International Programs Conference Room

International Commons, Room 1117 UCC
Theater Style Seating Capacity: 103
Classroom Style Seating Capacity: 56

The International Commons is reserved through Microsoft Outlook Calendar (RES-UCC-IP-1117@uiowa.edu). Please make sure to include the following items in your reservation: name of contact person, contact cell phone number, group name (write out, no acronyms), nature of event, and whether food will be served (NO ALCOHOL). Be sure to include set up and clean up time at the beginning and end of the event.

IP units will take priority over non-IP units in reserving this space.

- The host is responsible for assuring that the conduct of all participants at events held in University buildings conforms to University policies.
- Tacks, push pins, nails, duct tape or scotch tape may not be used to put up decorations, only blue masking tape and string may be used. Decorations should be removed immediately after the event is over.
- No furniture should be moved into or out of the Commons area.
- The Commons is equipped with built-in media and sound equipment (Standard classroom equipment). DO NOT TURN OFF THE POWER SWITCH ON THE PODIUM – ONLY SHUT DOWN THE COMPUTER.
- The host group and the sponsoring unit will be held responsible for any loss or damage that occurs during use. Such loss or damage must be promptly reported to Amy Green at 319-335-1433 or amy-green-1@uiowa.edu. Report property damage or theft immediately to the Department of Public Safety at 911 or 319-335-5022.
- Users are responsible for leaving the area clean and orderly. The clean-up must be done immediately after the event is over unless special arrangements have been made in advance.
- Furniture may be rearranged to suit the event, but the furniture must be returned to the default set-up (posted in the storage closet).
- There are cleaning supplies in the adjacent kitchen as well as a vacuum in the storage closet.
- Do not leave trash in the room. Trash must be put into plastic bags and taken outside to the dumpster on the UCC loading dock.
- The room must be left in a clean and orderly manner. Not doing so may result in loss of use privileges in the future.
- If IP deems it necessary to request custodial services after an event, fees will be invoiced to the organization reserving the room.
- If you must prop a door open, please prop one of the two exit doors (Doors B or C). Do not prop open the door with the Automatic Opener (Door A) – it is not meant to stay open and will potentially break the opener.
**Furniture default layout:**

- One side of the room is set up *classroom style* with tables (12) and chairs (24) and the other side has a *large conference-style table* (6) with chairs (12) and there is open space in between.

- **All of the chairs left out on the floor should have arms** and the chairs without arms are the only ones to be neatly stacked (7 high) and placed at the side of the room by the windows or in the storage closet if you removed them from there.

- You may rearrange the furniture as needed, just place them back in the default when you are done.

- Additional tables and chairs are in the storage closet in the room. The storage closet holds 5 five-foot tables and 5 four-foot tables and 35 chairs without arms. (Photo examples are behind the storage room door)

Total number of chairs: 103  
Total number of tables: 28