

INTERNAL EQUIPMENT ROOM RESERVATION POLICY

Internal Reservations

University Housing & Dining, departments within the Division of Student Life, any residence hall student group, residence hall summer conferences/camps (during summer conference period), or any person or department sponsoring a living learning community event, may reserve the following meeting spaces and audio-visual equipment in the residence halls. Equipment rental is reserved for individuals who have completed the on-line, internal room reservation process ONLY (apps.studentlife.uiowa.edu/roomreq/).

Equipment Reservation Procedures

- Equipment reservations are made as part of the on-line reservation system. Confirmations will be sent to individuals making the request.
- Special requests added to existing reservations must be made three days in advance. Approval for special requests will be granted in unique circumstances only. Special requests may include, but are not limited to, additional equipment or equipment from Currier, Hillcrest, or Mayflower (for sound system).
- For Catlett MPR, Petersen MPR and the Van Oel MPR only, if a group uses AV equipment and/or the audio system, users must reach out to the UHD building staff prior to the event.
- Equipment must be checked-out from the appropriate building information desk. The user must present a valid photo ID at the time of checkout.
- If additional maintenance set-up (i.e., electricity, etc.) is needed, reservations must be made fourteen working days in advance of the event.
- All equipment must be returned in good working condition. User must alert desk staff of any equipment problems immediately upon its return. If damage is determined to be beyond normal wear and tear, user may be responsible for cost of replacement or repair.
- University Housing & Dining reserves the right to refuse reservations or to cancel any reservation if an emergency arises or if the equipment is needed to conduct normal business.
- Failure to follow the outlined procedures and policies for using residence hall space may result in the loss of reservation privileges.

BUILDING & EQUIPMENT AVAILABLE

Burge

(319) 335-1004
TV/DVD Player (on cart)
Screen

Daum

(319) 353-2950
TV/DVD Player (Daum Rec Room)
TV/DVD Player (on cart)

Currier/Stanley

(319) 335-2976
Portable Sound System
2 TV/DVD Players (on carts)
Permanent Screen (MPR & Green Room)
Video Projection Unit (MPR & Green Room)**
Audio Sound System with DVD/Blu-Ray (MPR)**
Desktop with wireless mouse/keyboard in AV room OR laptop connection at front of stage (MPR)**

Mayflower

(319) 335-2967
Permanent TV (North & South MPR's)
Screen, projector, and TV (Classroom)

Hillcrest

(319) 335-9168
Portable Screen
TV/DVD Player (on cart)
Internet Access TV (Conference Room)
Wireless Keyboard & Mouse (Conference Room)
- must be checked out with bldg. secretary between 8am-4:30pm)

Petersen

(319) 353-4380
Portable Sound System
Video Projection Unit (MPR & Seminar Room)
Permanent Screen (MPR & Seminar Room)
Audio Sound System w/ DVD/Blu-Ray (MPR)**

Slater

(319) 335-9576
TV (Main Lounge)
TV/DVD Player (on cart)

Rienow

(319) 335-9364
TV (Main Lounge)
TV/DVD Player (on cart)

Catlett

(319) 467-0032
Integrated Audio System (MPR, Seminar Room & Private Dining)**
Video Projection Unit (MPR, Seminar Room & Private Dining)
Permanent Screen (MPR, Seminar Room & Private Dining)
TV (Seminar Room)
CD Player (MPR)
Lap Top (MPR, Seminar Room and Private Dining)

**** ANYONE USING THE AV EQUIPMENT AND/OR THE SOUND SYSTEM MUST REACH OUT TO UHD BUILDING STAFF BEFORE THE EVENT (CATLETT, CURRIER & PETERSEN MPR'S). NO EQUIPMENT ON CARTS CAN LEAVE ANY BUILDING**