

Room Reservation Policy and Information for the small conference rooms in the Pappajohn Business Building (PBB) Tippie College of Business

The Dean's Office will do our best to accommodate room reservation requests. Please note that **small conference rooms** (i.e., C106, W/S364, W/S326, etc.) in the Pappajohn Business Building (PBB) are in very high demand. Preference will be given to Tippie College of Business faculty, staff, departments, students, and 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.

Reservations:

Please use the room reservation web form (<https://students.tippie.uiowa.edu/tippie-resources/facilities/reserve-room-pbb>), send a request by email to: tippie-dean-froff@uiowa.edu, or call the Dean's office (319-335-0862) in PBB to make a reservation.

University faculty, staff, departments, and Tippie students and organizations may request for reservations based on the following schedule in advance:

- Spring Semester - first business day in November
- Summer Semester - first business day in March
- Fall semester - first business day of August

The Dean's Office will work with the Tippie Undergraduate Career Services (TUCS) and/or the Strategic Partnerships Office (SPO) for any requests that come through from the **Pomerantz Career Center, corporations, or the public**, to be approved on a case-by-case basis.

Notes

The Dean's Office reserves the right to refer for you to use W404 or S404, the library reading rooms, Biz Hub conference rooms, or to Classroom Scheduling to reserve a classroom, depending on the number of actual attendees planned, if the 401 rooms are unavailable, and/or if the AV system or a white board is not required for meetings.

Tippie Faculty and staff may also be referred to use a conference room or a classroom on the fourth floor of the Pomerantz Center by the Dean's Office Front Desk staff if rooms in PBB are unavailable.

Access

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

Room Setup

Do NOT remove chairs from the conference rooms or rearrange the furniture in the conference rooms. 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. If you're having food in the room, you must remove overflowing 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 conference rooms is 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 damage 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 Tippie 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 conference rooms but will be considered for university departments and Tippie student organization events.
- 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 overflowing 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 area behind the west galleria on the first floor).
- Thoroughly erase all whiteboards upon the completion of your meeting.
- Turn off all lights and equipment before leaving the room.

- 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.

If you have a facilities issue, please call the Dean's Office at: 319-335-0862. If after hours, weekends, or for emergencies, call FM@ Your Service (UI service) at: 319-335-5071.

If you have a public safety situation, please call the Department of Public Safety at: 319-335-5022 or call 911 for immediate or medical attention.