EXTERNAL RESERVATIONS: Individuals representing groups not affiliated with University Housing & Dining or its tenants may reserve rooms for a maximum of four hours. University Housing & Dining reserves the right to limit the frequency of usage. Those groups reserving rooms may also use audio-visual equipment in the residence halls. Only AV equipment which is a permanent fixture in reservable rooms is available for external groups.

Equipment Reservation Procedures

- To make an equipment reservation, please call the appropriate number listed below. Confirmations will be sent to individuals making the request.
- Equipment must be checked-out from the appropriate 24-hour information desk. The user must present valid photo ID at the time of checkout.
- For Van Oel MPR and the Petersen MPR only, if a group uses AV equipment and/or the audio sound system you will be required to hire a University Housing & Dining AV Technician at $10.00 per hour, one hour minimum.
- If additional maintenance set-up (i.e. electricity, etc.) is needed, reservations must be made fourteen working days in advance of the event.
- All equipment must be returned in good working condition. User must alert desk staff of any equipment problems immediately upon its return. If damage is determined to be beyond normal wear and tear, user may be responsible for cost of replacement or repair.
- University Housing & Dining reserves the right to refuse reservations or to cancel any reservation if an emergency arises or if the equipment is needed to conduct normal business.
- Failure to follow the outlined procedures and policies for using residence hall space may result in the loss of reservation privileges.
- Approval for special requests will be granted in unique circumstances only, and must be made three days in advance.

** ANYONE USING THE AV EQUIPMENT AND/OR THE SOUND SYSTEM MUST BE TRAINED BY A UH&D AV TECHNICIAN BEFORE THE EVENT OR HAVE THE AV TECHNICIAN PRESENT (CURRIER & PETERSEN)

NO EQUIPMENT ON CARTS CAN LEAVE ANY BUILDING