request access to the building after business hours:** If applicable, let [Administrative Services](#) know what time you would like the exterior building doors open for your meeting. This applies for access after standard building hours (Monday-Friday 7:30 A.M. - 6:00 P.M. We are closed on Saturday and Sunday). If concerned about CAAMS building access via a husky card, please reach out to [Administrative Services](#).
- **Request Wi-Fi access for guests visiting UW:** All current UW employees and students have access to [Wi-Fi on campus](#) with their NetID. Visitors are unable to request guest Wi-Fi access. Before your event, please make sure to request [Wi-Fi access for visitors](#) if your event will have any attendees who are not currently affiliated with University of Washington. Please note that an active UW employee must complete the Wi-Fi access for visitors form.
- **Request parking passes, for guests** (for SSW affiliated staff/faculty only). Parking passes must be arranged at least 2 weeks prior to your event by contacting [Administrative Services](#). Last minute requests may not be accommodated. Parking can either be reserved as Arranged Parking (via a code) or as a Coupon Code depending on the type of parking is needed. All parking codes require a Cost Center/Worktag to be ordered and must be approved by your fiscal administrator. Parking Coupon Codes and Arranged Parking codes are exclusively for the [Central Plaza Parking Garage](#) and must be given to the guest prior to their arrival at the garage. For guests to receive an Arranged Parking Code or Coupon Code an SSW faculty/staff member must reach out to [Administrative Services](#) to receive the parking code for distribution on their behalf.
- **Arrange divider times:** To ensure a successful event in 305AB or 306AB, make sure to reach out prior to your event about your divider scheduling needs to [Administrative Services](#). Do not move dividers as this could lead to damages.
- **Complete event forms:**
 - [UUF](#): If you have attendees not affiliated with the University of Washington you must fill out a [University Use Form \(UUF Form\)](#).
 - [ASR](#): If you plan on serving alcohol at your event please fill out the [Alcohol Service Request Form \(ASR Form\)](#) and complete a [WA state banquet permit](#).
 - For more details on the UUF and ASR forms visit The Office of Special Programs website.

- **Contact disability services to make accommodations:** Reach out to the UW Disability Resources Office if anyone within your event may need disability accommodations. They can be contacted at dso@uw.edu, 206-543-6450 (voice), 206-543-6452 (TTY) or 206- 685-7264 (fax). For more information on disability services [visit the DSO website](#).

DAY OF YOUR EVENT

- **Do not prop open doors:** Propping doors open is a fire code violation. Also note that during summer, our upstairs conference rooms (305 and 306) are air-conditioned. Opening these doors will result in the air conditioning not working to its full ability.
- **Do not leave items unattended:** Acquire a key if you plan on leaving the space at any time during your event. If your event is a multiple day event, coordinate with [Administrative Services](#) for safe storage of items overnight. SSW is not liable for lost or stolen items.
- **In the case of an emergency refer to the [Emergency Procedures Manual](#) posted in the space:** In an emergency dial 911. If a non-emergency, dial UWPD at 206-685-8973. To alert the SSW Safety Manager call 206-221-7441. For safety advice or resources contact Safe Campus 206-685-7233. To report an inoperable elevator after hours, call 206-685-1411. If an accident or injury occurs in the building, please report it via the [Online Accident Reporting System \(OARS\)](#). These OARS reports are then investigated so that preventative measures can be implemented within the SSW building.

AFTER YOUR EVENT

- **Rearrange the room back to its original configuration:** Diagrams are posted in each room. We do not have readily available staff to do this after events. If you need extra help with setting up, you can always hire [UW's Moving Services](#).
- **Clean up any trash or food items in the room:** All conference rooms have sanitization stations with hand sanitizer, Lysol wipes and tissues that are regularly maintained. Conference Rooms 116 and 236 have cleaning supplies located in the cabinets in the room. Conference rooms 305AB and 306AB have more cleaning supplies located in the third-floor kitchen, room 304. If you anticipate a large amount of trash, please coordinate with [Administrative Services](#) to discuss disposal accommodations.

- **Return keys to 220 reception office:** Please return keys to room 220A. Our business hours are 8:00 A.M. - 6:00 P.M. Monday - Friday. If the event is after hours or we've stepped away from the office, please return the keys by dropping them off in the locked drop box outside of the 220 office. Remember to lock the conference room doors after your event. As a note, 305AB has four doors (two on each side of the room) and room 306AB has two doors that need to be locked. Please keep this in mind as you are locking up after your event.

Note: Failure to clean up or re-arrange the room to its original configuration may result in fines or the loss of future use of room reservations with the School of Social Work. Please contact us if you have any questions or concerns.