

Room Reservation Policy and Information for the 401 or Colloquium/Board 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 the **401 or Colloquium/Board Rooms** 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.

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:

You will be required to complete the room reservation web form (<https://students.tippie.uiowa.edu/tippie-resources/facilities/reserve-room-pbb>) for your PBB room request. Any questions regarding the form can be directed by email to: tippie-dean-froff@uiowa.edu or by calling the Dean's office (319-335-0862).

Priority for Reservations:

The dean and senior associate dean have asked that reservations be prioritized in the following order:

1. For the 401 or Colloquium/Board Rooms, which can be reserved up to 5 years out:
 - Tippie Advisory Board (TAB) meetings
 - Collegiate Marketing/Events/Alumni Team for college-wide events
 - Dean's Office for college-wide events

2. AFTER the list of groups above have been scheduled for each academic year, the 401 or Colloquium/Board Rooms will be opened up to **Tippie academic departments and centers and institutes**, may reserve the rooms starting on June 1 for the follow academic year (June 1 to July 31):
 - All other Tippie Advisory Board/Council meetings, including for advisory board/council meetings for centers and institutes

- Strategic retreats
 - Conferences
 - *Seminars, (including TOW speaker seminars), or faculty meetings (see notes below)*
3. **Tippie Faculty, Staff, and departments** may then reserve the 401 or Colloquium/Board Rooms up to 3 months in advance, including for:
 - ESC events
 - Department, program, and center and institute events, including holiday events Gateway Program (by UPO), Mandela Washington Fellows events (by IIB), and CIMBA Italy commencement events over the summer break
 4. AFTER Tippie faculty, staff, and departments have made their reservations, **UI Departments** may reserve the 401 or Colloquium/Board Rooms if they're available up to one month in advance for a fee (whether planning to use the kitchenette or not).
 - **The fee must be completed with a blue requisition and approved 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 and we don't have the blue requisition, we will release your room reservation.**
 5. **Tippie students and organizations** may reserve the 401 or Colloquium/Board Rooms in the evenings (after 4:00 p.m.) 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 August
 6. 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 one of our small conference rooms instead, including 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 boardrooms or colloquium rooms are locked throughout the day. **For any reservations for after- hours events**, 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.** Note, there is no one available to check out keys on the weekend, so failure to pick up the key on Friday will result in the room being inaccessible during your event.

At the conclusion of an after- hours event, the person authorized to assume responsibility for the room is responsible for ensuring that 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. The key can also be returned immediately after your reservation time by putting it in an envelope and placing it under the Dean's Office door. **Failure to return the key in a timely manner will result in denial of future requests for use.**

Room Setup

If you rearrange the furniture in the colloquium rooms, you must return it to the classroom-style set up. If there is any damage to the furniture, equipment, or the 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 if you have been preapproved to bring in food or beverages. **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 Tippie student or a university faculty or staff member and the person must 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 and drinks are normally allowed in the 401 rooms, but we ask that you inform the Dean's Office about your plans when you plan to have food.
- Do not sit on the tables or use furniture in any way except for its intended purpose.
- Do not go out the double doors to the patio without opening the blinds in the room.
- Make sure the chairs are not under the blinds when lowering them.
- 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 1st 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. The key can also be returned immediately after your reservation time by putting it in an envelope and placing it under the Dean's Office door.
- 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.