Parrington Hall Room Layouts and Policies

Commons (Room 308)

- Capacity: 49
- Measurements: 1678 sq. ft.
- Facilities/Fixtures: 36 wood chairs, 4 42"x96" wood conference tables, 3 couches, 4 upholstered chairs, 2 30"x60" tables in the front of the room, and a motorized screen. Coat hanger is available.
- Wheelchair Accessibility: Yes
- Electrical Outlets: Yes, please note that users must provide their own grounded extension cords.
- Lighting: Glass skylight and indirect overhead lighting
- Air Conditioning: No
- Food: Permitted within UW guidelines
- Smoking: No smoking and no candles
- Alcoholic Beverages: Sponsors must apply for a Banquet Permit to serve alcohol.
- Stage/Dance Floor: None
- Media Equipment: None installed in room. PA system equipment is highly recommended.
  - Equipment for groups not affiliated with the Evans School is available from Media Services at 206.543.9900. Sponsoring parties must make arrangements for extension cords as well as delivery and retrieval of AV equipment.
  - The room is very bright, so please be aware that if you are using a projector in either the Commons or the Forum, we recommend 2000 lumens or brighter for the best quality.
- Internet Connectivity: Network connections are available in the floor electrical boxes covered with the brass lids. A network card and cable are required.
- Telephone: No telephone in room. Conference phone connection available—contact Telecommunications at 206.221.5000.
Forum (Room 309)

- Capacity: 49
- Measurements: 1678 sq. ft.
- Facilities/Fixtures: 49 wood chairs, 6 42"x96" wood conference tables, 2 30"x60" tables in the front of the room, and a motorized screen. Coat hanger is available.
- Wheelchair Accessibility: Yes
- Electrical Outlets: Yes, please note that users must provide their own grounded extension cords.
- Lighting: Glass skylight and indirect overhead lighting
- Air Conditioning: No
- Food: Permitted within UW guidelines
- Smoking: No smoking and no candles
- Alcoholic Beverages: Sponsors must apply for a Banquet Permit to serve alcohol.
- Stage/Dance Floor: None
- Media Equipment: None installed in room. PA system equipment is highly recommended.
  - Equipment for groups not affiliated with the Evans School is available from Media Services at 206.543.9900. Sponsoring parties must make arrangements for extension cords as well as delivery and retrieval of AV equipment.
  - The room is very bright, so please be aware that if you are using a projector in either the Commons or the Forum, we recommend 2000 lumens or brighter for the best quality.
- Internet Connectivity: Network connections are available in the floor electrical boxes covered with the brass lids. A network card and cable are required.
- Telephone: No telephone in room. Conference phone connection available—contact Telecommunications at 206.221.5000.
Parrington Room Rental Policies

**Smoking:** No smoking or candles allowed.

**Food:** Permitted within UW guidelines. When an off-campus licensed caterer provides food and beverages, it is your responsibility to file a Temporary Food Service Event Application with the Department of Environmental Health and Safety at least two weeks prior to the planned event.

**Alcoholic Beverages:** Sponsors who wish to serve alcoholic beverages at their event must apply for a Banquet Permit. Banquet Permit applications are available online and must be filed at least three days prior to the event. Banquet Permit applications may be sent to Box 351241; last minute requests for approval may be dropped off at the 239M Gerberding Banquet Permit drop-off box.

**Furniture:** Event sponsors may rearrange furniture. Sponsors are required to return furniture to its regular configuration at the end of each event in addition to closing all windows and removing all trash. Failure to leave the furniture as indicated on the floor plan posted in the room will result in a clean-up fee of $50, plus $25 per hour per person required for cleaning.

- Tables and chairs in the Commons MUST NOT under any circumstances be dragged across the linoleum. Tables must be carried by two people if moved. Any damage done to the linoleum will result in a fine in the amount of the full cost of the contractor’s quote.
- There is a blue moving blanket in each closet in the Commons and Forum. This blanket must be put over the top and sides of the tables when moving them. The glass tops crack very easily, and it is very important to protect them. Please help us keep these tables in excellent condition.

**Keys:** Keys may be picked up from the Evans School receptionist in Parrington Hall, Room 208. The key must be picked up before 5:00 p.m. on the day of the event. The designated contact person is responsible for locking the room and returning the key to the receptionist at the end of the event. If the event ends after 5:

- **PLEASE NOTE:** If your event begins later than 4:30 p.m. on Friday or at any time during the weekend, you must pick up the key in Room 208 no later than 4:30 p.m. on the Friday preceding the event. The Evans School main office is not open on the weekends and security staff DOES NOT have a key to open Room 208.
**Equipment:** Please be aware that if you are using a projector in either the Commons or the Forum, we recommend a minimum of 1500 lumens, and preferably 2000 lumens or brighter, for the best quality.

**Condition of Hall:** User assumes responsibility for the condition of the hall. All spaces used must be left clean and orderly. Event coordinators are responsible for ensuring that their catering service (outside or in-house) picks up leftover food and equipment at the end of each event. All catering supplies must be removed from the room before the group leaves the room. Groups are responsible for trash removal. Groups should place garbage in the dumpsters located on the northwest side of the building. If extra cleaning and/or maintenance is required as a result of noncompliance with this policy, an additional $50 will be charged to the user, plus $25 per hour per person required for necessary cleanup.

**Saturday, Sunday, & Holiday Security:** Events scheduled any time on Saturdays, Sundays, or holidays must use security personnel, who we will provide. The cost for the use of security personnel is $25 per hour and will be billed at the time of your final billing. Security personnel will admit your guests to the building, which will remain locked at all times. Security personnel are not available to help with event set-up or clean-up. The room will be inspected after your event.