

University of Iowa – University Housing – 2009-10  
**ACADEMIC YEAR FACILITIES USAGE REQUEST FORM FOR INTERNAL GROUPS**  
 (University Housing staff members, residence hall student groups, University departments renting residence hall space, summer conference groups housed in residence halls, or University departments sponsoring a floor function for their learning community)

Today's Date \_\_\_\_\_

**\* Items with an asterisk (\*) are required.**

\*Name of Student Group or Department \_\_\_\_\_

\* Contact Person \_\_\_\_\_

\* Address \_\_\_\_\_ \* Phone \_\_\_\_\_

\* Email \_\_\_\_\_ \*Time of Reservation: START \_\_\_\_ am pm END \_\_\_\_ am pm

\*Day/Date of Event: \_\_\_\_\_ \*Time of Event: START \_\_\_\_ am pm END \_\_\_\_ am pm

\*Type of Event: \_\_\_\_\_ \*Title of Event: \_\_\_\_\_

\*# Attending: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\*Room/Building Requested: \_\_\_\_\_

\*Will food be served at your event?                      Yes                      No                      \*If YES, check here                      for custodial to place additional trash cans in room

\*Dining/lobby table & 2 chairs requested?                      Yes                      No                      \*If YES, check building:                      Burge                      Hillcrest                      Mayflower

\*Room Set-up Instructions:                      No setup requested                      Setup requested (\*specify below)

According to the Room Reservation Policy for Internal Groups, the room must be left in its original condition. A cleaning, replacement, re-set, and/or piano tuning charge may be assessed if policy is not followed. Under no circumstances may pianos be moved from their original locations. Furniture cannot be moved in these lounges: Ecklund (Stanley), Droll (Currier), Van Nostrand (Hillcrest), Main (Rienow), Rehder (Quad), and Main (Slater). Other rooms have "no set change" rules-see Internal Policies.

Special Facilities Requests:

Equipment Requested: Check all that apply. Limited AV equipment available in each location. CD/tape player/stereo units, and pianos available at some locations (pianos may not be moved).

- Type of Equipment
- Video projection unit
- VCR/TV
- VCR/TV/DVD
- Screen
- Portable Sound system

- Important University Housing Policies**
1. Alcohol is prohibited
  2. Smoking is prohibited in all University owned buildings and on all University grounds
  3. Money cannot be collected at the door or 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
  5. University Housing prohibits groups from bringing in their own food. Food is not allowed in some spaces – contact building desks for specific information!

\*Typed "Signature": \_\_\_\_\_  
 Your typed signature above indicates knowledge of the facilities usage policies and an agreement to comply with University Housing policies and procedures as well as State Law.

If you haven't heard from us within 48 hours, call the Hall Coordinator's office in the building for which you are requesting space.

Location	Max. Occ.	Office to Call	Phone
<b>Burge</b>			
Carnival Room	80	Hall Coordinator	335-1004
½ Private Dining ***	30	Food Service	335-3775
Private Dining***	60	Food Service	335-3775
Southwest Outdoor Patio		Hall Coordinator	335-1004
Dining/Traffic Area	(table)	Hall Coordinator	335-1004
<b>Daum</b>			
Rec Room	75	Hall Coordinator	335-1004
<b>Currier</b>			
Green Room	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
<b>Stanley</b>			
Ecklund Lounge*	40	Hall Coordinator	335-2976
<b>Mayflower</b>			
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	(table)	Hall Coordinator	335-2967

\* Set change not available

\*\* Food not allowed

\*\*\* The Hillcrest and Burge Private Dining Rooms are only available for meetings that include a meal. Meetings where participants go through the Hillcrest 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.

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

BUILDING	EQUIPMENT AVAILABLE
<b>Burge/Daum</b>	335-1004
	TV/VCR/DVD player (on cart) Projection Screen TV/DVD (Daum Rec Room)

BUILDING	EQUIPMENT AVAILABLE
<b>Currier/Stanley</b>	335-2976
	DVD/VCR and TV (on cart) Video Projection Unit (MPR) Permanent Screen (MPR) Audio Sound System with CD and Cassette Capabilities (MPR)

BUILDING	BUILDING
<b>Office of Residence Life</b>	335-3700
	Portable Sound System

BUILDING	BUILDING
<b>Quad</b>	335-9230
	DVD and TV (on cart) Portable Screen TV/DVD (Quad Rec Room) Permanent Screen (Quad Rec Room)

Location	Max. Occ.	Office to Call	Phone
<b>Hillcrest</b>			
Van Nostrand Lounge	50	Hall Coordinator	335-9168
Riverview Lounge	40	Hall Coordinator	335-9168
South Private Dining***	44	Food Service	335-9368
North Private Dining***	68	Food Service	335-9368
East Dining Lower Level***	88	Food Service	335-9368
Conference Room*	23	Hall Coordinator	335-9168
SW Outdoor Courtyard		Hall Coordinator	335-9168
Dining/Traffic Area	(table)	Hall Coordinator	335-9168
<b>Rienow</b>			
Main Lounge*	50	Hall Coordinator	335-9364
<b>Quad</b>			
Rec Room	75	Hall Coordinator	335-9230
Rehder Lounge*/**	100	Hall Coordinator	335-9230
Quad Office Conf Room	16	Hall Coordinator	335-9230
Courtyard (Sand Volleyball)		Hall Coordinator	335-9230
<b>Slater</b>			
Main Lounge*	50	Hall Coordinator	335-9576

BUILDING	EQUIPMENT AVAILABLE
<b>Hillcrest</b>	335-9168
	Projection Unit (Conference Room) Permanent Screen (Conference Room) Overhead Projector DVD/VCR and TV (on cart) Portable Screen

BUILDING	EQUIPMENT AVAILABLE
<b>Slater</b>	335-9576
	Portable Screen TV (Main Lounge)

BUILDING	EQUIPMENT AVAILABLE
<b>Rienow</b>	335-9364
	TV (Main Lounge)

BUILDING	EQUIPMENT AVAILABLE
<b>Mayflower</b>	335-2967
	TV/VCR/DVD (on cart) Permanent TV (North MPR) Permanent TV (South MPR)