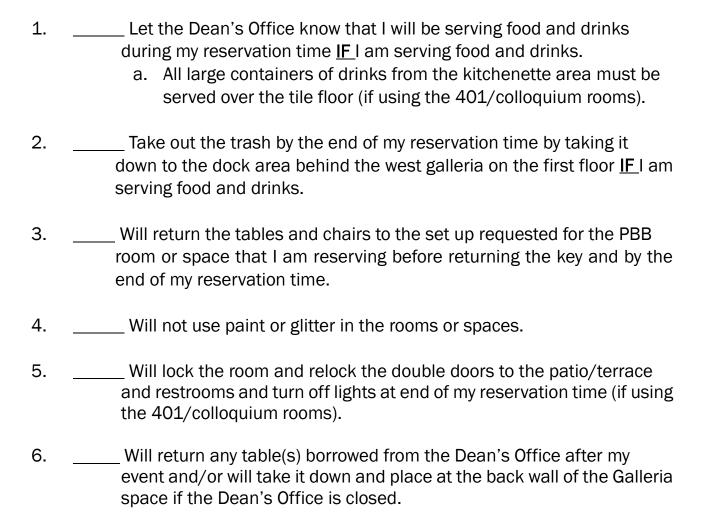


Tippie College of Business

Required University of Iowa Pappajohn Business Building Reservations Checklist for Users.

I understand and have read the policy for the space that I am reserving, and will respect the User Responsibility and Rules and all the guidelines for the Pappajohn Business Building (PBB) room or space that I am reserving. I also understand that I must (please initial and sign below):



7	I understand and will abide by	the State of Iowa's fire code policy to
	ensure the safety for occupants	in the building, which states:
	a. Tables, chairs, and furni	ture need to be placed at least 5 feet
	away from the hallways, e	specially in the gallerias.
	b. Always maintain 3 feet or	36 inches of width from the hallways.
	c. Do not block emergency	exits, this includes making sure that
	guests do not stand in fro	ont of or near the exits and not blocking
	exits with tables and chai	rs.
	d. Know what the maximum	capacity number is for the room that I
	am reserving and that	I will limit the number of attendees
	attending if needed.	
8	I have paid the fee for my rese	ervation at least one week in advance if
	the room or space I am reserv	ring requires it, especially if it's over a
	weekend.	
9	If a major maintenance or ha	ardware problem occurs, please report
	it to a member of Stead Tech (W210 PBB, cba-stsg@uiowa.edu, or 319-	
	•	ting support available in the evenings
	after 7 p.m. or on the weekends	
10		call the Dean's Office at: 319-335-
		<u>or for emergencies</u> , I know that I should
	call FM@ Your Service (UI service	e) at: 319-335-5071.
11	•	n, I will call the Department of Public
	Safety at: 319-335-5022 or call 911 for immediate or medical attention.	
	There's no need to call the Dean's Office first, but we would appreciate	
	knowing if you did so we can help direct the emergency responders	
	within the building.	
	For reservation on	(date and time)
	(To be added by Tipp	(date and time). Die Dean's Office Staff after your reservation is confirmed.)
V		V
X (Signed dated	d by user reserving the room)	X(Signed dated by the Tippie Dean's Office Staff)