

IOWA

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):

- _____ Let the Dean's Office know that I will be serving food and drinks during my reservation time **IF** I am serving food and drinks.
 - All large containers of drinks from the kitchenette area must be served over the tile floor (if using the 401/colloquium rooms).

- _____ Take out the trash by the end of my reservation time by taking it down to the dock area behind the west galleria on the first floor **IF** I am serving food and drinks.
 - If I am working with a caterer or a third party to provide food, **I will stay until the end to make sure that they have cleaned and/or removed all equipment and foods by the end of my reservation time for the room that I am responsible for.** *Weekend events with catering or third party, require prior approval and communication with the Dean's office front desk staff*.

- _____ Will return the tables and chairs to the set up requested for the PBB room or space that I am reserving before returning the key and by the end of my reservation time.
 - If moving tables and chairs around, they should never be moved out of the rooms reserved and that they should only be moved according to the policy for the room.
 - **For the galleria spaces, furniture should never be moved out of the carpeted areas.**

- _____ Will not use paint or glitter in the rooms or spaces.

- _____ Will lock the room and relock the double doors to the patio/terrace and restrooms and turn off lights at end of my reservation time (if using the 401/colloquium rooms).

- _____ **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.

- _____ 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:
 - Tables, chairs, and furniture need to be placed at least 5 feet away from the hallways, especially in the galleries.
 - Always maintain 3 feet or 36 inches of width from the hallways.
 - Do not block emergency exits, this includes making sure that guests do not stand in front of or near the exits and not blocking exits with tables and chairs.
 - 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.
- _____ I have paid the fee for my reservation at least one week in advance if the room or space I am reserving requires it, especially if it’s over a weekend.
- _____ 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). There is no computing support available in the evenings after 7 p.m. or on the weekends.
- _____ If I have a facilities issue, I will call the Dean’s Office at: 319-335-0862. If after hours, weekends, or for emergencies, I know that I should call FM@ Your Service (UI service) at: 319-335-5071.
 - I understand that I am responsible for the space(s) that I have reserved (during the entire time of my reservation), the furniture, and the flooring and may be charged for any damages incurred.
- _____ If I have a public safety situation, 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 X _____ (**room, date and time of event**).
(To be added by Tippie Dean’s Office Staff after your reservation is confirmed.)

X _____
(Printed Name by user reserving the room)

X _____
(Signature of user reserving the room)

X _____
(Signed & dated by the Tippie Dean’s Office Staff)