

UROC Room Use Request Form 2021

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.

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**
- 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
- 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.

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

Room number	Set-up Capacity (at table)	Capacity
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, 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: _____			