ESS Event Policy

This event policy and accompanying request form are intended to streamline the event planning process, clarify expectations, minimize emails, and ensure that staff have capacity to provide assistance.

All ESS community members requesting staff assistance on event planning must submit an Event Request Form. The details you provide on the Event Request Form will provide a staff member with the necessary information to submit applicable UW forms on your behalf.

ESS Administration and leadership reserves the right to determine the appropriate level of staff assistance. Staff members may or may not have capacity to process your request or assist you, depending on other departmental obligations. Each request will be evaluated upon submission and you will be contacted shortly thereafter.

Section 1: Requesting Departmental Admin Support

Staff can assist with the following tasks:

- Checking room availability for non-ESS controlled rooms
- Submitting a UW Room Request form for non-ESS controlled spaces (e.g. JHN 102, JHN 075, JHN 111, Foyer, Courtyard)
- Submitting a Use of University Facilities (UUF) form, Alcohol Service Request Form, Temporary Food Service Form
- Purchasing of event food/supplies up to allowable amount, subject to deadlines listed in Section 2
- Handling catering requests

Staff are not responsible for:

- Booking a room controlled by ESS (see list at end of document). Use the Booked Room Reservation System to check availability and reserve a space.
- *Locating* event-appropriate spaces on UW's campus, outside of JHN/ATG, such as the HUB, conference space, or meeting space. Staff CAN assist with reserving these spaces. See Section 5 below.

Note: Please work with Student Services directly to reserve a space for a defense or exam.

Section 2: Timelines and Deadlines

The department adheres to the deadlines and rules established by UW Event Services, the Office of Special Programs, UW Facilities, UW Environmental Health & Safety Office, and UW Housing and Food Services. Additionally, ESS staff need sufficient time to process requests prior to these deadlines.

- Event requests for events NOT serving food and/or alcohol must be submitted **at least 10 business days** in advance.
- All event requests for events serving food and/or alcohol must be submitted **at least four weeks (20 business days)** in advance of the event date. *Final food and alcohol service arrangements must be submitted to Event Services **at least three (3) weeks** prior to the event. Approval of a [Temporary Food Service Permit](#) and/or [Alcohol Service Request Form](#) may be required.*
- Requests for larger events (e.g. receptions, conferences, etc.) occurring outside of Johnson Hall must be submitted **at least (1) quarter in advance**. *The earlier you submit your request, the higher the chance of reserving an optimal space.*
- Events requests containing a request for a flyer to be made must be submitted **one (1) quarter** in advance.

We recognize that unforeseen circumstances may occasionally hinder the ability to meet deadlines. Exceptions may be granted on a case-by-case basis, subject to availability of the staff member involved.

Section 3: Department Financial Support Approval Process

If the event will be funded by a grant or outside source of funds, then you can skip the chair/administrator approval step. Please read through [Section 4](#) for more information.

If you would like a staff member to purchase food/supplies for an event using a procard and/or financed by the department, you must first obtain financial approval from the Chair and Administrator. Please send your budget request and justification to esschair@uw.edu and sjdakins@uw.edu with the following details:

- Event details (date, time, location)
- Description of event and justification (i.e. business/educational purpose of the event)
- Itemized list of order, where to purchase from, and estimated budget total
- List of attendees (if known) or estimated number of participants

The Chair and Administrator will either ask for clarification, approve your request, approve a different maximum spending limit, or decline your request.

Note: If you decide to spend over the approved budget, you may make the purchase yourself and be reimbursed up to the allowable limit.

On the Event Request Form, you will be required to upload the following documents:

1. PDF of written budget approval from the Chair or PI on grant (such as an email)
2. PDF/document of itemized order
3. List of attendees (if you know who will be attending, please upload this list. If you will be recording attendance at the event, please send a list of participants after the event.) This is required per UW policies.

All 3 of these documents are required for a staff member to reconcile a purchase using a procard for financial audits.

Note: A staff member will only be able to make the purchase if the request is made prior to the minimum date in advance of the event. Please refer to the Timeline and Deadlines section.

Section 4: Events Funded by a Grant or Outside Source

Event funded by a grant (ESS PI)

If the event is funded by a grant, you will be asked to provide the grant budget or GR worktag on the Event Request form (for submitting a UW room request form only). For all other purchases on grant budgets, please download a Purchase Request form and email to esspurch@uw.edu.

Event organized and funded by a non-UW party

- Due to changes in the UW financial system and workday, ESS is **unable to submit room reservation requests** for events that are hosted/paid for by an external UW party (e.g. USGS, external society). ESS cannot use department worktags to pay for these events, and therefore the external party must submit this request and enter their credit card information.
- Faculty/students associated with the planning and organizing of this event are responsible for identifying possible locations for the event.
- ESS staff are able to assist with:
  - Checking room availability
  - Submitting a UUF form, alcohol service request, temporary food permit

Please contact Summer Caton sacaton@uw.edu prior to submitting an event request form.

Section 5: Event Resources

ESS Booked Room Reservation System
UW Event Services
UW Room Request Process

[UW Event Resources](#) (including conference management, summer conference services, event parking, venue operators).

Forms
- [UW Mazevo Room Request Form](#)
- [Instructions](#) on using the new Mazevo software
- [UUF Form](#) (+ information when UUF approval is required)
- [Alcohol Service Form](#)
- [Temporary Food Service Permit](#) (+ information when permit is required)

Section 6: List of Rooms in JHN/ATG

Reservable Rooms Controlled by ESS

Johnson Hall (JHN)				
JHN 070K	JHN 011	JHN 021	JHN 027	JHN 117
JHN 127	JHN 141	JHN 151	JHN 162	JHN 170
JHN 241	JHN 366			

Atmospheric Sciences-Geophysics Building (ATG)	
ATG 164 – PNSN Conference Room	ATG 210 – Conference/Multi-Purpose Room

Reservable Rooms Not Controlled by ESS (Central Campus Control)

Johnson Hall (JHN)		
JHN 022	JHN 026	JHN 075
JHN 102	JHN 111	JHN 175
JHN Foyer	JHN Courtyard	