

**Room Reservation Policy and Information for the galleries in the Pappajohn Business Building (PBB) and/or the PBB patio and courtyard
Tippie College of Business**

The Dean's Office will do our best to accommodate requests to reserve the **galleries** (i.e., W101 and S101) in the Pappajohn Business Building (PBB) and the **PBB patio and courtyard**. Preference will be given to Tippie College of Business faculty, staff, departments, Tippie Student Organizations, and academic activities.

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).

Tippie faculty, staff, departments, and Tippie Student organizations may request for reservations based on the following schedule:

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

UI Departments may reserve the galleries if they're available up to one month in advance for a fee.

- **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 permission use the space. There will be no exceptions. If it hasn't been paid and we don't have the blue requisition, we will release your reservation.**

The Dean's Office will work with the **Tippie Undergraduate Career Services (TUCS)** and the **Pomerantz Career Center** for requests which include **approved corporations and recruiters**.

Access

The galleries are always accessible. Please note that these spaces are for Tippie students to gather and study. Please be respectful of the students who would like to remain in the space.

Space Setup

Do NOT move or rearrange the furniture in the galleries without prior approval from the Dean's Office. If you rearrange the furniture in the galleries, you must return it to the original set up. If there is any damage to the furniture, equipment, or the space, the organization, adviser, and/or faculty member are responsible to pay for the damages.

If you would like more than one table for your event, you may request for them in advance from the Dean's Office if they're available. These tables need to be placed at least 5 feet away from the hallway in the galleries. If not, it is against the state's fire code.

Tables

Borrowed tables from the Dean's Office **must** be returned to the Dean's Office after your event. If the event occurs **after hours** and has received prior approval, tables should be returned to the mailroom.

User Responsibility and Rules

- Access is provided as a convenience and service to faculty, staff, and students at the university. In the areas where your event is taking place as students utilize the patio area during that time.
- You will need to provide your own signage in the areas where your event is taking place as students utilize the patio area during that time.
- Please respect all rules and responsibilities to ensure continued availability of the space. **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 university faculty or staff member and the person must be present at the meeting/event.
- The spaces 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 galleries, patio, and courtyard, but we ask that you inform the Dean's Office about your plans if you're having food.
- 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 space, including removing trash and any other meeting materials left behind and returning the space to its original state (all trash, especially food leftovers, should be taken to the dock on the 1st floor).
- 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.