

## MoES-NanoES Meeting Room Guidelines

The MoES and NanoES meeting rooms are a shared collaborative space to meet, present, and create. Meeting room use should be restricted to meetings vital to University business.

- Recurring Meetings can be booked 1 quarter at a time. At the end of the quarter, you must submit a new request for the following quarter.
- Due to limited availability, we do not allow TA office hours or reservations for single individuals.
- If your meeting has been canceled, please email [mnrooms@uw.edu](mailto:mnrooms@uw.edu).
- Preference is given to organizations and personnel affiliated with MoES, NanoES, CEI or QuantumX labs, institutes, or student organizations. Use by other UW-affiliated entities is approved by Collaboration Core administration on a case-by-case basis. Reservations outside of regular business hours are only available to MoES or NanoES building occupants.
- UW recommends taking precautions to prevent the spread of COVID-19. The University strongly suggests masks indoors for all individuals, regardless of vaccination status.

### Meeting Rooms

MOL 115 – Hollow Square with capacity of 20

MOL 215 – Hollow Square with capacity of 20

MOL 315 – Lecture-Style with capacity of 49

NAN 291 – Boardroom-Style with capacity of 25

NAN 391 – Boardroom-Style with capacity of 25

The NanoES classroom (NAN 181) and Commons are owned and operated by [UW Classroom Technology and Events](#). The courtyard should be reserved via a Use of [University Facilities request](#) with the Office of Special Programs.

### Availability

Visit the [room reservation website](#) to check availability and enter a reservation request. Meeting Room Requests must be submitted 24 hours in advance, Monday - Friday. For special events, two weeks advance notice is recommended.

### Furniture Configuration

Significant changes in furniture configuration must be approved at least one week in advance by [mnrooms@uw.edu](mailto:mnrooms@uw.edu).

### Building Access

If your event will include attendees without MoES/NanoES access or take place outside of regular building hours (8:00 AM – 6:00 PM, Monday through Friday), be sure to check the 'Building access for attendees without keycards' box to arrange for door(s) and elevators to be unlocked. If you have modifications or other requests, please contact [mnrooms@uw.edu](mailto:mnrooms@uw.edu).

### Clean Up

After your event, dispose of all trash and debris, wipe down all tables and whiteboards, and return furniture and A/V equipment to their original configuration. Disinfectant wipes are in each meeting room, please use the provided wipes on all common touch surfaces as you depart.

## A/V Equipment

If you need access to a room to test equipment in advance of your event, please contact [mnrooms@uw.edu](mailto:mnrooms@uw.edu) at least one week in advance.

- Ceiling Mounted Digital Projectors
  - o MOL 115 - Projector controlled by remotes found in a room
  - o MOL 215, MOL 315, NAN 291, NAN 391 - Projectors will turn on automatically when connected to a device

Items available for sign-out from the Building Management office, NanoES G94:

- Portable 60-inch flat-screen HDTV
- Portable digital projector
- Conference Phone

## Permit Requirements

- Review the [Office of Special Programs rules](#) to determine if your event requires a Use of University Facilities authorization and complete the online request form if necessary.
- If alcohol will be served at your event, complete an [Alcohol Service Request](#) with the Office of Special Programs. You will very likely also need to purchase a [Banquet Permit or a Special Occasions license](#) from the WA Liquor Control Board.

## Food Service and Waste Disposal

- If you will be serving food at your event, review [EH&S's food safety requirements](#) and complete a [temporary food service application](#) if necessary (ordinarily only needed if food is being prepared or warmed on-site).
- Review [UW Recycling's event coordinating guide](#) and reserve special recycling and compost bins if necessary.

## Catering and Deliveries

If you will be receiving any deliveries for your event or expecting caterers, you must be present to receive them.

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Damage to building facilities or inadequate clean-up may be billed to the event's host department or organization. Although advice and assistance may be provided by Collaboration Core administration at their discretion, event organizers have final responsibility for completing all applicable items on this list.