

ROOM RESERVATIONS FOR INTERNAL GROUPS

University Housing & Dining, professional units within the Division of Student Life, 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. **NOTE:** rooms have been re-set to follow social distancing. No set changes will be available for any rooms during 2020-21 due to social distancing and other health and safety precautions.

LOCATION	OCCUPANCY	OFFICE TO CONTRACT	PHONE
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Burge

Carnival Room	33	Hall Coordinator	335-1004
Southwest Outdoor Patio	50	Hall Coordinator	335-1004

SPECIAL NOTE: one room is available to staff who reside in this building. Contact Hall Coordinator's office to reserve.

Daum

Rec Room	12	Hall Coordinator	353-2950
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Currier

Green Room	12	Hall Coordinator	335-2967
North Lounge	8	Hall Coordinator	335-2967
Van Oel MPR	46	Hall Coordinator	335-2967
Outdoor Courtyard		Hall Coordinator	335-2967
Droll Lounge	14	Hall Coordinator	335-2967
Conference Room	5	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

MPR	40	Hall Coordinator	335-2967
South half of MPR	19	Hall Coordinator	335-2967
North half of MPR	21	Hall Coordinator	335-2967
Classroom	15	Hall Coordinator	335-2967

No set changes will be available for any rooms during 2020-21 due to social distancing and other health and safety precautions.

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

LOCATION	OCCUPANCY	OFFICE TO CONTRACT	PHONE
<i>Hillcrest</i>			
Van Nostrand Lounge	26	Hall Coordinator	335-9168
Riverview Lounge	29	Hall Coordinator	335-9168
SW Outdoor Courtyard		Hall Coordinator	335-9168
SPECIAL NOTE: several rooms are available to staff who reside in this building. Contact Hall Coordinator's office to reserve.			
<i>Petersen</i>			
MPR	50	Hall Coordinator	353-4380
East half of MPR (w/stage)	27	Hall Coordinator	353-4380
West Half of MPR	23	Hall Coordinator	353-4380
Seminar Room	15	Hall Coordinator	353-4380
<i>Catlett</i>			
MPR	40	Hall Coordinator	467-0032
Seminar Room	15	Hall Coordinator	467-0032
<i>Rienow</i>			
Main Lounge	29	Hall Coordinator	335-9364
<i>Slater</i>			
Main Lounge	15	Hall Coordinator	335-9576

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Policies and Procedures

1. To make a reservation, please go on line to <http://apps.housing.uiowa.edu/roomreq>. To confirm that your reservation was received, please call the office number listed above (for the building Hall Coordinator) for the room you are reserving.
2. Rooms have been re-set to follow social distancing. No set changes will be available for any rooms during 2020-21 due to social distancing and other health and safety precautions. Requests for trash cans are NOT considered set-changes.
3. 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 (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. Given the complex nature of dining in the residence halls, University Housing and Dining has taken all private dining rooms in Burge, Catlett, and Hillcrest Market Places off-line for the 2020-21 academic year.

Reservations for Tables in Residence Halls

1. Housing and Dining will not be accepting requests to host tables in the residence halls during the 2020-2021 academic year. No tabling reservations in Burge, Catlett, Hillcrest, and Mayflower will be allowed during this time.

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.



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