

**Phillips Hall**  
**Division of World Languages, Literatures and Cultures**  
**Meeting Space Usage Policy, Reservation Guidelines/Protocols, & Key Policy**

**ROOM USAGE POLICY**

The following policy defines usage and reservation requests for rooms maintained by the DWLLC in Phillips Hall: 18F (DIP only), 114, 318, 528, 529, and 612 PH. Rooms 480 and 508 are also maintained and reserved through the Division Main Office, but scheduling opportunities are limited due to their already established primary use.

Priorities will be given to the below categories in this order:

1. Classes that require special scheduling accommodations:
  - Once a week, semester long courses
  - DCE with technology
  - Off-cycle courses
2. Staff or Faculty Meetings within the DWLLC/DIP
3. DWLLC/DIP Sponsored Faculty Events
4. Conversation Hours / Student Group Meetings within DWLLC/DIP (i.e., Class Projects)
5. Non-DWLLC/DIP meeting use (i.e., Center for Diversity & Outreach, other Campus Depts.)
6. DWLLC/DIP Student Request (Group work, DWLLC/DIP student orgs)
7. Non-DWLLC/DIP requests, but still student driven (i.e., other student orgs)

Due to fire code restrictions, Public Events are **not** allowed in any DWLLC managed rooms (except 318 and 529 PH). For public events, please request a room through Classroom Scheduling:

[UCR Room Reservation Form](#)

319.335.1243

Monday-Friday 8:00A – 4:30P

When room conflicts arise that the above scheduling priorities cannot quickly resolve, the Operations Specialist will exercise best judgement on priority of room usage. This will mostly apply to special meetings that need to happen on short notice and should be rare occurrences.

When special events (usually a one-time reservation) need to be considered, the Division Main Office reserves the right to ask a recurring meeting to relocate to another space due to this one-time use.

**TO RESERVE A ROOM:**

To reserve a room, complete the workflow [Phillips Hall Room Reservation Request Form](#).

**Note:** The Division Main Office does not create virtual meeting links (i.e., Zoom) to accompany room reservation requests. Room reservation requestors are responsible for creating their own virtual meeting links and making sure that the room is set-up/equipped for video conferencing.

**KEY CHECKOUT POLICY**

To checkout a key (if needed), visit the Main Office in 111 PH between 8-5 Mon-Fri. Keys can be checked out no sooner than 1 business day in advance. Keys must be returned within 1 business day of the end of the event. Any exceptions to this must be negotiated in advance (i.e., 3 events in 3 days).

If the key cannot be returned during regular hours, the key should be returned to the After-Hours Key Return box in 119 PH.

The Main Office reserves the right to charge patrons \$100 for each key that is not returned, along with the potential costs associated with re-keying. This charge will typically occur one week after the key was checked out.

**PHILLIPS HALL – STANDARD BUILDING HOURS**

Monday 7:30A – 10:00P  
 Tuesday 7:30A – 10:00P  
 Wednesday 7:30A – 10:00P  
 Thursday 7:30A – 10:00P  
 Friday 7:30A – 6:00P  
 Saturday 7:30A – 6:00P  
 Sunday 7:30A – 6:00P

NOTE: Phillips Hall is closed on all University Holidays. Standard building hours may be adjusted due to downtown public events. Please keep this in mind when scheduling your events and meetings.

**DWLLC Conference Room Information**

Updated 07/01/2021

| ROOM           | NAME            | COMFORT   | CHAIRS already there | MAX CAPACITY          | TECHNOLOGY AVAILABLE                        | KITCHENETTE (sink) | KEY | PUBLIC EVENTS | SQ. FOOT |
|----------------|-----------------|---|----------------------|-----------------------|---|--------------------|-----|---------------|----------|
| 18F (DIP only) | Conference Room | 12  | 19                   | 30                    | AV Cart (Solstice Pod)                      | No                 | 24  | No            | 455      |
| 114            | Conference Room | 12  | 19                   | 26                    | AV Cart (TV Monitor, Comp, Webcam, Speaker) | No                 | ENT | No            | 394      |
| 318            | Conference Room | 33  | 34                   | 65 table<br>196 stand | AV Cart (Projector, Comp, Webcam, Speaker)  | No                 | ENT | Yes           | 980      |
| 480            | S&P Lounge      | 6   | 6                    | 22 table              | None  | No                 | ENT | No            | 333      |
| 508            | F&I Lounge      | 6   | 6                    | 6                     | None  | No                 | ENT | No            | 195      |
| 528            | Fehling Library | 8   | 17                   | 17                    | None  | No                 | 528 | No            | 297      |
| 529            | Conference Room | 8   | 21                   | 22                    | AV Cart (TV Monitor, Comp, Webcam, Speaker) | No                 | ENT | Yes           | 330      |
| 612            | Lounge          | 18  | 20                   | 30 table<br>49 stand  | None  | Yes                | ENT | No            | 456      |
| 120/121        | CLCL            | 120PH/121PH are not reservable meeting spaces through DWLLC Room Reservation Request System. To inquire about reserving a small group room or space in the CLCL, please contact CLCL staff. |                      |                       |   |                    |     |               |          |