

UW POLICY DIRECTORY

Rescinded 11-17-25

APS 10.10 – Noncampus Groups Using Campus Facilities and Grounds

(Approved by the Executive Director of Health Sciences Administration by authority of Executive Order No. 1)

1. Scope

Pursuant to [WAC 478-136-015](#)(2) the following policy and fee guidelines are established by the Environmental Health and Safety Department (EH&S) for noncampus groups using campus facilities and grounds. The policy has two components: general occupancy and occupancy including food service. The policy also addresses procedural differences applicable to remote sites that may be inconvenient to the main University of Washington campus administration or are more adequately administered by local health jurisdictions.

2. The Environmental Health and Safety Department's Role

Event organizers planning to use campus facilities or grounds must contact the appropriate University facility scheduling office before the event and complete a Request for Use of University Facilities form. In addition, when the original or intended use of a facility is changed (e.g., parking garage proposed for use as a public gathering location; proposed occupancy capacity exceeds original assigned occupancy load; spectator assembly area proposed for use as exhibition space), or when use of such facilities includes providing food from a source other than the University's Housing and Food Services, a review by EH&S is also required.

A. Events Without Food Service

EH&S reviews the Request for Use of University Facilities form for the following:

1. **Fire Safety**—The proposed event is reviewed for compliance with fire and safety code requirements, use of flammable materials (e.g., propane) for heating, emergency access and egress, tents (if applicable), and other aspects.
2. **General Safety**—Event issues include, but are not limited to, approval of bleacher seating, restroom capacities, sanitation requirements, ingress/egress, and other health and safety concerns.

B. Events With Food Service Provided by Other Than University Housing and Food Services

EH&S reviews the Request for Use of University Facilities form for the following:

1. **Fire Safety/General Safety**—Both fire safety and general safety are reviewed as described in Sections 2.A.1 and 2.A.2 above.
2. **Prevention of Foodborne Illness**—Compliance with state and local food regulations is reviewed in an effort to prevent foodborne illness. On the main campus, EH&S assumes the local health department's role in evaluating the adequacy of

safeguards to assure proposed food services' safety and compliance with applicable health standards. During an event, EH&S may inspect a food operation and exercise the same regulatory authority as the local health jurisdiction.

3. **Local Health Permit**—When events at remote sites include providing food from a source other than the University's Housing and Food Services, a permit must be issued by the local health jurisdiction. The University officer administering the event is responsible for complying with this provision. In addition, a copy of the permit may be requested by EH&S.

C. Procedure for Environmental Health and Safety Review

When conditions require a review by EH&S (as explained above), the appropriate University facility scheduler should complete a Facilities Use Evaluation form. Both the Facilities Use Evaluation form and the pertinent Request for Use of University Facilities form should be sent to EH&S for review.

Information provided on both forms is essential for review by EH&S; omitting the review by EH&S can delay the approval of the event, as the Request for Use of University Facilities will not be approved by the University until such review has occurred. In most instances, this review will be completed within five days after EH&S has received the two forms. Following its approval, EH&S will then forward the request to the Use of University Facilities Committee for final review and approval.

D. Event Fees

EH&S may charge an hourly service fee based upon the current department rate schedule and level of service required to cover administrative expenses for review of the proposed event as well as anticipated on-site fire safety, general safety, and food service inspections, during and after normal working hours, as appropriate.

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