

Boyd Law Building Internal Facility Use Policy

Purpose and scope

This policy governs use of Boyd Law Building (BLB) classrooms, conference rooms, common areas, and outdoor spaces by faculty, staff, students, and recognized student organizations for College of Law related activities. Organizations and individuals outside the college will follow the External Facility Use Policy (*link when this policy is finalized*).

Reservations remain subject to availability, academic priorities, and staffing capacity, and are granted at the discretion of the Dean's Office or its designees. Approval of one event does not establish precedent for future reservations.

How to request space

1. Check [Ad Astra](#) for open rooms and times.
2. Submit a request using the [Required Intake Form](#) – “Event Contact” is a required field. Recurring meetings should be requested together rather than one at a time.
3. The Law Welcome Desk (law-welcome@uiowa.edu) will process requests on behalf of the Dean's Office and send an e-mail confirmation once a room is reserved. Send changes to law-welcome@uiowa.edu or submit an updated form. When promoting events do not announce room assignments until your space reservation is confirmed.

Scheduling priority

Because BLB is a working academic building, internal reservations are prioritized as follows:

1. Scheduled classes (including make-up classes) and exams
2. Collegiate events (such as orientation and graduation)
3. Faculty, departmental, center, or other programming/meetings
4. Recognized student organization events and meetings
5. Informal or individual use (e.g., study space, small group work)

Audience definition

To help minimize scheduling overlap between events targeting similar attendees, the intake form requires requesters to identify the intended audience for their event. This information allows the Dean's Office to better anticipate and manage conflicts.

Conflict identification

Conflicts can be defined as multiple events targeting similar audiences at overlapping times, or multiple events booked in the same space. Conflicts are typically identified immediately upon scheduling. An automated conflict report is also reviewed weekly, with a more thorough manual review conducted monthly.

Conflict resolution

When a potential conflict is identified, the Law Welcome Desk will contact both requesting parties as soon as possible and serve as an intermediary to help groups reach a workable resolution. This may include adjusting timing, relocating an event, or coordinating joint promotion to reduce audience competition. If neither party adjusts, early identification will allow either party to cancel if desired.

Rescheduling for high-priority needs

A confirmed reservation may occasionally need to be moved to accommodate a high-priority academic need (e.g., a rescheduled exam or a college-wide event). The Dean's Office will give as much notice as possible and help identify an alternate space.

Assignment of space

Space is assigned based on group size, the nature of the activity, accessibility needs, and room availability. The Dean's Office may offer an alternate space when the original request isn't the best fit. Lobby tables are reserved on a first-come, first-served basis and limited to one table per group per day. Recognized student organizations are required to staff their table for the duration of the reservation.

Building access and hours

Standard reservations are available during regular building hours. Events needing after-hours, weekend, or evening access should note this on the request form. Approval will depend on staffing and security coverage and is not guaranteed. Groups granted after-hours access are responsible for securing the space (locking doors, turning off equipment) and disposing of trash and extra food at the end of the event.

Costs

Standard room use by College of Law faculty, staff, students, and recognized student organizations carry no facility fee. Certain add-ons are the requesting group's responsibility. This could include:

- Catering, special decorations, event materials.
- After-hours custodial.
- Repairs, replacement, or extra cleaning from damage or mess.

Final reminders

1. The faculty/staff contact or the student organization member listed on the reservation is responsible for the event and for arranging for payment of any costs described above.
2. University of Iowa or College of Law staff may enter a reserved room at any time for inspection, repair, or emergencies.
3. Users must comply with all applicable federal, state, and local laws, and all university and college policies—including alcohol-service approval requirements when applicable.
4. The College of Law is not responsible for lost, stolen, or damaged personal property.
5. Users must clean the room, remove trash, food, and decorations, and return furniture to its original location. Groups that fail to do so may be charged for corrective services and may lose future reservation privileges.
6. Notify the Dean's Office via the Law Welcome Desk (law-welcome@uiowa.edu) promptly if an event is cancelled or changed, so the space can be released for other use.
7. An event may be modified or canceled even with a confirmed reservation due to academic needs, emergencies, or building issues. The group will be notified as soon as possible.

Last updated Oct. 1, 2026