



NORTH CAMPUS

Conference Guest Information

WILLOW CONFERENCE DESK

206-685-2959 | 4294 Whitman Lane NE, Seattle, WA 98105

WELCOME TO THE UNIVERSITY OF WASHINGTON

The health and safety of our guests is a foundational priority for Housing & Food Services. All department operations, events and services follow the most current COVID-19 related safety guidelines provided by the UW Environmental Health & Safety Department as well as state and federal government health agencies. For the latest COVID-19 related UW guidance, including extensive FAQs, consult the UW's Coronavirus web page at uw.edu/coronavirus.

CHECK-OUT TIME IS 11 A.M.

Please vacate and turn in your room keys and access fobs to the Conference Desk by check-out time.

ROOM KEYS, ACCESS FOBS & CONFERENCE CARDS

Keep your room keys, access fobs and conference cards secure. Your conference card is unique to you; do not swap your card with anyone else. The conference card is used to pay for your dining plan if applicable and must be treated and safeguarded like cash. You may also load funds onto your conference card to operate onsite laundry washers and dryers.

THE CONFERENCE DESK CAN ASSIST WITH:

- Check-in/Check-out
- Wi-Fi log in credentials
- Mail/packages
- Directions
- Room keys, fobs and meal cards
- Room and building lockouts
- Guest room questions
- Lost & found

AMENITIES

- UW Wi-fi is available in all public areas on campus and guest rooms.
- Maps for campus dining and market locations are available at hfs.uw.edu/eat
- Washers and dryers for laundry.

PARKING

Guests can arrange parking directly through UW Transportation Services: [Visitor parking | Transportation Services \(uw.edu\)](#)

RESIDENTIAL CONFERENCE ASSISTANT (RCAs)

RCAs live in the residence halls to help guests, enforce Quiet Hours (10 p.m.–9 a.m.) and perform rounds in the evening. There will be an RCA on duty each night from 5 p.m.–8 a.m. Should you need assistance, contact the Conference Desk to have the RCA on duty notified and directed to you.

SAFETY AND SECURITY

Please keep windows and doors locked. Do not prop open any doors or go beyond your assigned floor. The UW assumes no responsibility for loss or damage to a guest's personal property regardless of the cause of loss. Adults are responsible for the supervision of youth at all times. Fire and earthquake emergency evacuation instructions are posted behind the door of your room.

ALCOHOL AND SMOKING

Guests 21 years of age or older may consume alcohol in the privacy of their own sleeping rooms with the door closed. Minors may not be present in the same sleeping room where alcohol is being consumed. Smoking is prohibited on UW property including in guest rooms and balconies. For designated smoking areas, please visit <https://ehs.washington.edu/environmental/designated-areas-smoking-and-vaping>

PROHIBITED ITEMS

Guests must comply with all federal, state, and local laws, and UW policies and regulations. Pets, electronic mobility devices such as scooters, hall sports, destructive behavior, open flames, incense, hot plates, space heaters, halogen lamps and weapons are not allowed in the residence halls. Illegal substances, gambling and vandalism are also strictly prohibited.

COPYRIGHTED FILES

The UW prohibits sharing copyrighted files, and violations may result in the termination of network and computer access.

GRATUITIES

State employees are not allowed to accept gratuities, but we invite you to share your remarks and suggestions using our online guest survey: bit.ly/confsurveyuw

EMERGENCY INFORMATION

Medical/Fire/Police services: 911

Nonemergency or to file a crime report: 206-685-UWPD (8973)

Outdoor blue emergency phone towers are located across campus. To use the emergency phone, press the button, and the UW Police will be dialed automatically.