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Othello UW Commons

4200 S Othello Street, Seattle, WA 98118

othellocommons@uw.edu

OTHELLO UW-COMMONS USE AGREEMENT

Thank you for requesting the use of our facilities for your Event at Othello-UW Commons. Please read this Agreement carefully. Additional information is found on the Othello-UW Commons Website (<http://www.washington.edu/othello/>) and further policies or information may also be sent to you depending on the needs and requirements of your Event. Please contact Othello-UW Commons if you have any questions or concerns.

Form instructions: Please print this Agreement and provide your contact and Event information into the fields below. Please sign the Agreement and return it to Othello-UW Commons before the start of your program/event.

Current Date:

Full Name of Organization/Group:

Street Address (or UW Box Number):

City, State Zip:

Primary Contact:

Phone #:

E-Mail:

Event Name:

Event Date(s):

Event Space/Room:

Reservation Guidelines:

Confirmation Email: Review your detailed confirmation email carefully. Please contact our office if you need to make any changes or corrections. When possible, Othello-UW Commons will try to accommodate changes to your Event reservation.

Cancellation Policy: Requests to cancel your Event must be submitted to our office in writing at least two weeks prior to your schedule event. Failure to do so may impact future requests for the facility.

Staffing: Othello-UW Commons will have a minimum of one staff member on site during your entire Event. You must work with this staff member to ensure that your assigned meeting room is functional, clean, and prepared for your Event. Onsite staff will assist you with setting up your assigned room to meet your Event's needs, returning the room to the original set up after your Event, and problem-solving any facility issues during the Event. Onsite staff are not responsible for running or conducting the Event, recruiting participants, or other programmatic operations for your Event. Please direct any questions you may have about your assigned room or the facility to the Othello-UW Commons staff.

Early Arrival, Checking-In & Checking Out: In order to serve you best, the person responsible for each group/organization must check in with the onsite staff member upon their arrival and prior to vacating the Event room after the Event ends. Please arrive 30 minutes before your scheduled Event for set up. At check in, the staff member will provide the responsible representative of the group/organization with a checklist to be signed off by the representative and staff member prior to set up and then prior to vacating the room as to the fulfillment cleanup responsibilities. Cooperation with the onsite staff is expected

Use of the Building's Common Areas: The building's Common Area space including its main lobby and restrooms may be used in conjunction with the Event. To help us maintain our good standing as a tenant of the building, please follow these policies:

- Limit gatherings in the lobby to small groups with noise kept to conversation level
- All trash, refuse, and waste shall be disposed of using appropriate bags and containers.
- No person shall use any of the Common Areas for:
 - i. Vending, peddling or soliciting orders for sale or distributing of any merchandise, device, service, periodical, book, pamphlet, or other matter;
 - ii. Exhibiting any non-professional sign, placard, banner, notice or other written material;
 - iii. Distributing any circular, booklet, handbill, placard, or other material;
 - iv. Soliciting membership in any organization, group, or association, or soliciting contributions for any purpose;
 - v. Parading, patrolling, picketing, demonstrating, or engaging in conduct that might interfere with the use of the Common Areas

Kitchen Use & Self-Prepared Foods: All kitchen use must be pre-approved by Othello UW-Commons. Please check your Event confirmation e-mail to ensure that a kitchen has been

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added to your reservation. There is one full-size refrigerator that you can use for the duration of your Event, however, all items must be removed at the end of your Event.

For more information or to add a kitchen, please contact our office at least two weeks prior to your Event.

Food Handlers Permits: If required by Washington State or City of Seattle law or regulation or that of any other regulatory authority, all individuals handling and serving food must have a Food Handler's (Worker) Permit. A copy of this permit must be on file at Othello UW-Commons at least two weeks before the requested date. For more information about this permit, see the Environmental Health Services section of the kingcounty.gov website.

Serving Utensils & Miscellaneous Items: Othello UW-Commons is unable to provide serving or food preparation utensils or catering.

Linens: Othello-UW Commons does not provide linens or skirting for Banquet Rounds, Cocktail Rounds or Refreshment Tables. Please contact your caterer or party rental company regarding these items.

Catered Food Service & Beverages: If you plan to serve catered food or beverages for an Event:

Catered Food Service/Application for Temporary Food Service: Due to the variety of the conditions related to temporary food service operations, there may be restrictions on foods or methods allowed for serving food. Each application will be reviewed with the primary emphasis on meeting the standards of the State Board of Health for food services sanitation. The permit must be posted at the Event. An Application for Temporary Food Service is NOT required when serving:

- Prepared food (i.e. pizza, deli sandwiches, or other food served within one hour of pick-up)
- Store-bought food (i.e. soda, water, snacks)

Garbage/Recycle: Receptacles for garbage and recycling are provided either within Othello-UW Commons or in the building's containers located behind the building.. The reserving organization is responsible for appropriately bagging and disposing of left-over materials, signage, food, waste, etc. in the provided receptacles. If Othello-UW Commons is left in an unsatisfactory condition, the group will be asked to pay the cost of cleaning.

