

**University of Washington Bothell
Administrative Policy
CAMPUS CONFERENCE ROOMS
POL – 1.1**

OVERVIEW

The university has designated several meeting spaces across campus conveniently located in UW Bothell owned and leased buildings. This provides opportunities for Students, Faculty and Staff to meet while conducting university business. The majority of these spaces are furnished with telephones, ethernet and presentation technology such as a video projector or a flat panel display.

POLICY

In order to provide the best experience for students, faculty, and staff, the following applies to those who will utilize conference rooms located in university spaces:

- Conference rooms are available for meetings during business/suite hours. Conference rooms may be scheduled after 5pm for meetings *or* classes. Please notify Campus Safety when scheduling these rooms after business hours.
- Conference rooms are self-scheduling on a first-come, first-serve basis. UW Bothell Faculty, Staff, and Students can schedule their meetings via 25Live. In order to gain access to 25Live and request space, you must first complete the required [25Live training](#).
- Student groups or clubs require a faculty or staff sponsor to book a conference room.
- Faculty are required to contact the [Registrar](#) to reserve a conference room for classes and exams.
- The suite occupants determine business hours for conference rooms that are located within an office suite.
- Provide a contact name and phone number when scheduling a meeting or class.
- If the room is not needed, cancel the reservation.
- Arrange special needs, such as audio-visual, catering, etc. at least a week in advance of your meeting.
- Technology (e-podium, projector, etc.) in conference rooms varies and IT support for the existing presentation technology (as well as any additional requested equipment) might take additional time to secure.
- Personal belongings should not be left unattended in conference rooms at any time. Any items found will be sent to Campus Safety to the lost and found division.

GUIDELINES

- Maintain a moderate noise level - rooms are not soundproof, and loud talking disturbs other users in adjoining rooms and outside the rooms.
- Please leave the room in as good or better condition than when you arrived, include cleaning whiteboards and tables.
- The chairs and tables have been set in standard arrangements. Please make sure the room is returned to its original set up. ***Do not remove furniture from conference rooms.***
- All garbage and recycle material should be disposed of in the compost bins located in the vistas or hallways.
- Please use painters tape when hanging materials on unpainted walls.

ADDITIONAL INFORMATION OR QUESTIONS

uwb-adminplng@uw.edu or 425.352.5404

RELATED LINKS

[25Live](#)

[WAC 178-136](#)

[Room Calendars and Scheduling](#)

[Building Coordinators](#)

[Campus Building Hours](#)

[Zoom Video Conferencing](#)