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.
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

<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 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.
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 __________________________________________________________________
Contact Person: _____________________________________________________________________________
Address: ________________________________________________________________________________ City: ___________________ Zip: _____________
Day Phone: __________________________ Evening Phone: ________________________________
Fax: ________________________________ E-mail:___________________________________________________

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: ____________

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