Center for Diversity & Enrichment Multipurpose Room (CDE MPR)

Rules and Regulations

1. The tables and chairs are movable to allow flexible seating. If you choose to move the furniture, please return it to its original configuration when you are done (see map in kitchenette area).

2. All refuse shall be deposited in the proper waste receptacles.

3. Beverages should be served in the kitchenette area and consumed over the tiled surfaces or with caution over carpeted areas. Beverage containers should be deposited in the proper waste receptacles.

4. Smoking is prohibited in any university facilities.

5. Alcohol is prohibited.

6. Other than service animals, no animals of any kind are permitted within the building.

7. A representative of the Lessee and representative of the Lessor shall inspect the room at or before the time of commencement of the event and shall return the premises to the university at the conclusion of the event in the same condition as when taken, reasonable wear and tear excepted. Lessee shall be responsible for all damage to, or misappropriation of, the premises or any part thereof, including contents and furnishings of any building, and shall promptly pay and reimburse the university for any such loss or damage.

8. Lessee shall reimburse the university for fire, police, or other security personnel in attendance throughout the event. The number of such personnel shall be determined on the basis of the nature of the proposed event, the number anticipated to be in attendance, and the past experience of the university with respect to similar events. At least one individual representative of the Lessee and an employee of the university Department of Public Safety, if deemed necessary by the Lessor, shall be in attendance throughout the event and shall be responsible for the preparation and submission of a joint report as to the compliance of the Lessee with this stipulation of the lease.

9. Attendance at the event shall be limited to adults, college students, or children accompanied by a parent, guardian or responsible adult supervisor.

10. The Lessee shall defend, indemnify and hold harmless Lessor and Lessor’s employees and agents for and against any and all claims, liabilities, costs and expenses, including attorney fees and court costs, arising from, or connected with, the activities occurring or equipment used at Lessee’s event on the Leased premises.
11. Any renter/user that provides an organized event for the public and or its members must submit an insurance policy that holds harmless the University of Iowa, its Board of Regents, its employees and agents for any and all actions by the renter/user. The policy shall be purchased from a reputable insurance company licensed in Iowa and maintained in effect through the date of the event and must be of sufficient dollar amount to cover the event. This requirement can be waived if the renter/user is affiliated with the University of Iowa as a student or organized group (an individual is not considered an affiliated group).

12. Lessor agrees at all times to comply with all applicable laws, regulations, ordinances, or university policies.

13. Please note that the University of Iowa is prohibited from hosting, sponsoring, or conducting certain events involving prospective student-athletes, as stipulated by the NCAA.

14. Decorating
   a. Blue painters tape is the only approved method to attach decorations to walls, doors, ceilings, or woodwork. If any other means is used to attach decorations and damage is done to the surface, the Lessee will be held responsible for repair costs.
   b. Open flames are not permitted.
   c. All decorations must be removed by the Lessee at the end of the event. CDE staff will dispose of any decorations remaining after the event and labor charges for clean-up will be assessed where applicable and will be the responsibility of the Lessee.
   d. The use of glitter or confetti is prohibited.
   e. Tacks, push pins, or staples are not allowed except on bulletin boards.
   f. Damage fees will be applied as necessary.