EXTERNAL EQUIPMENT RESERVATION POLICY

External Reservations

Individuals representing groups not affiliated with University Housing & Dining or its tenants may reserve rooms for a maximum of four hours. University Housing & 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 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 24-hour information desk. The user must present valid photo ID at the time of checkout.

• For Catlett MRP, Petersen MPR, and Van Oel MPR only, if a group uses AV equipment and/or the audio system, users must be trained by UH&D 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 & 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

Currier/Stanley
(319) 335-2976
Video Projection Unit (MPR & Green Room) **
Permanent Screen (MPR & Green 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
Internet Access TV (Conference Room)
Wireless Keyboard & Mouse (Conference Room - must be checked out with bldg. secretary 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 BE TRAINED BY UH&D BUILDING STAFF BEFORE THE EVENT (CATLETT, CURRIER & PETERSEN MPR’S)

NO EQUIPMENT ON CARTS CAN LEAVE ANY BUILDING

IOWA UNIVERSITY HOUSING & DINING
Division of Student Life

2018-2019