

MoES-NanoES Event Guidelines

Spaces Managed by Collaboration Core

Preference given to organizations and personnel affiliated with MoES or NanoES labs, institutes, or student organizations. Use by other UW-affiliated entities is approved by Collaboration Core administration on a case-by-case basis. Reservations outside of regular business hours are only available to MoES or NanoES building occupants.

Courtyard east of MoES-NanoES building
MOL 115 – Conference room with capacity of 20
MOL 215 – Conference room with capacity of 20
MOL 315 – Conference room with capacity of 49
NAN 291 – Conference room with capacity of 25
NAN 391 – Conference room with capacity of 25

Availability

Visit the room reservation website (<https://www-moes.nano.washington.edu/building/room-request/>) to check availability and enter a reservation request. Reservations are typically confirmed within 24 hours. For special events, two weeks advanced notice recommended.

Courtyard should be reserved via a Use of University Facilities request with the Office of Special Programs at <https://depts.washington.edu/sprogram/uuf-info/uuf-request-form/>

The NanoES classroom (NAN 181) and Commons are owned and operated by UW Classroom Technology and Events. There is a fee charged for use. For more information and to place a reservation for those spaces, visit <http://www.cte.uw.edu/Inquiry>. (Nothing else in this document is intended to pertain to those two spaces.)

Furniture configuration

Each room can be configured in a lecture or classroom style according to your needs, but Collaboration Core staff is not guaranteed to be available to move furniture, so be sure you have adequate help to arrange the room to suit your needs and return it to its original state. Significant changes in furniture configuration must be approved by Building Manager at least one week in advance.

A/V Equipment

The following equipment is available for use during your event. Please note that staff support is not guaranteed to be available during your event, and it is your responsibility to test functioning and compatibility of equipment. If you need access to a room to test equipment in advance of your event, please contact the Building Manager at least one week in advance.

Built-in items:

- Ceiling mounted digital projector in each conference room
- Podium in MOL 115, 215, and 315

Items available for sign-out from Building Management office:

- 2 portable 60 inch flat screen HDTVs
- Portable digital projector
- Digital screen sharing device (for up to 4 computers)
- Windows 10 laptop
- Laser pointer
- HDMI, DVI, VGA, and MacMini cables
- 4 conference call phone units

Permit requirements

- Review the Office of Special Programs rules (<https://depts.washington.edu/sprogram/uuf-info/>) to see if your event requires a Use of University Facilities authorization and complete the online request form if necessary.
- If alcohol will be served at your event, complete an Alcohol Service Request (<https://depts.washington.edu/sprogram/alcohol-service/>) with the Office of Special Programs. You will very likely also need to purchase a Banquet Permit or a Special Occasions license from the WA Liquor Control Board (<http://www.liq.wa.gov/licensing/banquet-permits>).

Food service and waste disposal

- If you will be serving food at your event, review EH&S's food safety requirements (<https://www.ehs.washington.edu/ohs/foodsafety.shtm>) and complete a temporary food service application if necessary (<https://depts.washington.edu/ehas/pubcookie/prod/foodpermit/client/index.php>).
- If your event is a barbecue, review the barbecue guidelines (<https://www.moles.washington.edu/wordpress/wp-content/uploads/2018/07/bbqguidelines.pdf>). If you are unable to provide your own fire extinguisher, the Building Management Office can lend you one.
- Review UW Recycling's event coordinating guide (<https://green.uw.edu/good-dawg/events>) and reserve special recycling and compost bins if necessary.

Building Access

If your event will include people without MoIES access or will take place outside of regular building hours (8:00 AM – 6:00 PM, Monday through Friday), contact MoIES@uw.edu to arrange for door(s) and elevators to be unlocked.

Catering and deliveries

If you will be receiving any deliveries for your event or expecting caterers, you must be present to receive them. Collaboration Core staff will assist when possible but are not guaranteed to be available to receive deliveries or coordinate with service providers on your behalf.

Clean up

After event, dispose of all trash and debris, wipe down all tables and white boards, and return furniture and A/V equipment to original configuration.

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Damage to building facilities or inadequate clean-up may be billed to event host's department or organization.

Although advice and assistance may be provided by Collaboration Core administration at their discretion, event organizer has final responsibility for completing all applicable items on this list.