



PURDUE UNIVERSITY NORTHWEST
Housing and Residential Education

University Village Room Reservation Policies & Procedures

Room Reservation requests are to be **completed online at least 1 (one) week before the event** at the following link:

https://purdue.ca1.qualtrics.com/jfe/form/SV_5ztboSifrawhivz?_ga=2.100477726.1624860649.1600712663-1087519287.1587066133&Q_JFE=qdg

Failure to meet any of the room reservation policies and procedures outlined in this document will result in a ban from using the room again for all those who attend the event.

- The meeting rooms in the University Village are designed for the use of resident students. Only approved faculty/staff personnel and residents are permitted to reserve and use these spaces. All participants must remain socially distanced (6ft minimum requirements) for the entire event.
- The meeting room requestor/organization needs to remain at the event and throughout the duration of the event. All participants are required to wear face coverings during the entire time of the event, except when the group is actively eating or drinking.
- Room Reservation requests for Non-Residential Student Organizations are not permitted at this time.
- All events must be scheduled between 8am-12am (midnight).
- **Room Condition:** Clean-up and room condition is the responsibility of the contact person and organization making the reservation. Any damage will also be the liability of the person or organization/department reserving the meeting space. All trash (food, utensils, papers, etc) must be bagged and taken to one of the dumpsters outside of the University Village.
- **Setup/Breakdown:** Due to social distancing requirements, at this time you are not allowed to change the room setup, it must remain in the condition in which it was found prior to your event.
- **Media Cart:** A media cart is available for use for Peregrine 300 and Griffin 334 by faculty/staff only. If you need the media cart for your event, you must contact housing staff for approval. Upon approval, we strongly advise that you use a USB flash/jump drive for presentations and documents that may be needed for your event.
- **Kitchen (Griffin 334):** The Kitchen is not allowed to be used at this time.