

UW Campus Meeting Space Reference

Building	Capacity	Contact	Tel
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Allen Library		Linda Ambre	3-7163
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Exquisite décor, readily accessible on upper campus. President McCormick must be attending event for us to use it.

Allen Auditorium	49-amphitheater	Ligaya Horsak lhorsak@u.washington.edu	3-3917
Petersen Room	50-meeting 20-conference	Linda Ambre catering anyone	
Smith Room (currently under renovation & not available until 2002)	49-meeting	no food	

Bagley Hall		Jane Meredith	3-1611
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These are older conference rooms and you should view their condition before reserving them.

109 Bagley	10-meeting	8 extra chairs	
319 Bagley	10-meeting	12 extra chairs	

Burke Museum		Michelle Heck	6-7538
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Entire museum can be available, but no food or drink in the display areas. For more information, see website:
<http://www.washington.edu/burkemuseum>

Burke Room	70-banquet/reception	water/sink	
Museum Café	350-standing reception	catering by approved list	

Chemistry Building (new)		Jane Meredith	3-1611
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Must get a key from the front desk in Bagley. All rooms have an overhead projector, whiteboard, table, sink and phone.

102 – Fountain Side	30-banquet/reception	kitchenette & 10 extra chairs	
239 - Looking out over the gardens	12-meeting	balcony	
339 – Better view than 239	12-meeting	sink	
439 – Even better view!	12-meeting	sink	

Faculty Club		Alex Chordas	3-0437
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No stage is available. Reservations made by members only.

Music Room	75-reception 20-informal lunch, dinner 12-lunch, dinner	Faculty Club catering only	
Main Dining Room	250-reception 200-banquet		
South Dining Room	13-south dining room west 30-south dining room east		
Conference Room	48-open 100-reception		

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Forest Resources		Sally Morgan	5-0952
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The room is on the second floor with no elevator (for catering or handicapped). Used only for student activities due to gift designation. Possibly negotiable if UW President is attending.

Forest Club Room	150-informal lunch, dinner	No kitchen, catering anyone	
		Shared sideroom w/ faucets, microwave.	

Gerberding Hall		Varies	
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Convenient. To reserve rooms 142, 193 and 26, see <http://depts.washington.edu/~bps/calendar/index.html>

Regent's Room-3 rd floor	30	Mitzi, Edith, Tim	3-5010
Room 142	40-conference	Reserve via internet (see above)	
Room 193 (Financial Mgmt. Conference room)	8-conference, 15 total	Reserve via internet (see above)	
Room 26-Ground Floor	16-conference	Reserve via internet (see above)	
Room 75-Ground Floor (stuffy)	14-conference	Reserve via retiremt@u.washington.edu	
		Jeanette Franks (contact)	3-8600

Health Sciences		Seth Bishop	3-6729
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Handsome, new rooms accessible through a labyrinth with exposed, wrapped pipes, \$15 fee for use of installed equipment.

I-Court Rotunda	125-dinner, reception, informal meetings (poor acoustics), (after 5 p.m. M-F, all day Sat & Sun)	Debbie Proctor catering anyone	3-7636
Lecture Hall (K069)	94-meetings, computer projector (nice room)	Seth Bishop E-mail: bishop@u.washington.edu no food in room	3-6729
Room D310	12-long table, 35 total	Alexia Earrientos	3-7202
Turner Auditorium (D209)	165-amphitheater	kitchen near, catering anyone	
Turner Conference Room (E202)	22-long table, 40 total	Marion Olender catering anyone	3-7202

Henry Art Gallery		Melissa Smith	6-8627
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Entire gallery can be available, but no food or drink in display areas. Baci Artful Catering is the exclusive caterer for all on site Henry events.

Auditorium	154-auditorium style 172-standing room	AV possibilities, \$40/hr. plus set up and breakdown fees	
Café/Sculpture Court/Mezzanine	200-reception 60-dinner	preferred caterers or campus catering	
Conference Room	20-long table, 30 total	portable AV equipment	
Henry Gallery (north/south/east galleries)	1,000-reception	preferred caterers or campus catering	

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HUB		Suzanne Yeung	3-8191
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Convenient, accessible, good facilities. Third floor rooms overview Allen Library and HUB yard. Campus catering preferable. Reservations can be made by Suzanne or anyone who answers the phone, or via e-mail at hubres@u.washington.edu or the internet at www.dept.washington.edu/sauf/hubres.

