

Facility Policies and Procedures Use and Operation of the Boyd Law Building for Entities External to the College of Law

I. Purpose of the BLB Facility

The primary purpose of the Boyd Law Building (BLB) is to accommodate the University of Iowa College of Law (COL) activities as determined by the Dean of the College of Law and his/her designees. All events and activities held in BLB are subject to the authority of COL employees responsible for the operations, safety, and security of BLB.

II. Scheduling/Priority of Use

The COL is responsible for scheduling. COL activities will take precedence over other departments, units, and organizations. Thus, if another entity has a specific space reserved and a law school function is later scheduled that requires the same space, the other entity may need to seek an alternative site. However, out of courtesy to the external users, space will be guaranteed within four months of scheduled events.

III. Requesting Space at BLB

Requests for use of space are made by submitting a form at:
https://uiowa.qualtrics.com/jfe/form/SV_5j6CTLM3OICfgWx (details available at:
<https://law.uiowa.edu/about/event-planning>).

1. Requests are processed by the Law Welcome Desk (law-welcome@uiowa.edu or 319-335-9034)
2. E-mail confirmations are sent once the room reservations have been made.
3. Changes to the event can be made by contacting law-welcome@uiowa.edu or sending an updated form.
4. Marketing for the event should not begin until the reservations have been confirmed.

IV. Assignment of Space

1. The event must be appropriate for and suited to the size, structure, and purpose of the facility. To best utilize the space available, the COL reserves the right to relocate an event, based on actual space requirements, making every effort to find an appropriate alternative site and providing as much advance notice as possible. An event may be refused if it would cause undue conflict with another scheduled event.
2. Use of an outdoor patio/terrace must be in conjunction with a room reservation.
3. Lobby Table Reservations:
 - a. Tables will be reserved as tables #1, #2, #3 and #4.
 - b. Tables are reserved on a first come, first served basis.
 - c. Groups are limited to the use of one table per day.
 - d. Typically, tables are reserved by COL student groups. However, a table may be used by a non-law student group if a law student group sponsors it and at least one law student staffs the table during the event.
 - e. Tables may be reserved by other entities with the approval of the Dean or her/his designee.

V. Qualified Users/Functions

BLB classrooms and common areas may be used by University of Iowa entities outside the COL, as well as organizations external to The University of Iowa. This includes (but is not exclusive of) use for members of the greater law school community (such as alumni, practitioners, judges, etc.).

The use should be academic or educational in nature. Approval will be granted if the proposed use does not interfere with the teaching, research, and professional activities of the law school community.

Generally, efforts at selling commercial products or services to students and staff are prohibited. Recognized student organizations may sell products or services produced by outside vendors upon prior approval by the Dean of Students or his/her designees. The Dean or his/her designees may approve a commercial solicitation from an entity external to the University, such as those selling bar preparation courses, etc.

VI. Applicable Fees (External to University)

A fee may be charged (at the discretion of the Dean or her/his designee) to any organization, firm or individual professional who is not affiliated with the University as follows:

Daily use:

\$300/day for large classrooms (>100 people)

\$150/day for small classrooms (25 – 99 people)

\$150/day for a lobby event, including an event in the 4th floor student lounge

\$100/day for a conference room

\$75/day for a lobby table

Long-term use:

\$500/semester for a lobby table (This is based on a full day once per week. Fee may vary depending on hours per day and # of days per semester).

\$100/semester for locker rental (if needing to store materials for weekly tabling)

When are fees assessed?

1. If an entity is charging for a product or service, the above fees are applicable.
 - a. Review courses (Themis, Kaplan, Barbri, LSAT testing, etc.)
 - b. Potential exceptions could exist if an outside entity or person is selling something in conjunction with a COL event (e.g. invited speaker is selling a book).
2. If an entity is NOT selling something, COL will review on a case-by-case basis to determine if a rental fee will be charged.
 - a. There is no charge if an entity is providing a service to law students or the law community (examples – Westlaw and Lexis Nexis research assistance)
 - b. Informational / Service – Review case-by-case for a possible fee (blood drive, voter registration, etc.)
 - c. Use for members of the greater law school community (depositions, meetings)
 - i. If less than 3 hours and space is available – NO CHARGE
 - ii. If more than 3 hours charge the daily rate - CHARGE

VII. Other BLB Policies

1. All sponsors of an event must be identified. The sponsoring organization assumes responsibility for payment of the applicable fees associated with use of the facility.
2. Groups may be instructed to make public disclaimers in any advertising that their events or activities are not sponsored or endorsed by the COL or the University.
3. University of Iowa and BLB building staff reserve the right to enter any room for the purpose of inspection, repair, or emergency.
4. Users are expected to comply with all federal, state, UI rules and policies, local laws and ordinances.
5. Lost, stolen, or damaged property is not the responsibility of the COL. A fee will be assessed on the user's bill if any items belonging to the COL are removed from the building by anyone attending their event.
6. Users will clean the room(s), remove trash, and return furniture to its original location. If the room is not returned to its original condition, the group will be charged for services required to correct the problem and may be denied use of BLB in the future.