



**College of Architecture & Urban Planning
Room Reservations**

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Web: <http://www.caup.washington.edu>

CAUP Reservation Request Form

Actual room reservations should be made via

<http://www.caup.washington.edu/Resources/roomreservation.php>.

This form is only for additional information regarding your event so CAUP may determine additional needs before confirming the reservation request..

CUSTOMER INFORMATION

Organization Name _____

Lead Contact _____

Name

Email

Phone

Affiliation :

CAUP Department, Staff or Faculty

UW Department, Staff or Faculty

Registered Student Group

Off Campus Group

If student group:

Advisor _____

Name

Email

Phone

EVENT INFORMATION

Approval from the Use of University Facilities Committee (UUFC) is required for all non-University organizations or individuals desiring to use space on the campus for any function.

In addition, requests from faculty, staff, and registered or other official student organizations wishing to use space on campus for **events to which members of the general public are invited**, must also be approved by the UUFC.

<http://depts.washington.edu/eventfrm/>

Event Title _____

Event Date _____ Start Time _____ End Time _____

Room Requested _____ Expected Attendance _____

Description of Event _____

Are you charging admission or registration fee? Yes No

Are you collecting donations? Yes No

Are you selling any items or services, or conducting a fundraiser? Yes No

Do you anticipate having off-campus attendees? Yes No

Will your event involve music, singing, or other amplified sound? Yes No

Is any activity being conducted or demonstrated at the event that could constitute a hazard (i.e. heavy machinery or chemicals)? Yes No

If yes, please explain _____

CLEANUP & SECURITY DEPOSIT

Gould & Architecture Hall utilize CAAMS security monitoring.

A \$10 deposit is required for each key-card or key issued. UW employees with a Husky Card will automatically be programmed in CAAMS for their event time.

After your event, you are responsible for cleaning your space and bringing all garbage and recycling to the outside receptacles. Any required key/cleaning deposit will be returned if the space is returned in the condition you found it. Otherwise, cleanup fees will be assessed at \$75 per hour per person.

BANQUET PERMIT

Required for any event where alcoholic beverage will be served. Persons under 21 years of age may attend the function if there are effective safeguards to prevent the consumption of alcoholic beverages by minors.

<https://depts.washington.edu/eventfrm/banquet/>

Liquor may not be sold by the individual drink for cash, scrip, tickets, or any other means. "Event deals" are allowed that, for example, include the cost of admission charge and liquor. Tickets exchanged for drinks may be issued as part of the ticket price.

Special Occasion License required for any event where alcoholic beverages will be sold.

Is alcohol being served at this event? Yes No
Do you anticipate participants under the age of 21? Yes No
How will alcohol be distributed? Complimentary Sold
Who will be responsible for distribution of alcohol? Bartender Open Bar

- If alcohol will be sold, a Special Occasion License is required instead.
- If alcohol is being served, participation at the event must be by invitation only; all guests must be invited in advance.
- Advertising to the general public is not allowed and will result in the permit's revocation.
- Attendees may not bring their own alcoholic beverage to the event.
- CAUP reserves the right to require UW Police Security or CAUP staff to monitor the event. Added personnel costs will be the responsibility of the event organizer.
- Liquor must be consumed between the hours of 6:00 am and 2:00 am.
- Acceptance of gifts or funds from alcoholic beverage distributors or manufacturers is prohibited for student organization activities.
- Beverages must be attended and served at all times by a designated server who must be of legal drinking age (21). Names of servers may be required.
- Under no circumstances may beverages be allowed outside the designated event area.
- The banquet permit must be posted within the designated event area.

APPLICATION FOR TEMPORARY FOOD SERVICE EVENT

If using UW Catering, special occasion license is not required.

Complete form at least 10 days prior to your event at :
<http://www.ehs.washington.edu/forms/ohs/tempfoodevent.pdf>

CAUP does not have a kitchen or heating facility on the premises.
Will you be serving food? Yes No
If yes, what is the source?

UW Catering Bringing Own
Off-campus catering Pre-packaged foods

Temporary food service applications are required for the following:

- Group events with food provided by a non-University caterer or supplier.
- Any food sold or given away to the public or general campus community.
- ASUW clubs preparing food (must be done in an approved facility by permitted food handlers).
- Home prepared food can not be served at events open to the public.

BILLING INFORMATION

Payment by cash or check [all payments must be received in advance].
University Budget # _____ Budget Name _____
Task _____ Option _____ Project _____
For internal use:
Fee charged _____ CAUP Budget # _____ or
Donation only

CONDITIONS & LIABILITIES

Important, please read.
I understand that my submission of this completed form does NOT represent a confirmed reservation. I further understand that all facilities and equipment are subject to availability. I agree to abide by CAUP facilities policies. For liability purposes, I agree to ensure that members and guests of the sponsoring organization will not **move** or **tamper** with any furnishings or equipment, including tables and chairs, and failure to do so may result in additional charges. I will be responsible for submitting any necessary forms, permits, payments, or information to CAUP by the dates specified on my Room Confirmation and understand that failure to do so may result in cancellation or additional charges. I understand that misrepresenting the nature of the activity or failure to fully disclose pertinent details regarding this event/meeting, may result in additional charges or denial of future facility use.

Signature of Organization's Responsible Party

Date