

**Iowa State University
Department of Residence**

Meeting Room Policy

This policy governs the use of residence hall meeting room space by Department of Residence staff, student groups and University Departments. These spaces are not available to non-university groups during the academic year.

The following spaces are available for reservation:

- Buchanan 2009 (Commons)
 - Eaton 1105
 - Eaton 1110
 - Eaton 1132
 - Friley Terrace Conference Room
 - Friley Terrace Room
 - Maple-Willow-Larch Commons Conference Rooms: C3102 (Music Room), C3113, C3115, C3117
 - Martin 2105
 - Martin 2109
 - Martin 2121
 - Union Drive Community Center Multi-Purpose Room, 136 UDCC
 - Other spaces may be used if schedule permits
 - Tables near Dining lines are also available for reservation.
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- Residence hall students and staff have priority in the reservation of these rooms.
 - Groups using Department of Residence meeting rooms are required to follow all policies in the Residence Hall Policy Handbook. This information can be found on the Department of Residence website at <http://www.housing.iastate.edu>.
 - The general policy is that no more than three future reservations may be held at one time for each group. During the “summer” months, May-August, we limit reservations due to our summer conference operation and also to give our staff an opportunity to set their meeting schedules for fall semester.
 - Our buildings are open 6:30am – 11:00 p.m. Reservations from non-student groups cannot go beyond this time limit.
 - Property within each room such as pictures, furniture, works of art or any equipment may not be taken from the room. Any person found in possession of or damaging articles belonging to the Department of Residence will be subject to disciplinary actions and payment for damages.
 - Food and beverages are permitted in these rooms. There is an exception in 136 UDCC that non-student groups are required to purchase all food and beverage through ISU Dining. Student groups are encouraged to purchase from ISU Dining. SORM policies regarding food must be followed. Any mess left from the consumption of food and beverage must be cleaned thoroughly by the group. Alcoholic beverages are not permitted.
 - No tape, adhesive tacks or other mechanical devices may be used to attach signs to the walls or Department of Residence property.
 - Groups or individuals will be charged for excessive cleaning or any damages to the meeting rooms and equipment.
 - The Department of Residence will not be responsible for any articles lost in the building.

- Use of the facilities does not in any way imply that the Department of Residence endorses, encourages, or approves the purpose of the user.
- Scheduled activities must not disrupt or interfere with other meetings, or scheduled activities.
- Smoking is prohibited in Department of Residence buildings.
- The Department of Residence does not allow loitering or overnight sleeping in the public spaces.

Room Set-Up

Each meeting room has a standard room set. The group may alter the room set, but the room must be returned to the original configuration. Generally, the set-up of the room when you enter should be the same set-up when you leave. The standard room sets can be viewed on the Department of Residence website <http://www.housing.iastate.edu>

Special Notes for Specific Rooms

- Union Drive Community Center (UDCC) Room 136 - Multi-Purpose Room (38' x 42')
 - Occupancy: 48 people seated at 16, 6' long x 30" wide tables. 150 people seated with chairs theatre style. 228 people without tables and chairs. Extra chairs are located in the closet on the SE side of the room.
 - **There is audio/visual equipment in this room (no laptop provided). Arrangements need to be made ahead of time with staff in 1203 Friley (4-6428) to check out a key during University business hours for access to the cabinet. **Please note:** we are not able to routinely service this equipment; therefore we do not assume any responsibility for its working condition at the time of check-out. If operational assistance is needed with this equipment, the group using it will need to contact Information Technology Services (ITS), 294-8026.
- Friley Terrace Room (12' x 14' plus 38' x 40')
 - Occupancy limit is 150
 - **Although this room can be reserved, it is still a public space and student traffic cannot and should not be prevented.
- Friley Terrace Conference Room (12' x 26')
 - Occupancy 14
 - Whiteboard. No supplies provided.
- Eaton 1132 (17' x 20' plus 23' x 25')
 - Occupancy: 25 seated comfortably in a hollow rectangular set-up of 6 tables. A total of 50 stackable chairs are available, which is the occupancy limit.
 - One round table is available
 - Sink with counter space
 - White boards – no supplies provided
 - Projection screen
- Eaton 1110 (18' x 13')
 - Long conference room table with 10 chairs.
 - White board and bulletin board. No supplies provided.
- Eaton 1105 (21' x 22' plus 17' x 9')
 - Occupancy: 20 conference style chairs seated comfortably in a hollow rectangular set-up of 6 tables.
 - White board and bulletin board. No supplies provided.

- Martin 2105 (21' x 11')
 - Occupancy: 10 chairs around long conference table plus 2 additional chairs.
 - White board and chalk board. No supplies provided.

- Martin 2109 (23' x 24')
 - Occupancy: 20 seated with stackable chairs in hollow square set-up of 4, 8' tables. 30 seated comfortably without tables. There is one additional table and 46 additional stackable chairs available in adjoining closet that can be used in 2109 Martin or 2121 Martin.
 - Sink and counter space.
 - Audio/visual equipment, podium, white board, bulletin board and projection screen. No supplies provided.
 - **There is audio/visual equipment in this room (no laptop provided). **Please note:** we are not able to routinely service this equipment; therefore we do not assume any responsibility for its working condition at the time of check-out. Arrangements need to be made with the Martin Hall Director (294-9051) to have the equipment unlocked. If operational assistance is needed with this equipment, the group using it will need to contact Information Technology Services (ITS), 294-8026.

- Martin 2121 (34' x 27')
 - Occupancy: 28 seated comfortably with stackable chairs in a hollow rectangular set-up of 6, 8' tables. 60 seated in chairs theatre style. There is one additional table and 46 additional stackable chairs available in adjoining closet that can be used in 2109 Martin or 2121 Martin.
 - Sink and counter space
 - Audio/visual equipment, podium, bulletin boards, white boards, Elmo Projection System, projection screen. No supplies provided.
 - **There is audio/visual equipment in this room (no laptop provided). **Please note:** we are not able to routinely service this equipment; therefore we do not assume any responsibility for its working condition at the time of check-out. Arrangements need to be made with the Martin Hall Director (294-9051) to have the equipment unlocked. If operational assistance is needed with this equipment, the group using it will need to contact Information Technology Services (ITS), 294-8026.

- Maple-Willow-Larch C3102, Music Room 20'2" x 23'9"
 - Piano, TV, Misc. seating

- Maple-Willow-Larch C3113 NW Large Conference Room (36' x 32')
 - Occupancy: 32 seated at 4 rows of 3 tables each.
 - White boards. No supplies provided.

- Maple-Willow-Larch C3115 East Conference Room
 - Occupancy: Tables and chairs available for 30 people.
 - White board and chalk board. No supplies provided.

- Maple-Willow-Larch C3117 Small Conference Room (20'2" x 24'4")
 - Occupancy: 16 chairs in a hollow square set-up.

FOR RESERVATIONS CALL 294-6428 OR STOP IN 1203 FRILEY. Residence Hall students may also make reservations at the hall desks.