

UNIVERSITY OF MINNESOTA

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

Parking Lot Reservation Hours:
8:30 a.m. -8 p.m. Mon.-Thurs.; 8:30 a.m.-5 p.m. Fri.
8:00 a.m.-3 p.m. Sat.

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 issues 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 the parking lot on desired date(s) and consistency of proposed use with the vision and mission of UROC (see www.uroc.umn.edu). If the requested space 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.

- The use of meeting of space is on a first-come, first-serve basis.
- The use of space 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.

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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).**”
- 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 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.

COVID-19

During the COVID-19 pandemic and UROC closure, the UROC parking lot is available on a limited basis for events. The building will not be open during any events and there will not be staff on hand to assist you with your event. To be considered for a reservation your event must:

- Provide a detailed social distancing plan
- Be less than 2 hours in length
- Not serve any food, unless it is prepackaged into individual servings
- Have less than 50 total attendees

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EVENT INFORMATION

Date(s) of Event(s): ___/___/___ Hours Needed: (include your set-up and clean-up time): _____

Event Start Time: (8:30 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

CONTACT INFORMATION

Program/ Group/ Organization _____

<p>All events are displayed on the UROC public events calendar that are public. Is your meeting open to the public? _____</p> <p>Contact Information to be displayed. This will be provided to the public when we receive inquiries about event. <i>*required</i></p> <p>*Name: _____ *E-mail: _____ Number: _____ Web site: _____</p>

Contact Person: _____

Address: _____ City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Fax: _____ E-mail: _____

Annual Budget: _____ For Profit, government or non-profit Org: _____

Please send completed form to UROC: email to urocinfo@umn.edu

FOR OFFICIAL USE ONLY			
Approved?	YES	NO	Staff Initials _____
Date Received _____	Date Confirmed _____	Lease Agreement _____	Room _____
On Google Calendar _____	Confirmation Call Date _____	Insurance Documentation _____	Payment received _____