

# 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 managers (Joy, Alithea): 543-7718. Call for availability and send email for written documentation. Very limited availability. Get keys here.
D-310	Room is large, but table is not large. Couches, phone line near couches, no projector	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 managers (Joy, Alithea): 543-7718. Call for availability and send email for written documentation. 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: <a href="mailto:a300@uw.edu">a300@uw.edu</a> 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: <a href="mailto:somrooms@uw.edu">somrooms@uw.edu</a> (curriculum dept), or visit Corrin at her desk. Occasionally, they will request we go through Room Q to reserve these. Can see availability at G drive – G:\AA\classroomscheduling
T-550 or T-553	These are larger, seats about 50	Staff – no cost Students – if RSO, no cost	Email: <a href="mailto:somrooms@uw.edu">somrooms@uw.edu</a> (curriculum dept), or visit Corrin at her desk. Can see availability at G drive – G:\AA\classroomscheduling
T-551, T-556, T-561	Seat 10-15. <b>Need to get a key</b> from A-300 front desk or the ICM office. Curriculum owns these	Staff- no cost Students – no cost	Email: <a href="mailto:somrooms@uw.edu">somrooms@uw.edu</a> (curriculum dept), or visit Corrin at her desk. Can see availability at G drive – G:\AA\classroomscheduling

**Classroom Services:**– Event support only: equipment rental at HSB or Foege.

206-543-6729

Location: T-291 HSB

**Health Sciences Room Reservations:** Some refer to this as “Room Q”

206-543-0530 → call first to check availability

<http://depts.washington.edu/hsrr/contact>

Location: South Campus Center, Room 335

**To Reserve a room for the rooms listed below:** use “Room Q” for reservations

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

Costs: About \$40/hour- for **SPECIAL EVENT spaces**; Other rooms are free of charge

A/V equipment: \$37. Lecture Hall A/V is \$53 –*Remember that SOMALT can often help with this, free of charge*







\$54 for trash, recycling










If the room is **highlighted**, then there will be a fee associated.

Student Affairs pays \$100 towards this fee each year for each RSO- contact [eslager@uw.edu](mailto:eslager@uw.edu) for details

## Rooms in the Health Sciences Building

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, <a href="mailto:hsbav@uw.edu">hsbav@uw.edu</a> , 2 weeks in advance of event), DVD/VCR, LCD projector <a href="#">Hourly rates apply</a> during the <a href="#">special events period</a> .	
BB1602	Classroom	32	overhead projector, slide projector	
D209 (Turner Auditorium)	Lecture Hall	168	PA system, overhead projector, 2 slide projectors, VCR/DVD, LCD projector <b>Note: The booth is now kept locked; pick up key from Classroom Services, T291A.</b>	
D210	<b>Special Event Space</b>	40	Connected to E-court Cafe. Available after 3:30pm, Monday – Friday <a href="#">Hourly rates apply</a>	
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. <b>Note: Always kept locked; pick up key from Classroom Services, T291A.</b>	
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, <a href="#">installed computer</a>	
T469 (Red Lounge)	<b>Special Event Space</b>	35	No AV or Ethernet connection in room. Available after 3:30pm, no tables outside before 5pm. <a href="#">Hourly rates apply</a>	
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	<b>Special Event Space</b>	225	No AV in space. Note: Must reserve SCC 222, 224, 228 in order to book this space <a href="#">Hourly rates apply</a>	
SCC 254 (Sub-Crow's Nest)	<b>Special Event Space</b>	26	overhead projector, LCD projector, no Ethernet connection Note: Conference room layout. <a href="#">Hourly rates apply</a>	
SCC 300 Lobby	<b>Special Event Space</b>	150	No AV or Ethernet connection in space. <a href="#">Hourly rates apply</a>	

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 Foege-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 (Foege 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 <a href="#">Hourly rates apply</a>	
Vista Terrace	Special Event Space (outdoor)	158	Must book Vista Court Cafe. Notes for Vista Court Cafe apply to Vista Terrace.	