Thank you for considering the University of Minnesota Robert J. Jones Urban Research and Outreach-Engagement Center for your meeting or event.

We provide space for community-university meetings as a courtesy to help develop community-university partnerships and to identify to address collaboratively.

Request Process

- Complete form and submit to scheduler (see contacts on bottom of form). If you submit this by e-mail, include “Room Request” and name of organization in the Subject line. Requests are reviewed to determine availability of room on desired date(s) and consistency of proposed use with the vision and mission of UROC (see www.uroc.umn.edu). If the requested room is available, a Facility Use Agreement (for non-University users) and an Internal Room Use Agreement (for University users) will be completed for signature by the University and the user (Licensee).

- Provide insurance documentation upon submission of signed Facility Use Agreement - required for all users (non-University) serving refreshments other than water, groups of 50 or more attendees, or groups meeting for 4 hours or more.

- Provide name and address of caterer/vendor, if you intend to serve food and beverage. We encourage you to use area vendors near UROC.

- You will receive electronic or telephone confirmation within one week of submitting this form. Confirmation is required to host your event at UROC.

- Upon Confirmation, a completed and signed Use Agreement, with Insurance documentation (if needed), must be received within five (5) business days to secure the reservation.

- If payment is required, you will receive an invoice.

2015 Room Use Configuration Information

<table>
<thead>
<tr>
<th>Room number</th>
<th>Set-up Capacity (at table)</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>100</td>
<td>115</td>
</tr>
<tr>
<td>107</td>
<td>30</td>
<td>49</td>
</tr>
<tr>
<td>125</td>
<td>18</td>
<td>18</td>
</tr>
</tbody>
</table>

- The use of meeting rooms is on a first-come, first-serve basis.
- The use of meeting rooms is subject to the Conditions of UROC Meeting Room Use at the end of this form, as well as applicable University policies, rules, and regulations, and federal, state and local laws, ordinances and regulations. Please go to http://www.realestate.umn.edu/links.htm for the policy on Using and Leasing University Real Estate.
The mission of the Robert J. Jones Urban Research and Outreach-Engagement Center (UROC):
The Robert J. Jones Urban Research and Outreach-Engagement Center in North Minneapolis links the University of Minnesota in vital public partnership with urban communities to advance learning, improve quality of life, and discover breakthrough solutions to critical problems.

The University of Minnesota Robert J. Jones Urban Research and Outreach-Engagement Center is rooted in the land-grant mission of the University to “extend, apply and exchange knowledge between the University and society by applying scholarly expertise to community problems.”

We believe this requires collaborative and sustainable models of urban community engagement that leverage community and university resources with those of government, businesses, and foundations—to make knowledge accessible and useful in creating solutions that improve and enhance the quality of life in vital urban communities and thereby to contribute to the public good.

Our long-term vision: UROC builds thriving, innovative, and respectful collaborations for a healthy and vibrant North Minneapolis, creates new models of urban community development, and strengthens the University of Minnesota as a vigorously engaged 21st-century university serving the public good.

Conditions of UROC Meeting Room Use

- Meetings cannot be scheduled more than three months prior to meeting date.
- In publicity materials and announcements, please refer to the facility as “University of Minnesota Robert J. Jones Urban Research and Outreach-Engagement Center (UROC).”
- Time required before a meeting for room or technology set-up should be built into the room request and noted as “set-up time”. The UROC staff does not set-up or clean up rooms for events, so you may want to have extra help for room set-up.
- Some audio/visual equipment is available. Please be sure that your request includes what you would like so that availability can be confirmed in advance of the meeting.
- Beverages must be provided for groups of 5 or more persons.
  - Please be sure to have your caterer pick up food equipment at the end of the meeting, if applicable.
- If your plans change, please cancel the room reservation immediately. Except in cases of emergencies, we require at least 24 hours advance notice of cancellation. Thank you for understanding.
- The University of Minnesota’s Robert J. Jones Urban Research Outreach-Engagement Center (UROC) is a weapon-free property; UROC bans guns on the premises.
- UROC is a smoke-free property. No smoking is allowed in the building or outside the front doors. Smokers must move to the city sidewalk to smoke.
- UROC is an alcohol-free property. No alcoholic beverages are permitted on the premises.
- We ask that an evaluation be completed at the end of your event.
UROC Room Use Request Form

Building & Gallery Hours:
8:30 a.m.-5:00 p.m. Monday- Friday

Room Reservation Hours:
9 a.m.-8 p.m. Mon.-Thurs.; 9 a.m.-5 p.m. Fri.
8:30 a.m.-3 p.m. Sat.

2001 Plymouth Ave. N., Minneapolis, MN 55411
612-626- UROC (8762) | urocinfo@umn.edu

EVENT INFORMATION
Date(s) of Event(s): / /  Hours Needed: (include your set-up and clean-up time):
Event Start Time: (9 a.m. or after) Event End Time (by 8 p.m.)
(Check One :) One-Time Event Weekly Monthly
Title of Event:
Type of Activity:
Are you currently involved in a collaboration with UROC or a program of UROC? Please give the name of your UROC contact person:
Is this activity directly related to your collaboration? Please explain:

Brief description of your organization’s mission, your work, and potential benefits to North Minneapolis Communities:

Number of participants expected: Will you be serving food? (circle one)  YES  NO
Audio-visual equipment requested (laptop, smart board/ LCD Projector):

CONTACT INFORMATION
Program/ Group/ Organization

All events are displayed on the UROC public events calendar.
Contact Information to be displayed. This will be provided to the public when we receive inquiries about event.
*required
*Name: *E-mail: Number: Web site:

Contact Person:
Address: City: Zip:
Day Phone: Evening Phone:
Fax: E-mail:

Please send completed form to UROC: email to urocinfo@umn.edu; fax to 612-624-4484; or mail to UROC,
2001 Plymouth Avenue North, Minneapolis, MN 55411.

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