

Husky Union Building Policy	
Policy Name: HUB Reservations Cancellation Policy	Effective Date: July 2022
Custodian of Policy: HUB Event & Information Services	Last review: June 2022
Section C Policy 5.0	Next review: July 2023

Policy Statement

Due to the high demand for meeting and event space in the Husky Union Building (HUB) the following cancellation deadlines and fees apply.

Conferences/Special Events:

Conferences & Special Events may be canceled three (3) months in advance of the event date without any charges being incurred. Any person or group canceling a reservation less than three (3) months will be charged the full room rental rate. Any person or group canceling a reservation of this type less than six (6) weeks in advance will be charged full rates with the exception of cleaning and maintenance fees.

Major Events

Major Events may be canceled up to six (6) weeks in advance of the event start date without any charges being incurred. Any person or group canceling a major event reservation less than six (6) weeks in advance will be billed the room rental rate and any administrative costs. Any person canceling a major event reservation less than three (3) weeks prior to the event date will be charged full fees with the exception of cleaning and maintenance fees.

Meeting Room Events

A small event or meeting may be canceled ten (10) business days in advance without any charges being incurred. Any person or group canceling a reservation less than ten (10) business days in advance will be responsible for the full rates with the exception of the cleaning and maintenance fees.

If an event is a series reservation; then the 10 business day timeline refers to the individual date requesting to be canceled. If it is a multiple day event, the timeline refers to the 1st day of the reservation.

Free Meeting Reservations

Students, staff and faculty holding a reservation under the free use policy can be charged for “no-shows.” Cancellation of a free meeting room less than 24 hours in advance results in a “no-show.” Upon the 1st no-show in a quarter, the group will receive a warning. Should a 2nd no-show occur, that and any future no-shows will be charged at the regular room rate.

The “no-show” of two consecutive meetings in a given quarter can result in the immediate cancellation of remaining free meetings that quarter.

Rescheduling a reservation beyond the cancellation deadline

Any reservations rescheduled beyond the cancellation deadline will be charged the initial deadline cancellation rate for their original booking in addition to all regular rates for the new booking.

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Policy Overview

Please refer to your Quote or Confirmation for your Cancellation deadline. Cancellations after this date will incur fees.

Cancellations must be requested by one of the two main contacts listed on the confirmation. Cancellations can be requested on the online reservation account, email to hubres@uw.edu.

A cancellation confirmation will be sent via email once your request is reviewed. Please look for messages regarding cancellation conditions or fees.

Definitions

Conference/Special Event: Any major event reservation occupying more than four (4) spaces and spanning more than one consecutive day.

Major Event: Reservations held in one or more of the HUB major event spaces (Ballrooms or Lyceum) or occupying four (4) or more meeting rooms on a given day.

Meeting Room Event: Any reservation in up to three (3) of the HUB large, medium or small meeting rooms on a single day. EVIS has the discretion to classify events based on the amount of planning required from a standard meeting room event to a major event; any applicable major event policies would apply.

Series Reservations: Series reservations are defined as weekly or alternate week assignments of space in a given quarter.

No-Show: A “No-Show” cancellation will apply when the room goes unused without prior contact with the HUB Event & Information Services office.

Questions/Exceptions

Exceptions are evaluated on a case-by-case basis by the HUB Associate Director of Event and Information Services. Meetings and exceptions may be requested at the email address below.

Contact

HUB Associate Director for Event and Information Services - hubres@uw.edu