

## Room Reservation Policy – Tippie College of Business August 2023

### Availability

The conference rooms (i.e., C106, W/S364, W/S326) and boardrooms or colloquium rooms (i.e., W401, S401) in the Pappajohn Business Building (PBB) are available to Tippie faculty, staff, and students for meetings and University-sponsored events. Preference will be given to academic activities.

The rooms are not intended to be used on a frequent or permanent basis to support the primary activities of a group or organization. In addition, the conference rooms are not available for use as classrooms or for non-university-related activities.

*Please note: Weekend requests are considered on an individual basis, **University or Tippie faculty, staff, and students, who are approved to use the boardrooms or colloquium rooms, must initiate the payment processing with your MFK through Workflow in advance for custodial fees. The fee must be completely approved through Workflow one week before the date of your reservation, and before we will give you the key to the room. There will be no exceptions. If it hasn't been paid, we will release your room reservation.***

### Reservations

Please use the room reservation web form (<https://students.tippie.uiowa.edu/tippie-resources/facilities/reserve-room-pbb>) or call the Dean's office (319-335-0862) in PBB to reserve a conference room. Reservations will be accepted on a first-come, first-serve basis.

Reservation requests from within the Tippie College will be reviewed based upon the following schedule:

- Spring Semester - first business day in November
- Summer Semester - first business day in March
- Fall semester - first business day of June
- Conference, professional/annual meetings, and symposiums with 75 or more attendees may request space up to 3 months in advance of the event.

For groups outside of Tippie, room reservations can be made 1 month in advance and are subject to availability and fees.

*Please note: The college reserves the right to cancel a reservation based on priority needs. Should this situation arise, we will make every attempt to try to find an alternate room but cannot guarantee availability.*

### Access

The conference rooms should be unlocked during regular business hours. If the room is locked, please let the front desk in C120 PBB know.

The boardrooms or colloquium rooms are locked throughout the day. For any reservations for after-hours event, the Tippie faculty, staff, or student, who is authorized to assume responsibility for the

room, must check out a key at the front desk in C120 PBB between the hours of 12:00/Noon to 4:30 p.m. on the day of the event or on the Friday preceding a weekend event. At the conclusion of an after-hours event, the person authorized to assume responsibility for the room is responsible for ensuring the room is locked and the key is returned to the front desk in C120 PBB by 8:30 a.m. on the following business day. Failure to return the key in a timely manner will result in denial of future requests for use.

### **Room Setup**

Do NOT move or rearrange the furniture in the conference rooms.

If you rearrange the furniture in the boardrooms or the colloquium rooms, you must return it to the classroom style set up.

If there is any damage to the furniture, equipment, or room, the organization, adviser, and/or faculty member are responsible to pay for the damages. You must also remove all trash by the end of your reservation time by taking it down to the dock area behind the west galleria on the first floor. Failure to comply with these guidelines will result in denial of future requests for use.

### **Multimedia Equipment**

Each of the boardrooms and conference rooms are equipped with various multimedia equipment (e.g., computer, amplified audio, ability to project screen, microphone, etc.). You are responsible for the equipment for the duration of your reservation time. Any damages or missing equipment will be charged to the organization, adviser, and/or faculty member. Use of classroom technology requires training (contact Stead Tech). If a major maintenance or hardware problem occurs, please report it to a member of Stead Tech (W210 PBB, cba-stsg@uiowa.edu, or 319-335-0873).

*Please note: There is no computing support available in the evenings after 7 or on the weekends.*

### **User Responsibility and Rules**

- Access is provided as a convenience and service to faculty, staff, and students at the University.
- Please respect all rules and responsibilities to ensure continued availability of the rooms. **Failure to comply with these guidelines will result in denial of future requests for use and/or a charge for damages, including a minimum custodial fee of \$250.**
- Authorization to use a space is not transferable to another organization. The person authorized to assume responsibility must be a student, faculty, or staff member and be present at the meeting/event.
- The rooms cannot be left unattended at any time; thus, the person authorized to assume responsibility should not leave until all participants have left.
- Food is not normally allowed in the colloquium/board rooms but will be considered for university events on a case by case basis.
- Do not sit on the tables or use furniture in any way except for its intended purpose.
- All groups/individuals are responsible for cleanup of the room, including removing trash and any other meeting materials left behind and returning the room to its original state (all trash, especially food leftovers, should be taken to the dock on the 1<sup>st</sup> floor).
- Thoroughly erase all whiteboards upon the completion of your meeting.
- Turn off all lights and equipment before leaving the room.

- If the room is reserved after hours, lock the room and the restrooms when the meeting has ended and return the key to C120 PBB by 8:30 a.m. on the following business day.
- If your plans change and you need to cancel your reservation, please call (319-335-0862) as soon as possible so the room can be available to others.