

# EXTERNAL EQUIPMENT ROOM RESERVATION POLICY

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## *External Reservations*

Individuals representing groups that are not part of University Housing and Dining and are not a department within the Division of Student Life may reserve rooms for a maximum of four hours. University Housing and Dining reserves the right to limit the frequency of usage. Those groups reserving rooms may also use audio-visual equipment in the residence halls. Only AV equipment which is a permanent fixture in reservable rooms is available for external groups. Equipment rental is for individuals who have completed the on-line residence hall external room reservation process only ([apps.housing.uiowa.edu/extrmreq](https://apps.housing.uiowa.edu/extrmreq)).

## *Equipment Reservation Procedures*

- Equipment reservations are made as part of the on-line reservation system. Confirmations will be sent to individuals making the room request.
- Equipment must be checked-out from the appropriate building information desk. The user must present valid photo ID at the time of checkout.
- For Catlett MPR, Petersen MPR, and Van Oel (Currier) 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.
- 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 and 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.
- Approval for special requests will be granted in unique circumstances only, and must be made three days in advance.

## BUILDING & EQUIPMENT AVAILABLE

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### *Currier/Stanley*

(319) 335-2976

Video Projection Unit (MPR & Currier Five Room) \*\*

Permanent Screen (MPR & Currier Five Room)

Audio Sound System with DVD/BluRay (MPR)\*\*

Desktop with wireless mouse/keyboard in AV room OR laptop connection at front of stage

MPR)\*\*

### *Petersen*

(319) 353-4380

Video Projection Unit (MPR & Seminar Room)

Permanent Screen (MPR & Seminar Room)

Audio Sound System with DVD/Blu-Ray (MPR)\*\*

### *Mayflower*

(319) 335-2967

Screen, projector and TV (Classroom)

### *Hillcrest*

(319) 335-9368

Internet Access TV (Conference Room)

Wireless Keyboard & Mouse (Conference Room - must be checked out with building office administrator between 8am-4:30pm)

### *Catlett*

(319) 467-0032

Video Projection Unit (MPR, Seminar Room & Private Dining)

Permanent Screen (MPR, Seminar Room & Private Dining)

Integrated Audio System (MPR, Seminar Room & Private Dining)\*\* TV (Seminar Room)

CD Player (MPR)

**\*\* Anyone using the AV equipment and/or the sound system must reach out to the UHD building staff before the event (Catlett, Currier and Petersen MPR's). No equipment on carts can leave any building.**