

SOM - Room Reservations

Location	Details of room	Associated costs	How to reserve
Turner Conference Room	Floor 2 of HSB, seats about 20-30 comfortably. Long table with chairs around it.	Staff - no cost Students – no cost but not an option except for meetings that involve faculty/staff/admin (e.g. MSA Dean’s Meeting, AOA meeting)	Dr. Ramsey’s office manager (Joy, Alithea): 543-7718. Call for availability and send email for written documentation. Very limited availability. Get keys here.
A-300 Suite rooms	A-325 is popular, seats about 10-15 comfortably. A-334 or A-314 seat 4-6	Staff-no cost Students – no cost	Email: a300@uw.edu or Sean H. at front desk
T-5 Classrooms	T-5 – small rooms 34,35,36,37,38,40,41,43, 46,47,48,49. Seat 15-20	Staff – no cost Students – if RSO, no cost	Email: somrooms@uw.edu (curriculum dept), or visit Corrin at her desk. Occasionally, they will request we go through Room Q to reserve these.
T-550 or T-553	These are larger, seats about 50	Staff – no cost Students – if RSO, no cost	Email: somrooms@uw.edu (curriculum dept), or visit Corrin at her desk.
T-551, T-556, T-561	Seat 10-15. Need to get a key from A-300 front desk or the ICM office. Curriculum owns these	Staff- no cost Students – no cost	Email: somrooms@uw.edu (curriculum dept), or visit Corrin at her desk.
Other Health Sciences and South Campus Center Rooms	Varies. See “Room Matrix” for full list of rooms available: http://depts.washington.edu/hsrr/matrix	Classrooms and most conference rooms or seminar spaces, free of charge. Other special event spaces have a room charge.	Either email Paula Skarr at paular@uw.edu , or fill out request on RoomQ: http://depts.washington.edu/hsrr/roomq/index.php

To reserve a room listed in the matrix below, use RoomQ:

<http://depts.washington.edu/hsrr/roomq/index.php>

Two Options for RoomQ:

- 1) Email Paula Skarr at paular@uw.edu with the following:
 - a. Name of Event
 - b. Date and time of event
 - c. Number of guests expected
 - d. Room number/type request
 - e. If you will be serving a bunch of food and need garbage service for \$54 extra.

- 2) Go To Room Q and fill out the form. Here are the steps:
 - a. Login using your UW Net ID
 - b. Click "Make a Request"
 - c. Fill in event title
 - d. Select "Department Meeting – Health Sciences" as "meeting type"
 - i. ONLY select "Registered Student Organization (RSO) meeting" if you are an RSO registered with upper campus.
 - e. If you select that you'll serve food at your event, you will be charged \$54.
 - f. Start time/finish time
 - g. Enter location details and expected attendance
 - i. In the "Special Instructions" box, please enter your specific room request
 - h. Enter the date
 - i. "Review Request" – all done!
 - j. You'll receive a series of emails confirming that you made a request, and then an email with the room reservation confirmation.




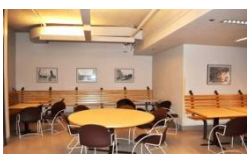


Other Things to Keep in Mind with RoomQ:









- Special Event Spaces (highlighted below) cost about \$40/hour. Other rooms are free of charge.
- When filling out RoomQ, if you indicate that you'll use A/V equipment, you will be charged \$37. A/V equipment will be accessible even if you do not indicate that you'll need it on your reservation.
- Lecture Hall A/V is \$53 –*Remember that SOMALT can often help with this, free of charge*
- If you plan to serve a large amount of food at your event, Room Services can provide trash/compost/recycle receptacles for \$54. If you're just serving finger food or snacks, we suggest taking out your own trash and saving your group \$54.

Rooms in the Health Sciences Building

If the room is **highlighted**, then there will be a fee associated. Student Affairs has \$100 per student group in our budget which can be used towards this fee each year for each RSO- contact eslager@uw.edu for details.

All rooms have a wireless internet and Ethernet connections, unless otherwise noted. You may need a valid UW NetID to access the network.

Room #	Type	Capacity	Room Features & Equipment	Image
A420 (Hogness Auditorium)	Lecture Hall	482	PA system, 2 overhead projectors, 2 slide projectors (request projectionist from Classroom Services, hsbav@uw.edu , 2 weeks in advance of event), DVD/VCR, LCD projector Hourly rates apply during the special events period .	
BB1602	Classroom	32	overhead projector, slide projector	
D209 (Turner Auditorium)	Lecture Hall	168	PA system, overhead projector, 2 slide projectors, VCR/DVD, LCD projector Note: The booth is now kept locked; pick up key from Classroom Services, T291A.	
D210	Special Event Space	40	Connected to E-court Cafe. Available after 3:30pm, Monday – Friday Hourly rates apply	
E212	Conference Room	20	overhead projector, LCD projector	
E214,216	Seminar Room	16-30	overhead projector, slide projector, LCD projector	

