

- The meeting rooms in the University Village are designed for the use of resident students. Only approved residence hall organizations, student organizations, and faculty/staff personnel are permitted to reserve and use these spaces.
- The purpose of these meeting room reservations is for University-sponsored educational and/or social programs.
- Room Reservation requests are to be completed at least 1 (one) week before the event.
- Room Reservation requests for Student Organizations will require approval from Student Activities.
- If you are a Student Organization, we will forward your Room Reservation request to Student Activities for approval. Your request will not be considered without their approval.
- There are no overnight accommodations in the lounges or meeting rooms.
- **Room Condition:** Clean Up and Room Condition is the responsibility of the contact person and organization. Any damage will also be the liability of reserving person/organization.
- **Setup/Breakdown:** It is the responsibility of the event coordinator/contact person/organization to setup the room without removing any furniture from the room. The room must be left in the same condition in which it was found prior to the event.
- **Media Cart:** A media cart is available for use for the Van Til Room (3rd floor Conference Room). The media cart is equipped with a projector, computer (with internet access), DVD player, VHS player, and a speaker for sound. If you need the media cart for your event, it must be requested at the time of your reservation request. We strongly advise that you use a USB flash/jump drive for presentations and documents that may be needed for your event.
- **Other Supplies:** Every meeting room is equipped with a dry erase board (excluding the Gariup Glass Room on the 2nd floor). If you will need to use the dry erase boards for your event, you will need to provide your own dry erase markers.