Waterfront Activities Center (WAC)

Room Use Categories

Category 1: * Student organizations registered with the Student Activities Office.  
* ASUW, GPSS and Department of Recreational Sports Programs conducting programs intended as a 
service to all students.  
* NO donations, attendance fees, or off-campus advertising allowed.  

Category 2: * UW departments, faculty or staff organizations, and university committees conducting programs without 
off-campus advertisement and with at least 50% of attendees officially part of the UW community.  
* RSO functions when admission is charged, donations are collected, or event is advertised off-campus.  

Category 3: * Campus programs when admission is charged, donations are collected, or when more than 50% of 
attendees have no official affiliation with the UW community.  
* University Extension, Experimental College, Continuing Ed programs, Government sponsored programs.  

Category 4: * Off-campus (non-UW) groups with sponsorship from a UW department.  

Facility Description

Description: The WAC meeting room is a long rectangular shaped room (66’x30’) which may be partitioned into three 
smaller areas by sliding/folding doors. With folding doors open, the room holds 90 seated or 100 standing. 
Kitchen: The kitchen is located across the hall and is included in room rental at no additional charge. It has a sink, 
counter, full refrigerator/freezer, and microwave. NO range/oven, garbage disposal, coffee pots, or utensils. 
Equipment: Equipment available with the room rental includes the following: 
* 90 chairs  
* 6 round tables (60” diameter)  
* 12 rectangular tables (5’ x 3’)  
* Ethernet  
* Wireless internet access  
* 1 rectangular table (8’ x 3’)  
* Phone line  
* Extension cords + power strip  
* Table top lectern  

For all A/V equipment please contact Classroom Technology & Events (221-5000, select option #2).
Room Reservation Procedure

Reservations for the following calendar year are accepted from any qualified group starting November 1st.

1. The WAC lounge is available from 7:30a-midnight on weekdays (M-F) and from 8:00a-midnight on weekends (Sat/Sun).
2. A tentative reservation may be made by telephone (543.9433) or email (h2ofront@uw.edu). To confirm a tentative reservation, a signed and completed Reservation Request form must be received and approved by a WAC manager. Forms not submitted by the given deadline are subject to cancellation.
3. After a Reservation Request form has been received and approved, a written confirmation will be sent to you. This confirmation will include a written cost estimate, a reminder of any paperwork still required, as well as a pamphlet further explaining WAC rules and regulations.
4. Your requested time should include any set up and/or clean up time your event will require, as the start time will be the earliest your group will be allowed access to the room and the end time will be when your group is expected to leave.
5. Notice of cancellations must be submitted at the earliest possible time so that facilities may be made available to other users. All costs incurred prior to receipt of cancellation notice will require payment.

Rules and Regulations Governing Use of the WAC

Cleaning: Groups are responsible for removing any and all equipment, catering supplies and food from the facility before departing. All garbage must be placed in the provided trash cans. This applies to ALL GROUPS regardless of whether you have requested the WAC staff to clean.

Liquor: A Washington State Liquor Control Board Permit and a copy of the UW alcohol service request approval must be posted if alcohol is present. Alcohol is not permitted in the building without these permits. NO EXCEPTIONS!

Permits: WA State: liq.wa.gov/licensing/banquet-permits UW: depts.washington.edu/eventfrm/banquet

Food: Sale of food, alcohol, etc. is strictly prohibited. Food may be served, but must follow established University food sanitation guidelines. A $35 banquet fee will be charged whenever food and/or beverages are present.

Phone: There is a campus phone (543-9449) in the hallway. There is also a phone jack inside the room for your use.

Music: No amplified live music is allowed during regular building hours. All music sound systems must be approved by WAC manager prior to the scheduled event.

Restrictions: The WAC does not allow private functions, personal use, weddings, wedding receptions, birthday parties, etc.

Conditions: Misrepresentation of the activity, failure to fully disclose pertinent details regarding the event, failure to abide by all the policies, rules and regulations of the WAC lounge/meeting room and/or failure to promptly pay your bill may result in additional charges and/or denial of future facility use.

Other Information

Parking: Parking is $3.00/hr and can be paid for at the nearby kiosk. The issued receipt serves as the E-19 permit; the receipt must be displayed on dash. Current UW permit holders have the option of obtaining an “out of area” permit from a parking station on main campus, allowing them to park anywhere in the E-19 lot. Citations may be issued to vehicles without a valid permit. Parking is free Saturdays after noon and all day Sundays/holidays. Please contact Parking Services Special Events Office at 616-8710 or tsevents@uw.edu for more information.

Decor: Decorations can easily damage furniture and walls. All decorations must be approved and must be removed at the completion of the event. Only masking tape or painters tape on walls. No candles, confetti, or glitter.

Storage: Overnight storage is available (A/V equipment, catering supplies, etc.) and may result in additional charges.


Driving Directions

From I-5/SR 520:
1. Take the Montlake Blvd, exit and head North.
2. Go across the Montlake Bridge, staying right.
3. Once across Bridge, turn right at first stoplight.
4. Pass gated E-12 lot on right, proceed to E-19 hourly lot.
5. WAC is only building in back, behind Husky Stadium.

From Seattle Childrens/University Village:
1. Head South on Montlake Blvd, toward SR 520.
2. Turn left at stoplight just before Montlake Bridge.
3. Pass gated E-12 lot on right, continue to E-19 hourly lot.
4. WAC is only building in back, behind Husky Stadium.