

# ROOM RESERVATIONS FOR EXTERNAL GROUPS

University Housing and Dining (UHD) is committed to providing living and study space for students residing in the residence halls. Any university office, department, or professional unit that is not part of the Division of Student Life, or any non-residence hall recognized student group is considered to be an “external group” and is encouraged to reserve meeting space at the Iowa Memorial Union prior to reserving space with UHD. (Residence Hall summer conference/camps are NOT considered to be “external groups” during summer conference period only. During the academic year, summer groups should be considered “external.”) External groups may reserve and use only designated residence hall space. The **designated** space for external groups is limited to the following areas:

LOCATION	OCCUPANCY	OFFICE TO CONTACT	PHONE	ROOM RENTAL RATE	ROOM SET-UP	ROOM SET-UP CHARGE
<i><b>Burge</b></i>						
1/2 Private Dining*	35	Market Place	(319) 335-1959	Rates vary depending upon services provided	Options available	Rates vary depending upon services provided
Private Dining*	70					
<i><b>Currier</b></i>						
Currier Five Room, formerly the Green Room	28	Hall Coordinator	(319) 335-2976	\$80.00	Standard set only	N/A
Van Oel MPR	150	Hall Coordinator	(319) 335-2976	\$200.00	Options available	\$75.00
<i><b>Mayflower</b></i>						
Classroom	30	Hall Coordinator	(319) 335-2967	\$80.00	Standard set only	N/A
<i><b>Hillcrest</b></i>						
Conference Room	23	Hall Coordinator	(319) 335-9168	\$25.00	Standard set only	N/A
East Private Dining*	88	Market Place	(319) 335-9368	Rates vary depending upon services provided	Options available	Rates vary depending upon services provided
South Private*	44	Market Place	(319) 335-9368			
<i><b>Petersen</b></i>						
MPR	250	Hall Coordinator	(319) 353-4380	\$250.00	Options available	\$75.00
East half of MPR w/stage	125	Hall Coordinator	(319) 353-4380	\$175.00	Options available	\$75.00
West Half of MPR	125	Hall Coordinator	(319) 353-4380	\$125.00	Options available	\$75.00
Seminar Room	30	Hall Coordinator	(319) 353-4380	\$100.00	Options available	N/A
<i><b>Catlett</b></i>						
MPR	144	Hall Coordinator	(319) 467-0032	\$200.00	Options available	\$75.00
Seminar Room	36	Hall Coordinator	(319) 467-0032	\$100.00	Options available	\$75.00
Private Dining*	80	Market Place	(319) 467-0019	Rates vary depending upon services provided	Options available	Rates vary depending upon services provided

\*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 the following page for Private Dining Room procedures.

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

### Policies and Procedures

1. To make a reservation, please go on line to: [apps.studentlife.uiowa.edu/extrmreq](https://apps.studentlife.uiowa.edu/extrmreq). To confirm that your reservation was received, please call the office number listed 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..
3. Rooms may only be used between the hours of 8 a.m. and midnight. Functions must end and clean up must be completed by midnight. Residence hall doors are locked at midnight.
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 UH&D'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 external reservations are made, a "Facilities Usage Request Form" is completed on-line by the 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 and Operations Office. The group contact person will receive a confirmation of the reservation from the office responsible for making reservations.
6. Rooms are not available for external groups 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.
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 canceled, the office canceling your reservation will assist you in trying to find alternate residence hall space.
8. Groups may not reserve a room for more than a four (4) hour time period per reservation. University Housing and Dining reserves the right to limit the frequency of usage
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. University Housing and Dining prohibits money from being collected at the door or money exchanging hands throughout the course of the event.
11. Requests for reservations will be accepted on a first-come, first-served basis beginning the first day of classes each semester.
12. University Housing and Dining does not rent AV equipment for a fee to groups. AV equipment which is a permanent fixture in reservable rooms is available free of charge (with the exception of Van Oel MPR or Petersen MPR—see below #13).
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 UH&D building staff before the event.
14. Commercial solicitation is not permitted.
15. 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.
16. University Housing and Dining space cannot be used for personal social events.

### Room Charges

1. Charges will be assessed for each reservation; they are not based on hourly usage. Any billable damages are the responsibility of the reserving group or department. Damages may result in loss of use privileges for residence hall space.
2. Room charges include the standard set for that particular room. There will be a \$75.00 charge for furniture set changes in the Van Oel MPR and in the Petersen MPR for all room configurations. Burge and Hillcrest Private Dining may/may not have set change charges. Furniture set changes are only available in these rooms.
3. 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.
4. Reservations and payment by MFK only must be made 7 days prior to the event using the on-line system.
5. A cancellation charge of 10% of the room rate will be assessed to groups canceling less than 48 hours prior to the event date and time. The room setup charge, when applicable, is not refundable.

### 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 ranging from no charge to \$25.00. Rates vary depending on the space to be reset. Requests for room set changes must be placed at least seven days in advance.

### Summer Public Space

Space availability each summer may be different than during the academic year. Certain space is taken off-line for renovations, repairs, and other projects. Only conferences housed in residence halls are allowed to reserve residence hall meeting space during the summer; there is no charge. Conference sponsors should contact the appropriate office (see first page) to reserve space after January 1 of the current year.

### 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 UH&D’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.