

Shared Room Reservation & Use Policy

The School of Environmental and Forest Sciences (SEFS/School) controls and maintains several shared rooms in Anderson Hall, Bloedel Hall, and Winkenwerder Forest Sciences Laboratory for which reservations may be requested by SEFS students, faculty, and staff for SEFS-related events, meetings, and activities. Reservation requests are submitted via the [SEFS Room Reservation Request Form](#).

Third-party organizations, including Registered Student Organizations (RSOs), may also request room reservations for these spaces; however, these reservations are granted only when sponsored by a SEFS faculty or staff member and/or when the event directly serves the SEFS community.

Room reservation requests are granted on a first come, first served basis, with requests for classroom spaces considered only after the completion of quarterly course scheduling. Requestors will receive confirmation or declination of their request via email; review of same-day requests is not guaranteed. Non-academic reservations for spaces at SEFS' satellite and partner locations, including [Seattle Botanic Gardens](#), [Charles Lathrop Pack Experimental Forest](#), and [Olympic Natural Resources Center](#), should be made directly with those organizations.

All users of SEFS' shared rooms must adhere to University of Washington (UW/University) policies, safety guidelines, and building regulations. These obligations include obtaining proper event approval and permitting (e.g., [Use of University Facilities approval](#), a [Temporary Food Establishment Permit](#), [Alcohol Service](#) approval and appropriate licensing, etc.) as applicable. Users must be aware of and abide by the [University's Freedom of Expression and Community Standards](#) for events and any related policies regarding use of facilities, student speech, and political activity. Users are also responsible for leaving spaces in clean and orderly condition, and neither SEFS nor the UW is responsible for personal items left in shared spaces. Any violation of UW or SEFS policies may result in denial of future reservation privileges and/or referral to the appropriate University office.

Forest Club Room Use Policy

The Forest Club Room, Anderson 224, has a long and treasured history of serving as a space for SEFS community members—students, foremost—to gather, study, collaborate, and unwind. **Given the room's intended communal and open use, reservations for closed/private events in the Forest Club Room are not available.**

The above notwithstanding, requests to hold events that 1) are fully open to the SEFS community and 2) directly and significantly benefit or enhance SEFS' student experience *may* be granted at the School's discretion. Common events that take place in the Forest Club Room that meet the requirements above include student capstone poster sessions, thesis/dissertation defense presentations, annual holiday and commencement celebrations, social hours, and SEFS seminars.

When a request to hold an event in the Forest Club Room is approved, the requesting party agrees to allow individuals not participating in the event to be present in the space. Event-related items (e.g., food and beverage) may be limited to event participants.