106B	104-banquet		
108	152-banquet		
Auditorium (large foyer)-1 st Floor	472-lecture	AV possibilities/stage	
200ABC (nice corner views east)	128-banquet	kitchen available	
204N (inside-no views/windows)	18-conference only		
209AB (long, narrow-windows)	105-reception		
	64-banquet		
West Ballroom (with stage)-2 nd Floor	1,000-reception		
	450-banquet		
East Ballroom (with view/terrace)-2 nd Floor	1,000-reception		
	550-banquet		
304DF (stuffy, no view)	28-conference only		
309 (great light, overview of Allen Lib./Plaza)	50-reception		
	32-banquet		
310 (same side)	130-reception		
	80-banquet		

Husky Stadium		Events Management	3-2246
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The Don James Center is located on the north side of Husky Stadium. Stairs and elevator. Available evenings and weekends. (Daytime use by ICA only.) \$125/hr for UW use; \$250/hr for outside use. Firecode: 600 people.

Don James Center	450-seating 600-reception	kitchen w/dishwasher, ice machine, small refrigerator, no range	
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Kane Hall		Linda Kemnitzer	3-2985
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Easy access across Red Square. Linda or anyone who answers the phone can make reservations.

110 (auditorium style, no stage)	220		
120	444		
130 (auditorium, stage, balcony)	704		
210	244		
220	244		
234 (conference room)	20-conference		
Walker-Ames Room (must hire organist)	200-reception	kitchen, catering anyone	
	125-theater, lecture		
	65-buffet		

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Meany Hall		Sue Stark	6-8183
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Reservations can be made via email at quincy@u.washington.edu.

Meany Hall	1,206+4-theater (4 wheelchair spaces)	catering anyone	
Meany Theater Lobby	200-reception only	catering anyone	

Music (building on upper Quad)		Becky McGee	3-1202
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Auditorium (Room 126)	220-lecture	Stacy McFarland (evenings,	3-2385
Faculty Lounge	45-reception 12-meeting	weekend events)	

Parrington Hall		Kim Hall	3-4900
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Linoleum-halled building has elevators. Skylit room with no frills. Catering anyone. Reservations can be made with Kim or anyone who answers the phone.

The Commons (Room 308)	49-conference	kitchenette, couches More suitable for reception	
The Forum (Room 309)	49-conference	no kitchen	

Seafirst Executive Education Center (SEEC)			6-6440
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Douglas Forum has beautiful wood paneling and lots of windows. Photography is difficult due to glare. Rooms can be reserved via e-mail at seec@u.washington.edu. Their fax number is 5-9236.

Douglas Forum Seminar Room		kitchen	
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South Campus Center		Jean Williamson	3-0530
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Near the water, an impressive setting when the whole building is rented. Décor shows wear and soil. Campus catering.

Classrooms -small, side	25-lecture		
	25-lecture	no kitchen	
Multipurpose area, 316-full	250-lecture 100-long tables 200-banquet		
Multipurpose area, 316-half	110-lecture 50-long tables 100-banquet		

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<u>Urban Horticulture</u>		<u>Becky Johnson</u>	<u>5-8033</u>
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Aesthetically pleasing mini-campus environment away from campus, kitchen available, catering anyone.

Isaacson Classroom	50-lecture
Isaacson Boardroom	12-conference
Douglas Classroom	40-lecture
NHS Hall	60-lecture
NHS Hall-2 sections	150-lecture
NHS Hall-3 sections	200-lecture

<u>Waterfront Activities Center (Room 110, 120, 130)</u>	<u>Colleen LaMotte</u>	<u>3-9433</u>
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Above canoe rentals overlooking UW waterfront. Kitchenette with refrigerator, sink, microwave. Catering anyone. Fireplace, deck. Firecode: 100 people SRO/75 seating. Fee: \$50 base fee/\$15 each additional hour.