

# 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:  
[ROOM RESERVATION LINK](#)

**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 as well as any associated fees.**

- The meeting rooms in the University Village are designed for the use of PNW use. Only approved faculty/staff personnel and residents are permitted to reserve and use these spaces.
  - Outside requestors may use our spaces, but a fee will be included for the rental. Please contact [Housing@pnw.edu](mailto:Housing@pnw.edu) for details and prices.
- The meeting room requestor/organization needs to remain at the event and throughout the duration of the event.
- 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. Please ask the front desk staff for assistance if unable to locate the dumpsters.
  - Failure to remove trash from reserved space will result in a permanent ban from using the room again for all those who attend the event as well as a \$25.00 per bag trash removal fee.
- **Setup/Breakdown:** Any alterations made to the set up of the reserved room **MUST** be corrected to its original position (as based on the room layout sheet on the back of the room entrance door). If the room is not returned to its original configuration, there will be a fee of \$50.00 charged to the requestor's PNW department/student account. Please work with your organization/department to ensure this fee is paid as soon as possible.
- **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 requestor must bring their own items for their event and not use any items available in the kitchen without staff approval. It must also be cleaned and the trash emptied before the end of the scheduled event.
- **Fire Pit (Griffin Patio/Peregrine Grill Area):** The requestor must bring their own items to use the fire pit (including wood/kindling, starter, lighter, smores items/sticks, etc.). Everyone at event **MUST** complete a Fire Pit Waiver at the Front Desk of the building their event is being held at. The Requestor is deemed responsible for the Fire Pit and must ensure the fire is put out properly at the end of the event. Please let the person at the front desk know if someone else will be taking ownership of the fire. The Fire Pit must be emptied into the provided metal receptacle (small trash-like can) and all chairs put back at the end of the event. Failure to do this can result in a fee of \$50.00 charged to the requestor's PNW department/student account. Please work with your organization/department to ensure this fee is paid as soon as possible.
- **Food (all areas/events):** If the requestor is planning on serving food (any type, including pizza) at their event **AND** it will be advertised as such, the requestor must work with PNW Dining Services (aka, Aladdin). More information concerning PNW Dining Services can be found [HERE](#). They have first rights of refusal to provide the food at the event. If they are not able to fulfill the request, the requestor will then be able to have food provided from outside the University.
  - Snacks provided by the participants of the event (not the requestor or their affiliated group) will be allowed. These are defined as individual bags of chips/cookies, etc.