ROOM RESERVATION FOR INTERNAL GROUPS

University Housing & Dining, any residence hall student group, a university department renting residence hall space (i.e. SDS), 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:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>OCCUPANCY</th>
<th>OFFICE TO CONTRACT</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Burge</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carnival Room</td>
<td>80</td>
<td>Hall Coordinator</td>
<td>335-1004</td>
</tr>
<tr>
<td>1/2 Private Dining ***</td>
<td>35</td>
<td>Food Service</td>
<td>335-1959</td>
</tr>
<tr>
<td>Private Dining***</td>
<td>70</td>
<td>Food Service</td>
<td>335-1959</td>
</tr>
<tr>
<td>Southwest Outdoor Patio</td>
<td></td>
<td>Hall Coordinator</td>
<td>335-1004</td>
</tr>
<tr>
<td>Dining/Traffic Area</td>
<td>(1 table)</td>
<td>Hall Coordinator</td>
<td>335-1004</td>
</tr>
<tr>
<td>SPECIAL NOTE: one room is available to staff who reside in this building. Contact Hall Coordinator's office to reserve.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Daum**                        |           |                    |        |
| Rec Room*                       | 75        | Hall Coordinator   | 353-2950 |

| **Currier**                     |           |                    |        |
| Green Room                      | 28        | Hall Coordinator   | 335-2967 |
| North Lounge*                   | 12        | Hall Coordinator   | 335-2967 |
| Van Oel MPR                     | 150       | Hall Coordinator   | 335-2967 |
| Outdoor Courtyard               |           | Hall Coordinator   | 335-2967 |
| Droll Lounge*                   | 25        | Hall Coordinator   | 335-2967 |
| Conference Room*                | 14        | Hall Coordinator   | 335-2967 |
| SPECIAL NOTE: one room is available to staff who reside in Currier/ Stanley. Contact Hall Coordinator's office to reserve. |

| **Mayflower**                   |           |                    |        |
| 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 CONTRACT** | **PHONE**
--- | --- | --- | ---
**Hillcrest**
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 | (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 | Food Service | 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

*** 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.
Policies and Procedures

1. To make a reservation, please go on line to: apps.housing.uiowa.edu/roomreq. To confirm that your reservation was received, please call the number listed above (for the building Hall Coordinator) 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 & 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 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 & 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 & 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 & 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 be trained by UH&D building staff before the event.

14. University Housing & 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 & Dining and organizations associated with it, university academic departments, a division of Student Life, University Student Life Agencies**, student government, voter registration, the Office of Admissions, and those providing information on behalf of candidates for public office and UISG.

3. Table set-up requests should be made 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 approved by the Assistant to the Senior Director in University Housing & Dining (4141 Burge Hall, 319/335-3000) prior to distribution.

4. Only programs sponsored by University Housing & Dining will be allowed to reserve a lobby table on a very limited basis.

**Important University Housing & 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 & 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.

**Student Life Agencies** include: Alternative Break Program, Be Better at Iowa, BIJOU, Campus Activities Board (CAB), Dance Marathon, Family Weekend, Fine Arts Council, Fraternity & Sorority Life Programs, Graduate & Professional Student Government (GPSG), Homecoming, Interfraternity Council, KRUI Radio, LeaderShape, Leadership & Service Programs, Martin Luther King Jr. Human Rights Celebration, Multicultural Greek Council, MY Iowa, National Pan-Hellenic Council, Panhellenic Council, River Run, SCOPE, Senior Week, Student Legal Services, Student Organization Business Office, Student Video Productions (SVP), UI Cultural and LGBTQ Resource Centers, UI Student Employment Fair, UI Student Organization Fair, UI Volunteer Fair, University of Iowa Student Government (UISG), University Lecture Committee.