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: 24 (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 Coordinator 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, check for availability and then, complete the workflow DWLLC (Phillips Hall) Reservable Space Request Form. See screenshots on pages 3-5 for additional support with this process.

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.

<table>
<thead>
<tr>
<th>ROOM</th>
<th>NAME</th>
<th>COMFORT</th>
<th>CHAIRS already there</th>
<th>MAX CAPACITY</th>
<th>TECHNOLOGY AVAILABLE</th>
<th>KITCHENETTE</th>
<th>KEY</th>
<th>PUBLIC EVENTS</th>
<th>SQ. FOOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>Conference Room</td>
<td>12</td>
<td>19</td>
<td>30</td>
<td>Av Cart (Solstice Pod)</td>
<td>No</td>
<td>24</td>
<td>No</td>
<td>455</td>
</tr>
<tr>
<td>114</td>
<td>Conference Room</td>
<td>12</td>
<td>19</td>
<td>26</td>
<td>Av Cart (TV Monitor, Comp, Webcam, Speaker)</td>
<td>No</td>
<td>ENT</td>
<td>No</td>
<td>364</td>
</tr>
<tr>
<td>318</td>
<td>Conference Room</td>
<td>33</td>
<td>34</td>
<td>65 table 196 stand</td>
<td>Av Cart (Projector, Comp, Webcam, Speaker)</td>
<td>No</td>
<td>ENT</td>
<td>Yes</td>
<td>980</td>
</tr>
<tr>
<td>480</td>
<td>S&amp;P Lounge</td>
<td>6</td>
<td>6</td>
<td>22 table</td>
<td>None</td>
<td>No</td>
<td>ENT</td>
<td>No</td>
<td>333</td>
</tr>
<tr>
<td>508</td>
<td>F&amp;J Lounge</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>None</td>
<td>No</td>
<td>ENT</td>
<td>No</td>
<td>195</td>
</tr>
<tr>
<td>528</td>
<td>Feining Library</td>
<td>8</td>
<td>17</td>
<td>17</td>
<td>None</td>
<td>No</td>
<td>528</td>
<td>No</td>
<td>297</td>
</tr>
<tr>
<td>529</td>
<td>Conference Room</td>
<td>8</td>
<td>21</td>
<td>22</td>
<td>Av Cart (TV Monitor, Comp, Webcam, Speaker)</td>
<td>No</td>
<td>ENT</td>
<td>Yes</td>
<td>330</td>
</tr>
<tr>
<td>612</td>
<td>Lounge</td>
<td>18</td>
<td>20</td>
<td>30 table 49 stand</td>
<td>None</td>
<td>Yes</td>
<td>ENT</td>
<td>No</td>
<td>456</td>
</tr>
<tr>
<td>120/121</td>
<td>CLCL</td>
<td>120PH/121PH</td>
<td>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.</td>
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</table>

Special Request Rooms:

Rooms 18/18A

Regular exams throughout the semester can be reserved in this space using the DWLLC Reservable Rooms Process. For faculty who want to schedule a mid-term or final exam in this space, you must go through the University Classroom Scheduling as this schedule is maintained by the Registrar’s office.

1. Complete the DWLLC Form.
2. In the brief description, indicate that you are requesting 18/18A and that it is for regular course exam and not a mid-term or final.

Please make sure these rooms are locked when event/exam has finished.

Room 17 – CALL Lab

This space is reservable by sending an e-mail to Nicole Villanueva, Instructional Services Manager with the CLCL, (nicole-villanueva@uiowa.edu).
HOW TO REQUEST A DWLLC RESERVABLE SPACE

1. Go to the AASTRA Calendar Online: [https://www.aaiscloud.com/UIowa](https://www.aaiscloud.com/UIowa)

2. Login using your HAWK ID and password.

3. Click on Calendars.

4. Click on Scheduling Grids.
5. On the right-hand side of the screen, choose calendar: DWLLC and Filter: DWLLC Reservable Space. The screen should filter the rooms that can be reserved for DWLLC events: group meetings, departmental meetings, DWLLC specific events.

**Do not use this form/process for classroom space.**

6. On the left-hand side of the screen, select the date of the event.

7. Use the scrolling bars to determine if the room/back up room is available at the desired time. If yes, complete the scheduling form.
8. To reserve the room, complete the following workflow form: [DWLLC Room Reservation Form](#)

9. Requests will be reviewed within 24-48 hours of being submitted.

10. If a request is approved, an event summary will be sent to the person completing the workflow form.

11. If there are any questions regarding the reservation request, or if your request is denied, you will receive a message from Lynette Williams, [lynette-williams@uiowa.edu](mailto:lynette-williams@uiowa.edu), via email or via the comments section on your Workflow request form.