I132	Conference Room	30 (50)	LCD projector, overhead projector, slide projector, 20 add'l stacker chairs, 2 active phone lines but no phone. Note: Always kept locked; pick up key from Classroom Services, T291A.	
K069	Lecture Hall	94	PA system, overhead projector, 2 slide projectors, DVD/VCR, LCD projector	
RR134	Lecture Hall	50	PA system, overhead projector, 2 slide projectors, VCR, LCD projector, 8-panel x-ray view-box	
T359,360	Seminar Room	30	overhead projector, LCD projector	
T360A	Seminar Room	16	overhead projector, slide projector, LCD projector	
T435, 439	Lecture Hall	185-220	PA system, overhead projector, 2 slide projectors, document camera, DVD/VCR, 2 LCD projectors, videoconferencing, course casting, installed computer	
T469 (Red Lounge)	Special Event Space	35	No AV or Ethernet connection in room. Available after 3:30pm, no tables outside before 5pm. Hourly rates apply	
T473,474	Classroom	25-50	overhead projector, slide projector, LCD projector	

T474A Conference Room 16 overhead projector, slide projector, LCD projector



T478 Conference Room 35 overhead projector, LCD projector



T480 Conference Room 10 No AV or Ethernet connection in room. **NOTE: Always kept locked; pick up key from Classroom Services, T291A.**



T498 Seminar Room 25 overhead projector, slide projector, LCD projector



T530 Seminar Room 30 overhead projector, slide projector, LCD projector



T531 Classroom 50 overhead projector, LCD projector



T625,639 Lecture Hall 185 PA system, overhead projector, 2 slide projectors, VCR, LCD projector



T635 Classroom 35 overhead projector, slide projector, LCD projector



T641 Conference Room 10 No AV or Ethernet Connection in room.



T663 Seminar Room 30 overhead projector, slide projector, LCD projector



T739,747,733 Lecture Hall 121 PA system, overhead projector, 2 slide projectors, VCR, 2 LCD projectors, course casting



Health Sciences Lobby **Special Event Space** 200 No AV in space. Note: Alcohol is not permitted at anytime. [Hourly rates apply](#)














Rotunda Foyer **Special Event Space** 100 No AV in this space. To reserve the raised dining area and rooms I140-142 found in the Rotunda, contact the UW Catering Office at 685-2051. [Hourly rates apply](#)



Rooms at South Campus Center

All rooms have wireless internet connection and Ethernet connection, unless otherwise noted. You may need a valid UW NetID to access the network.

Room #	Type	Capacity	Room Features & Equipment	Click thumbnail for image(s)
SCC 222,224,228 (Portage Bay Room)	Conference Room	12	overhead projector, LCD projector	
Portage Bay Area	Special Event Space	225	No AV in space. Note: Must reserve SCC 222, 224, 228 in order to book this space Hourly rates apply	

SCC 254 (Sub-Crow's Nest)	Special Event Space	26	overhead projector, LCD projector, no Ethernet connection Note: Conference room layout. Hourly rates apply	
SCC 300 Lobby	Special Event Space	150	No AV or Ethernet connection in space. Hourly rates apply	
SCC 303/308	Seminar Room	55	overhead projector, LCD projector	
SCC 309	Conference Room	20	overhead projector, LCD projector	
SCC 316	Special Event Space	120	2 overhead projectors, 2 LCD projectors. Hourly rates apply	
SCC 320B (Kitchenette)	Special Event Space		Must book SCC 316 in order to use this space Hourly rates apply	
SCC 322	Conference Room	20	overhead projector, LCD projector	
SCC 342/346	Conference Room	12	overhead projector, LCD projector	
SCC 348/350	Seminar Room	21	overhead projector, LCD projector	

SCC 354
(Crow's Nest) **Special Event Space** 26
overhead projector, LCD projector,
No Ethernet connection
Note: Conference room layout
[Hourly rates apply](#)





SCC Terrace **Special Event Space (outdoor)** 250
BBQ permitted
[Hourly rates apply](#)



Rooms in the Foegen-South (Genome Sciences) Building

All HSB rooms have a wireless internet and Ethernet connections, unless otherwise noted. You may need a valid UW NetID to access the network.

Room #	Type	Capacity	Room Features & Equipment	Click thumbnail for image(s)
S060 (Foegen Auditorium)	Lecture Hall	194	PA system, overhead projector, 2 slide projectors, DVD/VCR, LCD projector	
Vista Court Café	Special Event Space	286	Available after 4pm, M-F. Reservation will include the Vista Terrace, but does not include kitchen area Hourly rates apply	
Vista Terrace	Special Event Space (outdoor)	158	Must book Vista Court Cafe. Notes for Vista Court Cafe apply to Vista Terrace.	