

## RESERVING CLASSROOMS IN

# ARCHITECTURE HALL

Architecture Hall's classrooms and auditorium are available for rental to the campus and at-large communities. Some fees may apply. Room assignments for Architecture Hall are arranged through either the **Classroom Assignment Office (CSS)** or the **College of Architecture & Urban Planning (CAUP)**.

To reserve space in Architecture Hall, please follow these easy steps.

- Select the most appropriate room for your event, determine which department is responsible for the space and check room availability at either—  
**CSS**—phone 206.543.1080, email [times@u.washington.edu](mailto:times@u.washington.edu) and for room specifications, visit <http://www.css.washington.edu/building/ARC> or  
**CAUP**—<http://www.caup.washington.edu/Resources/rooms.php>
- Go online and place a room reservation request at either—  
**CSS**—(<http://depts.washington.edu/eventfrm/>) or  
**CAUP**—(<http://www.caup.washington.edu/Resources/roomreservation.php>)

To ensure a successful event, please follow these helpful tips.

- Keys are needed to access some equipment in CSS rooms: keys must be obtained in advance in Schmitz Hall, Monday—Friday, 8:00 am—5:00 pm.
- Any additional equipment needed for CSS rooms are also reserved through the Classroom Assignment Office. CAUP does not rent additional equipment for these classrooms.
- Be aware of Architecture Hall's building hours and determine whether you need to make special arrangements to keep the building open for your event. Access to the building during off-hours will require coordination with the CAUP building coordinator ([meegan@u.washington.edu](mailto:meegan@u.washington.edu)). CAAMS is utilized in Architecture Hall and can be programmed to accommodate your event.
- For any reservations in the 147 Auditorium, please advise all guests arriving at the auditorium after the scheduled start time, to enter through the southern doors (the northern doors are directly behind the speakers' podium and will cause a disruption).

### ROOM SEATING CAPACITY

#### CSS Rooms

- G070—45
- 147 Auditorium—305
- 160—55

#### CAUP Rooms

- 110—25
- 140—25

### CAAMS SCHEDULING

Should any issue occur with CAAMS during your event, please contact the CAUP Building Coordinator (M—F, 8:00 am—5:00 pm) at 206.616.2439 or the CAAMS Office (Emergencies Only) at 206.685.2226.



### BUILDING HOURS

Monday—Thursday, 8:00am—9:30 pm  
Friday 8:00 am—6:00 pm