

Guidelines for Requesting and Using Simpson Center Spaces

By following these guidelines, you are ensuring that the Simpson Center remains a clean, safe, and pleasant space for all. For questions about requesting and using Simpson Center spaces, contact: 206.543.3920 or schadmin@uw.edu.

Requesting Space

The Simpson Center has four spaces that are available by request for (in order of priority):

- Simpson Center-sponsored projects and programs
- Humanities, Interdepartmental, and Scholarly Events
- Other UW Units

Groups and Projects funded by the Simpson Center may request space at any time. Requests from groups and projects not funded by the Simpson Center are accepted starting July 15 for Fall and Winter, and the first day of Winter Quarter for Spring and Summer. On rare occasions, the Simpson Center may find it necessary to release reservations in favor of events we are sponsoring or hosting, and will make every effort to assist with rescheduling.

Visit our room reservation form (<https://simpsoncenter.org/forms/room-request-form>) for information about each of our spaces, including capacity, set-up, and A/V accessibility. Use the form to request use of our spaces. Space requests are not finalized until you receive confirmation from the Simpson Center. Allow up to 48 hours for a response. The Simpson Center avoids scheduling public events against each other in its spaces.

Accessibility/Directions for Guests

The Simpson Center is located on the second floor of the Communications Building. There is an elevator in the building, and it is accessible via the entrance closest to the Student Union Building, as well as the accessible parking lot. The Simpson Center doors are not automated. There is a men's and women's restroom on the second floor, both of which have large stalls, but do not have automated doors. Detailed parking information available at <https://transportation.uw.edu/park/accessible>.

Please include accessibility information on any event promotions if your event is open to the public.

<https://hr.uw.edu/dso/additional-resources/accommodation-event-notice/>. Learn more about UW's accessibility requirements and resources through the Disability Services Office.

After Hours Access

If your event occurs in CMU 202, 204, or 218D outside Simpson Center business hours of Monday through Friday, 9:00 am–5:30 pm, request a code for our keypad entry system. If your event in CMU 226 or CMU 120 occurs outside of building hours, please request further instruction. When classes are in session during the academic year, building hours are typically: M-F 7:30 am–7:30 pm.

Audio/Visual Equipment

- The Simpson Center makes A/V equipment available for use as-is, but does not provide technical support. Users are responsible for their equipment set-up, operation, and return (where applicable).
- Inform the Simpson Center of your anticipated equipment needs, including equipment you will be bringing in.
- Visit our website to learn about the specific equipment available per room.

Wireless Internet Access

- The Communications Building has wireless service and access to the "University of Washington" network for those with UW NetID accounts.
- To provide non-UW visitors with access, visit IT Connect: <https://itconnect.uw.edu/tools-services-support/networks-connectivity/uw-networks/campus-wi-fi/>

Furniture

- If you move furniture, return it to its original position after your event.
- Do not move or re-assemble the Seminar Room table (CMU 202).
- Meeting Room (CMU 218D): Do not move furniture into the 218D hallway as it poses a fire hazard.

Kitchen Use

- You may use the Center's kitchen, which includes a refrigerator, oven, microwave, dishwasher, coffee maker, serving platters, plates, silverware, glasses, and mugs. However, please note that our kitchen is not an approved preparation or holding area for food service as overseen by UW's Environmental and Health Services office.
- The kitchen is in use daily. Clean the kitchen, including loading and running the dishwasher, after use.
- Avoid storing supplies or refrigerated items in the kitchen more than one hour before your event begins.

Cleaning Up After Your Event

- Return all furnishings to original location, clean dirty surfaces, load and run the dishwasher, and dispose of garbage as applicable to your event.
- Remove large-volume garbage, recycling, and compost to an outside container (see map by kitchen door).
- For catered events, you are responsible for ensuring the caterer removes all items and vacates the space by your reservation's end time.

Food and Beverages

- Notify the Simpson Center when you reserve your space if you plan to serve food or beverages. All food and beverage service must follow UW health and safety guidelines and permits (see next section).
- Room Specific Food Service Guidelines:
 - CMU 202/204: Food and beverage may be served. To protect the surface of the large seminar room table and other delicate surfaces, no food or beverages are permitted without coasters, napkins, or placemats.
 - CMU 218D and 226: Light refreshments, coffee, and bottled or covered beverages are permitted in the Meeting Room (218D) and classroom (226). Receptions are not permitted. Waste must be disposed of off-site or in the Simpson Center kitchen waste bins.
 - CMU 120: Covered beverages *only* are permitted.
- The Simpson Center does not provide linens.
- The Simpson Center cannot accept leftovers, so please dispose of all food items in the appropriate bins.

Food Service and Alcohol Permits

To ensure food and public safety, the University of Washington regulates the ways that food and liquor can be served on campus. To do so, the proper permits must be secured. Two months' notice is preferred for planning and permit processing. **All events in Simpson Center spaces must comply with the following:**

Additional Alcohol Service Requirements

If you plan to serve alcohol, you must secure permission from the University of Washington and the Washington State Liquor Control Board in the form of UW's *Alcohol Service Form* and a state license. Begin the process by reviewing UW Alcohol Guidelines and Policies at: <https://uwspecialprograms.org/alcohol-service/>

Food Service

Serving food purchased from UW caterers and providers like Bay Laurel, the UW Club, or Pagliacci Pizza does not require a permit. Nor does serving food that is non-perishable, commercially prepackaged, and ready to eat. If you plan to serve other foods or host an outside caterer, please review the requirements for acquiring a UW *Temporary Food Permit* at <https://www.ehs.washington.edu/workplace/food-safety-program/temporary-food-service-permit>. If needed, apply for the permit more than 4 weeks in advance, and post a copy of your permit on the refrigerator in the Simpson Center's kitchen on the day of your event.

Use of University Facilities Permits:

Please review the Use of University Facilities information at <https://uwspecialprograms.org/uuf-info/>. If your event meets any of these conditions, you must submit the final UUF approval to the Simpson Center before your event occurs. Send notice of final approval at least 7 days in advance of event.