

ROOM RESERVATIONS FOR INTERNAL GROUPS

University Housing and Dining, departments within the Division of Student Life, any residence hall student group, residence hall summer conferences/camps (reserving space during summer conference period only) or any person or department sponsoring a living-learning community event may reserve any of the following meeting spaces in the residence halls at no cost:

LOCATION	OCCUPANCY	OFFICE TO CONTACT	PHONE
<i>Burge</i>			
1/2 Private Dining ***	35	Market Place	335-1959
Private Dining***	70	Market Place	335-1959
Southwest Outdoor Patio		Hall Coordinator	335-1004
Dining/Traffic Area	(1 table)	Hall Coordinator	335-1004
 <i>Daum</i>			
Rec Room*	75	Hall Coordinator	353-0001
<i>Currier</i>			
Currier Five Room, formerly the Greenroom	28	Hall Coordinator	335-2976
North Lounge*	12	Hall Coordinator	335-2976
Van Oel MPR	150	Hall Coordinator	335-2976
Outdoor Courtyard		Hall Coordinator	335-2976
Droll Lounge*	25	Hall Coordinator	335-2976
Conference Room*	14	Hall Coordinator	335-2976
SPECIAL NOTE: one room is available to staff who reside in Currier/ Stanley. Contact Hall Coordinator's office to reserve.			
 <i>Mayflower</i>			
Conference Room*	24	Hall Coordinator	335-2967
MPR	150	Hall Coordinator	335-2967
South half of MPR	75	Hall Coordinator	335-2967
North half of MPR	75	Hall Coordinator	335-2967
Classroom	30	Hall Coordinator	335-2967
Lobby/Window Area	(1 table)	Hall Coordinator	335-2967

*** The Hillcrest, Catlett and Burge Private Dining Rooms are only available for meetings that include a meal. Meetings where participants go through the Hillcrest, Catlett or Burge Market Place to get their meals may be held only during regular serving hours. Prearranged banquets are also available. See page 2 for Private Dining Room procedures.

* Set change not available

NOTE: other spaces in buildings may be reserved by building staff on a limited basis.

LOCATION	OCCUPANCY	OFFICE TO CONTACT	PHONE
Hillcrest			
Van Nostrand Lounge*	50	Hall Coordinator	335-9168
Riverview Lounge	40	Hall Coordinator	335-9168
South Private Dining***	44	Market Place	335-9368
East Private Dining***	88	Market Place	335-9368
Conference Room*	23	Hall Coordinator	335-9168
SW Outdoor Courtyard		Hall Coordinator	335-9168
Dining/Traffic Area	(1 table)	Hall Coordinator	335-9168
SPECIAL NOTE: several rooms are available to staff who reside in this building. Contact Hall Coordinator's office to reserve.			
Petersen			
MPR	250	Hall Coordinator	353-4380
East half of MPR (w/stage)	125	Hall Coordinator	353-4380
West Half of MPR	125	Hall Coordinator	353-4380
Seminar Room*	30	Hall Coordinator	353-4380
Catlett			
MPR	144	Hall Coordinator	467-0032
Seminar Room*	36	Hall Coordinator	467-0032
Private Dining***	80	Market Place	467-0019
Dining/Traffic Area	(1 table)	Hall Coordinator	467-0032
Rienow			
Main Lounge*	50	Hall Coordinator	335-9364
Slater			
Main Lounge*	50	Hall Coordinator	335-9576

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Policies and Procedures

1. To make a reservation, please go on line to: apps.studentlife.uiowa.edu/roomreq. To confirm that your reservation was received, please call the office number listed above (for the building Hall Coordinator or Market Place) for the room you are reserving.
2. When set-changes are needed, the following deadlines must be observed: a) reservations must be made no later than seven days in advance of the event if furniture set-up is needed; b) if additional maintenance set-up (i.e. electricity, etc.) is needed, reservations must be made fourteen days in advance of the event. Any billable damages are the responsibility of the reserving group or department. Damages may result in loss of use privileges for residence hall space. Requests for trash cans are NOT considered set-changes.
3. If no set-changes are necessary, reservations may be made 24 hours in advance of the event.
4. University Housing and Dining prohibits groups from bringing in their own food to residence hall spaces, including food prepared for cultural or religious purposes. Refreshments and catered meals must be arranged through one of UHD's dining units. For refreshments, see Burge (319-335-1959) or Hillcrest (319-335-9368) or Catlett (319-467-0019) Market Places for a list of prices and ordering procedures. For all other dining requests including food for cultural/religious events and catered meals, contact University Catering (319-335-3116). A seven-day advance notice is required.
5. When internal reservations are made, a "Facilities Usage Request Form" is completed on-line by reserving party, approved by hall staff (i.e. the Market Place Office, or the Hall Coordinator Office) and forwarded to the custodial supervisor and/or the Facilities & Operations Office. The group contact person will receive a confirmation of the reservation from the office responsible for making the reservation.
6. Rooms are not available the first two weeks of the semester or the last two weeks of the semester; or when/if building is closed or when classes are not in session. There is one exception to this: space is available to building groups only during this time.
7. University Housing and Dining reserves the right to refuse reservations or to cancel any reservation if an emergency arises or if the space is needed to conduct normal business. If your reservation is cancelled, the office canceling your reservation will assist you in finding alternate residence hall space.
8. University Housing and Dining prohibits money from being collected at the door or money from exchanging hands throughout the course of the event.
9. Failure to follow the outlined procedures and policies for using residence hall space may result in the loss of reservation privileges for the remainder of the academic year.
10. The room must be left in its original condition. A cleaning, replacement, reset, and/or piano tuning charge may be assessed if policy is not followed. Under no circumstances may pianos be moved from their original locations.
11. Commercial solicitation is not permitted.
12. Any member of University Housing and Dining or an individual student resident making a reservation on behalf of any external group should understand that the external group will be responsible for charges no matter who made the reservation. A department member or student does not have the option to reserve for

