



Classroom Support Services

A Unit of Undergraduate Academic Affairs

Event Services

Kane, Mary Gates & Johnson Halls

Kane Hall Room 225 (Walker-Ames Room)

Capacity:	Lecture: 125, Standing Reception: 200, Dinner: 120
Facilities/Fixtures:	125 stacking chairs, couches, chairs, side tables, and 6, 8, or 10 foot tables are available upon request
Stage/Dance Floor:	None. Dancing is not permitted on carpet
Dimensions:	36' x 83' (68' in length of open area, see diagram)
Wheelchair Accessible:	Yes
Electrical Outlets:	Yes, 110/120 available along walls and in floor pockets
Lighting:	Chandeliers and overhead incandescent
Catering Staging Area:	Sink, counter top, full-sized refrigerator
Alcoholic Beverages:	A Banquet Permit is required to serve alcoholic beverages unless using UW Catering
Catering:	UW Catering is available or you may bring in other licensed caterers that have been pre-approved by the University. An Environmental Health & Safety form must be submitted and approved. You may obtain these forms from Event Services.
Media Equipment:	Installed equipment includes a podium with gooseneck microphone, video/data projector, and a DVD & VCR player. Additional equipment is available upon request. There is a charge for all equipment used.
Labor:	All events in Kane Hall require a Media Services Operator to serve as the facilities and equipment contact. The Operator is required to stay for the duration of the event.

Room Availability

Fall, Winter, & Spring Quarters:	After 5pm; Monday through Friday All day; Saturday & Sunday
Summer Quarter & Interim:	All day; Monday through Sunday

Reservations

University departments, Registered Student Organizations, and staff may reserve Kane Hall without a Request for Use of University Facilities form *if* the event is attended by only University members.

Events which are open to the public, ticketed, or sponsored by an outside organization must fill out a Request for Use of University Facilities form. This form requires the signature of a Dean, Director, or Chair of a University department and must be approved by both the manager of Event Services and the Use of University Facilities Committee. This form takes a minimum of three weeks to process.

Other Information

Food and alcoholic beverages are permitted in Room 225; however, smoking is prohibited. If you are advertising programs to the public, please note that we are NOT a ticket outlet. Please indicate any ticketing and event contact information, with telephone numbers, on your advertising and promotional materials. Our office would appreciate a copy of any advertising material used for the program for our own reference.

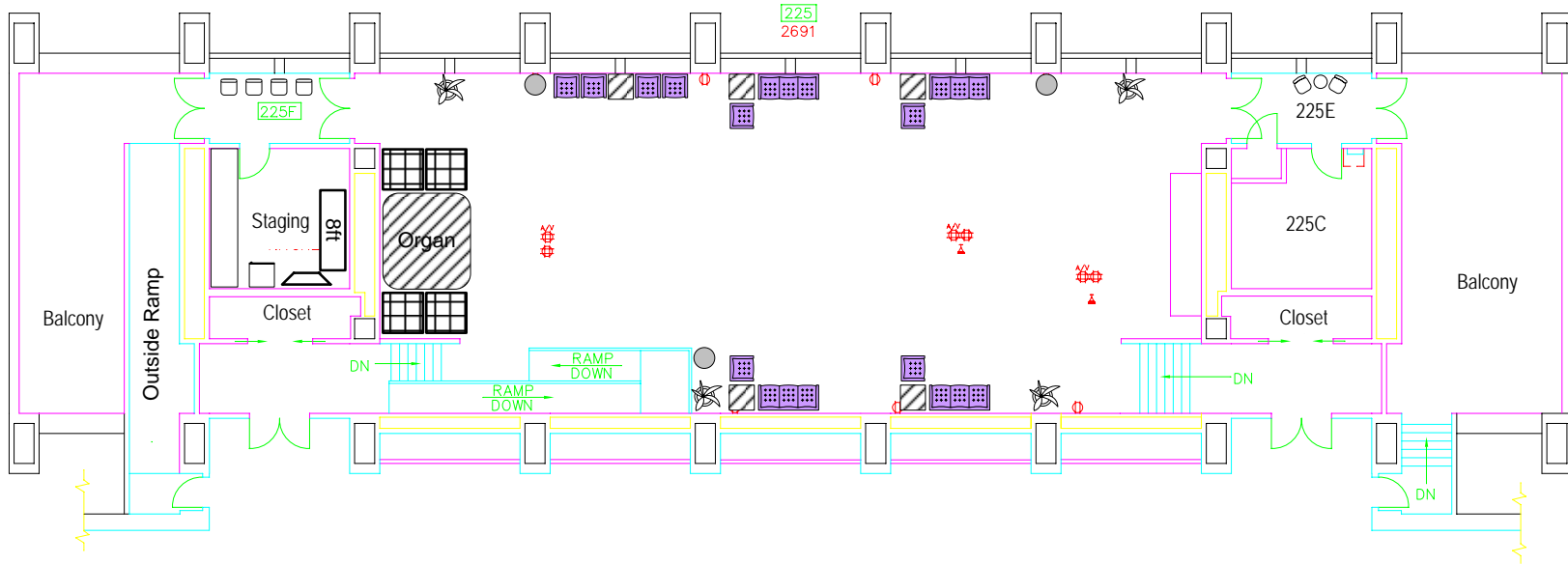
Kane 225: Walker-Ames Room

Event Services
 University of Washington
 035 Kane Hall | Box 353095
 Seattle, Washington 98195-3095
 Main: 206.543.9900 | Fax: 206.685.7892
 eventres@u.washington.edu

Event Title: _____
 Client Name: _____
 Date(s): _____
 Event Time: _____
 Caterer: _____

Tables: _____
 Chairs: _____
 Other: _____

- Furniture may be moved within room in accordance with Fire Code.
- Additional tables and chairs are complimentary.
- 6', 8', or 10' rectangular tables are available (quantities limited).
- Tables may not be placed near or block ramps/exits.
- Outside ramp must be used for all deliveries/pick-ups.
- Table linens are not provided.
- Black table skirting is complimentary.
- Window shades may only be adjusted by Event Assistant.



KEY

- Chair
- Side Table
- Couch
- 4x4 Table
- Refrigerator
- Trash
- Recycle