Alcoholic Beverages and Cannabis: The serving or consumption of alcohol and cannabis at Othello-UW Commons is not permitted.

Animals: Animals of any type shall not be allowed at Othello-UW Commons, except for service animals.

Commercial Sales/Fundraising Activities: No commercial sales are permitted at Othello-UW Commons. Fundraising activities must be approved in advance by Othello-UW Commons.

Decorations: The use of tape, adhesive, glue, nails, staples or tacks are not allowed on the walls, ceilings, and door frames. Tacks and staples should only be used on surfaces such as

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bulletin/cork board approved for posting (present in rooms). If the art, walls or any other fixtures are damaged due to decorations, the group will be liable for damages. These damages will be assessed by Othello-UW Commons.

Decorations must not block or limit access to doors, fire extinguishers or manual pull stations. Decorations may not be hung from light fixtures, sprinklers or ceilings at any time.

All decorative materials must be flame retardant and meet the City of Seattle specifications.

Set-Up: Your confirmed Event comes with room set-up and break-down assistance; groups/organizations are prohibited from moving furniture within rooms, or from one room to another without the guidance of a staff member. Damage resulting from misuse of furniture or additional labor required will be charged to you. If you should require or request a different set-up upon the day of your reservation, please ask the Othello-UW Commons Staff for assistance and we will do everything we can to accommodate your request.

All aisles leading to exit doors must be kept clear and unobstructed at all times. Fire exit doors may not be fastened or propped at any times.

Clean Up: The Event room(s) must look the same when you leave as it did when you arrived. This may include removing all decorations, returning the furniture to its original position, emptying garbage cans if trash is accumulated, picking up garbage left on the floor, wiping off tables and chairs, etc.

Use of A/V Equipment: Your confirmed Event room comes with a projector, podium (Studio A and B), conference call system (conference room). However, the use of the room does not include: a laptop computer, cords, or extension cords. You may bring your own.

Candle Use: Candles or open flames are prohibited at Othello-UW Commons.

Photography: The Othello Commons staff may take pictures of your event. We may use these pictures as part of our promotions and social media including our Facebook page, the Commons' website, and other communication materials. We, the Commons staff, will be mindful of taking pictures of minors or events discussing sensitive topics.

Essential Information

Copyright Issues: Proper authorization must be obtained for all material shown or distributed which does not belong to the reserving organization. Proof of authorization to show or distribute such material is required before an Event is confirmed. Our office assumes no responsibility for material shown or distributed without proper authorization.

Insurance: If you have been notified that proof of insurance is required in order to hold this Event, this User Agreement will not be considered complete and you may not hold this Event unless and until you have provided the required certificate.

Smoking: Smoking is not permitted within 25 feet of any doorway to the building and then only in designated areas.

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Special Accommodation: If your Event requires special accommodation, please notify Othello-UW Commons at least ten days prior to the Event.

Minors: You must follow all Washington State and UW policies (see: <https://www.washington.edu/youth/policy/>) to protect the safety, wellness and the privacy of the minors at Othello-UW Commons.

WAC Provisions: Use of Othello-UW Commons must comply with all University of Washington and Washington Administrative regulations (see: WAC 478-136-030). See: <https://web.archive.org/web/20130709213425/http://apps.leg.wa.gov:80/WAC/default.aspx?cite=478-136-030>

Force Majeure: The University of Washington and Othello-UW Commons will not be liable for failure to perform an obligation hereunder when performance of such obligation is rendered impossible due to damage or destruction of the facility, order or regulations of public authorities, labor dispute, civil tumult, epidemic, natural disaster/hazard, or any cause which both was beyond the control of and is not remediable by the party seeking to exercise this provision.

Indemnification: The user agrees to indemnify and hold harmless the University of Washington, its Regents, Officers, Agents and Employees, from and against any and all claims, demands, losses, liabilities, costs or expenses of any nature whatsoever arising from or as a result of use or occupancy of Othello UW-Commons facilities by the User and User's agents, employees, guests and invitees provided that such claims, demands, losses, liabilities, costs, or expenses are due or are claimed to be due to the negligent acts or omissions of User and Users agents, employees, guests or invitees.

ACCEPTANCE

I have read and agree to abide by the policies and procedures outlined by Othello UW-Commons in this Agreement and as provided elsewhere including the Othello-UW Commons Website (<http://www.washington.edu/othello/>). The information I have provided is accurate to the best of my knowledge and I understand that any falsification or misrepresentation of this Event may be subject to additional charges, future restrictions and/or the immediate cancellation of the Event and any unauthorized activities.

Name of Group/Organization

Date

Authorized Signature

Printed Name

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Approved: Othello-UW Commons

Name: _____

Date: _____