



CONFERENCE ROOM RESERVATION INFORMATION

Thank you for your room reservation with the School of Social Work. 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 keys and lock space after event:** Keys can be received from Mailroom 220A the day before or the day of your event during our normal business hours of 8AM-6PM Monday-Friday if you have reserved room 305, 306 or 116 after business hours (5PM or later). This is so that you will be able to lock the room at the end of your reservation.
- **Pay rental fee before your reservation:** If applicable, you must pay for your reservation for the rooms you have reserved 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 budget, 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.
- **Purchase supplies:** If necessary, purchase supplies from either UW designated budgets or your own funds. The supplies in mailroom 220 are for business/instructional use only. They are not for events. Please contact your budget administrator or Administrative Services at sswadmin@uw.edu.
- **Request access to the building after business hours:** If applicable, let the Administrative Services know what time you would like the exterior building doors open for your meeting. Contact them via sswadmin@uw.edu. This applies for access after standard building hours (Monday-Friday 7:30AM-6PM. We are closed on Saturday and Sunday). If concerned about CAAMS building access via a husky card, please reach out to sswadmin@uw.edu.
- **Request Wifi access for guests visiting UW:** If your event attendees are not affiliated with the UW and require Wi-Fi access, you will need to request "Wi-Fi access for visitors." If you are affiliated with the UW, follow this link and request a "shared temporary UW NetID." If you, the organizer, are not a current faculty/or staff member, please contact sswadmin@uw.edu for assistance. Visitors are unable to request guest Wifi access.
- **Request parking passes, for guests (for SSW affiliated staff/faculty only).** Parking passes can be picked up from 220A/Mailroom. Please request parking passes via sswadmin@uw.edu at least a week before your event. Order in increments of 10 as each sheet comes with a quantity of 10 parking passes. All parking passes require a budget number to be ordered and must be approved by your budget administrator. Parking passes are exclusively for the 15th street garage and are used to reimburse guests that have paid for parking in that location. Once a parking pass is used the budget is then charged. For guests to receive a parking pass an SSW faculty/staff member must be present to validate or receive the parking pass for distribution on their behalf.

- **Arrange divider times:** To ensure a successful event make sure to reach out prior to your event about your divider scheduling needs to Administrative Services at sswadmin@uw.edu or (206) 221-7441. Do not move dividers as this could lead to damages.
- **Fill out 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)
 - For more details on the UUF and ASR forms visit The Office of Special Programs website.
- **Contact disability services to make accommodations:** Does anyone within your event need disability accommodations? Reach out to 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 regulation. 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 week long conference coordinate with sswadmin@uw.edu 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 a 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 after your event:** 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 out from UW's Moving Services.
- **Clean up any trash or food items in the room:** Cleaning supplies are available in the kitchen next to 305 as well as specified locations in other conference spaces. If you anticipate a large amount of trash please coordinate with sswadmin@uw.edu to discuss disposal accommodations.
- **Return keys to 220 reception office:** If the event is after hours, please drop the keys into the locked drop box outside of the office. Remember to lock the conference room doors 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.