an external group with the intent of changing status from an external to an internal reservation.

13. For Currier Van Oel MPR, Catlett MPR and Petersen MPR only: if a group uses the AV equipment and/or audio sound system, users must reach out to the UHD building staff before the event.
14. University Housing and Dining space cannot be used for personal social events.

Reservations for Private Dining Rooms

1. Meal purchases are required for use of private dining rooms. Pre-arranged banquet meals are also available.
2. A minimum purchase is required as well: for conference seating dining rooms—a group must have a minimum of 8 guests to reserve; for banquet seating dining rooms—a group must have a minimum of 15 guests to reserve.
3. Room set-up options are available and set-up can be changed. All arrangements should be made upon reserving the private dining rooms with the appropriate Market Place Office. Requests for room set changes must be placed at least seven days in advance.

Reservations for Tables in Residence Halls

1. A table is only allowed in the hallway outside of the Burge Market Place (entrance), in the first level area outside of the Hillcrest Riverview Lounge, Catlett Market Place (entrance) and at Mayflower in the carpeted area near the windows. Any posters or signs must be displayed on or attached to the table (not to walls).
2. Permission to set up a table will be granted only to the following: University Housing and Dining and organizations associated with it, university academic departments, Division of Student Life departments, sponsored registered student organizations**, student governance organizations**, programs and initiatives administratively coordinated by a UI or student life department**, voter registration, the Office of Admissions, and registered student organizations providing information on behalf of candidates for public office and USG.
3. Table set-up requests should be made using the on-line “Facilities Usage Request Form” which is submitted to the Burge, Catlett, Hillcrest or Mayflower Hall Coordinator Office a minimum of seven (7) days in advance of the day of the activity. Requests are limited to one table/two chairs per reservation, with no more than two reservations at one time. Limited space is available; a table is available on a first-come, first-served basis. Individuals distributing materials at a table in dining lines must remain at the table at all times, and materials must be reviewed by the Assistant to the Senior Director in University Housing and Dining (4141 Burge Hall, 319/335-3000) prior to distribution.
4. Only programs sponsored by University Housing and Dining will be allowed to reserve a lobby table on a very limited basis.

Important University Housing and Dining Policies

1. Alcohol is prohibited.
2. The use of tobacco, including smokeless tobacco products, legal smoking products, and vaporizers (“vapes”) is prohibited in campus buildings, including all residence halls, and on all university grounds.
3. Money may not be collected at the door and may not exchange hands during the event.
4. Courtesy hours are in effect 24-hours-a-day—if your group is asked to quiet down, they must abide by that request. Quiet hours are in effect in every building Sunday through Thursday, 11:00 p.m. to 7:00 a.m.
5. University Housing and Dining prohibits groups from bringing in their own food to residence hall spaces, including food prepared for cultural or religious purposes. Refreshments and catered meals must be arranged through one of UHD’s dining units. For refreshments, see Burge (319-335-1959) or Hillcrest (319-335-9368) or Catlett (319-467-0019) Market Places for a list of prices and ordering procedures. For all other dining requests including food for cultural/religious events and catered meals, contact University Catering (319-335-3116). A seven-day advance notice is required.

**** Sponsored student organizations, student governance organizations, and programs and initiatives coordinated by the UI or Division of Student Life include:** Hawkeye Service Breaks, BIJOU, Campus Activities Board (CAB), Dance Marathon, Family Weekend, Graduate & Professional Student Government (GPSG), Homecoming, Interfraternity Council, KRUI Radio, Martin Luther King, Jr. Human Rights Celebration, Multicultural Greek Council, National Pan-Hellenic Council, Leadership & Engagement (Fraternity & Sorority Life Programs, Leadership, Service & Civic Engagement Programs, Student Engagement & Campus Programs) Panhellenic Council, SCOPE, Student Legal Services, Student Organization Business Office, Student Video Productions (SVP), Multicultural and International Student Support & Engagement (MISSE), UI Cultural Centers and Pride Alliance Center, Student Engagement Fair, Undergraduate Student Government (USG), University Lecture Committee, Student Accountability, Student Care & Assistance, Student Wellness, Student Health, Student Disability Services, Recreational Services, WRAC, RVAP, Food Pantry at Iowa, Clothing Closet, Dean of Students Advisory Board.