

## UROC Room Use Request Form 2019

The Robert J. Jones Urban Research and Outreach-Engagement Center (UROC) 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's UROC building on Plymouth Avenue provides a home for many programs and also offers meeting space to University and community groups whose work is aligned with UROC's mission. To maintain a high-quality collaborative facility while at the same time stewarding resources effectively for core programs, the UROC must charge minimal fees for use of meeting/event spaces.

UROC has intentionally kept rental fees as modest as possible. Space will continue to be available without charge to University groups as well as to community groups, with direct involvement in current UROC-affiliated programs, for activities related to their collaboration. All other uses will incur a charge. Rental fees ensure that UROC maintains a high quality facility with well-maintained grounds, free parking, a community gallery space, and three (3) rooms with audio/visual/technology resources.

### Request Process

- Complete room request form and submit to scheduler by e-mail at urocinfo@umn.edu, include "Room Request" and name of organization in the subject line. Requests are reviewed weekly on Wednesday to determine availability of room on desired date(s).
- The use of meeting rooms is on a first-come, first-serve basis.
- If the requested date and room is available, an electronic confirmation will be emailed with a *UROC Facility Use Agreement* (for non-University users) or an *Internal Room Use Agreement* (for University users) attached and will need to be completed for signature by the University and the user (licensee).
- Be prepared to provide certificate liability insurance documentation upon submission of signed UROC Facility Use Agreement-required for all users (non-University) either serving refreshments other than water, groups of 50 or more attendees, or groups meeting for four (4) hours or more.
- Upon confirmation, a completed and signed UROC Facility Use Agreement, with insurance documentation (if needed), must be received by the scheduler within five (5) business days to secure the reservation.
- If payment is required, you will receive an invoice after the meeting / event has taken place.
- Provide name and address of caterer/vendor, if you intend to serve food and beverage.

**The University of Minnesota Robert J. Jones Urban Research and Outreach-Engagement Center (UROC) will begin offering limited conference space rentals this fall.**

- This does not mean that UROC is open to the public, but that reservations to utilize conference rooms 105 and 107 can be made for up to 2 hours of meeting time and one hour of set-up and cleaning time. This means your reservation can be for a total of 3 hours, including set-up and clean-up.
- Reservations will only be scheduled with a minimum of 1 hour in between meetings, to allow for mandatory cleaning in-between scheduled events by UROC staff.
- Conference room 125 is insufficient for adequate social distancing at this time and will not be available for external reservations
- The UROC gallery is currently closed for public viewing.
- Those interested in renting/reserving conference room space should still complete the standard UROC room reservation request form and email the completed form to [urocinfo@umn.edu](mailto:urocinfo@umn.edu). All the parameters established in the UROC rental guidelines still apply, other than as indicated in the changes below.

**Additional Measures for COVID-19 Safety**

- Masks or face coverings are mandatory for entry into the UROC building. Masks are not available from UROC, and you will not be allowed into the building without a mask, no exceptions
- Social distancing of at least 6 feet must be maintained during the event and while within the UROC building and in the UROC parking lot
- Signage indicating hand washing areas, hand sanitizer stations and University of Minnesota policies is located at the entrance and throughout the building
- Upon entering the building, all visitors must utilize the hand sanitizing station located in the entry hall
- Reservation contacts will be given a clipboard for signing-in all of your attendees, with required contact information for potential contact tracing should a positive COVID test occur. Please do not pass the clipboard to attendees, but rather take attendance yourself for all participants
- All visitors and staff will be required to submit to a touchless temperature check, at the time of sign-in, with the results recorded and cross-referenced with sign-in information. Guests and staff with a temperature over 100 degrees will be asked to return home and encouraged to seek a COVID test
- All meetings must designate a dedicated attendee to be a room clean-up contact. This person will receive a room “caddy” of cleaning supplies that is reserved for each room and available for your use during the meeting. All attendees are required to disinfect and wipe down tables and surfaces in the reserved space. Additionally, rooms are cleaned in between each meeting by UROC staff
- Stay to the right in public traffic areas including building entrances, hallways, and corridors and follow floor decals

- Attendees will not be allowed to linger or socialize in lobbies, common areas, hallways, or restrooms
- Communal serving of food (e.g. buffet-style, self-service) is not permitted, though catered meals served “box lunch” style is permitted, as are individually wrapped snacks and beverages served in cans or bottles. All attendees must be seated while eating.
- Occupancy is limited to 10 attendees in Room #107 and to 20 attendees in room #105
- Room 125 will be reserved for quarantine in case a guest or staff member become symptomatic while on-site and cannot immediately leave the building
- Tables and chairs are configured to ensure proper social distancing, please do not reconfigure the room for your meeting (see pictures below)

### Room #107



Room #105



### **Conditions of UROC Meeting Room Use**

- Meetings cannot be scheduled more than three (3) months prior to meeting date.
- In publicity materials and announcements, 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 rooms for events, so you may need extra help for room set-up.
- Earliest you will be allowed to set-up is 8:00 a.m. and only people that are setting up the room prior to the meeting/event will be allowed in to the building by front desk staff.
- 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.
- If you plan to have a webinar, give scheduler at least (2) weeks’ notice in your request.
- UROC does not furnish coffee and tea for groups of five (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, UROC requires 24 hours advance notice of cancellation.
- UROC is a weapon-free property and 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.

### **2019 Room Use Configuration Information**

<b>Room number</b>	<b>Set-up Capacity (at table)</b>	<b>Capacity</b>
105	100	115
107	30	49
125	18	18

The use of meeting rooms is subject to the Conditions of UROC Meeting Room Use, 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.

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

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

**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

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: \_\_\_\_\_

**Send completed form;** email to [urocinfo@umn.edu](mailto:urocinfo@umn.edu), fax to 612-624-4484, or mail to UROC, 2001 Plymouth Avenue North, Minneapolis, MN 55411.

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 _____
Add on: _____			