Guidelines for Student-Hosted Events in the Steve Ballmer Building

All events must be pre-approved in writing by GIX staff. Please complete the request form (gix.uw.edu/events/student-event) at least one week prior to your event.

Things to consider:

- What is the capacity of your event? How many people can your event space/room accommodate?
- What is your budget? Are food, beverage, service, and supplies costs within per diem ($19 for breakfast, $23 for lunch, and $34 for dinner)
- Who is purchasing food and beverages?
- Would you like nametags for your guests?
- Where will they check in? Who will manage the check-in?
- Who will communicate with, provide speaking guidance and directions, and meet your speakers on event day?
- Is your event outside regular business hours? If so, please be aware that you will need to coordinate your guests’ access to the building, as well as changes to elevator/building schedules.
- Would you like to use the GIX logo to promote/advertise your event? If so, please contact the GIX marketing team for permission and guidelines.

Responsibilities:

*GIX event manager will:*

- Reserve your event space/room; suggest floor plans
- Arrange access for guests if outside of normal business hours
- Purchase a banquet permit (if applicable)
- Ensure event/directional signage is displayed (if non-GIX guests are attending)

*If requested, event manager can:*

- Provide catering recommendations
- Make purchases on ProCard
- Create an RSVP site and track attendance
- Recommend a staffing plan (if needed)

*Host responsibilities*

- The event host must be present in the building while (non-GIX) guests are in the building, and cannot leave until all guests are out of the building. Non-GIX guests must be out of building by the specified event end time.
• Unless discussed and approved beforehand by event manager, the host is responsible for any printing services, nametags, coffee, office supplies or other administrative services for your event.
• Host is also responsible for ensuring guests follow the guidelines for the use of space and equipment outlined below.

**General guidelines for use of space:**

• Host may request a specific room set-up if made at least 5 days prior to the event. After approval by the event manager, GIX staff will be responsible for the set-up. If set-up is not arranged in advance, the host is responsible for setting up the furniture as desired and returning it to its original arrangement immediately after the event.
• Non-GIX guests may not utilize space outside of rooms or spaces specified in the request (this includes the Makerspace and the third floor), unless accompanied by a GIX student or staff member.
• Adhere to all building and Makerspace policies.

**Kitchen**

• Guests are allowed access to the kitchenette, however are not permitted to use the coffee machine or consume GIX supplies (e.g., compostable/disposable plates, utensils, etc.) unless host has prearranged use of these resources for the event with the event manager.
• Kitchen must be cleaned and returned to its original state after your event. This includes cleaning dishes and putting away leftovers.
• If you would like to leave leftovers for general consumption following the event, be sure to label leftovers/containers with a sticker and clean up the containers once the food is gone or no longer edible. It is difficult for others to determine the age and availability of food in the refrigerators, so we will really rely on you to manage this!

**Catering**

• If a caterer needs access to a staging area or kitchenette, this must be communicated to the event manager at least 3 business days prior to your event.

**A/V equipment**

• You may use the audiovisual equipment that is in your reserved room(s). You are responsible for securing any tech support you might need.

**Guest badges**

• All guests in the GIX building must wear a name and/or guest badge. Non-GIX guests can sign-in at the front desk via Traction Guest. Or, if requested in advance, you can be provided with nametags for guests to write their names on.

**Cleaning**

• The room(s) must be returned to their original state after the event. This includes disposing of trash in the appropriate bins, putting away catering, wiping down the tables and white boards, and making sure the furniture is in the appropriate location.
Post-event checklist:

☐ Return furniture to its original arrangement/location if you have moved it.
☐ Wipe down the tables.
☐ Clean white boards.
☐ Dispose of trash in the appropriate bins.
☐ Put away catering, labeling leftovers as appropriate.
☐ Clean the kitchenette if you have used it.
☐ If outside of business hours, ensure that doors are closed and locked – if you want to leave earlier than planned, you must arrange with a staff member to lock doors, or remain in the building to ensure no one enters the building.
☐ Pat yourself on the back for hosting a successful event!