Use Guidelines for Rochester Campus Space

In order to secure space on the University of Minnesota Rochester Campus, all guidelines must be read and understood.

Who schedules events in the UMR classrooms and meeting rooms?
UMR Room Scheduler, Diane Ingvaldsen, approves event requests for all general purpose classrooms and meeting rooms at UMR in University Square, Broadway Hall, and 318 Commons.

Who can request an event?
Any UMR staff, faculty, UMR workstudy student, or UMR student group representative may request events at UMR.

Non-profits or government external groups with events that are compatible with the academic nature of classrooms and buildings at the University of Minnesota may rent classrooms on a fee basis. For more information on room rentals, please contact:

Diane Ingvaldsen – ingva001@r.umn.edu or phone 507-258-8020.

Events that can and cannot be scheduled in general purpose classrooms
Classrooms are used for class instruction, study or other like activity. Events in general purpose classrooms must be compatible with the academic nature of classrooms and academic buildings. Non-class events are welcome, but they must not adversely impact the classroom, its contents, or the surrounding areas. Activities that are not compatible with general purpose classrooms include amplified music, dances, dinners, parties, theater, stage events, performances, or events that require refurnishing of rooms or removal of equipment without prior request. Non-compatible events basically include any event that adversely impacts the classroom directly, or that impacts research, study or other academic pursuits in areas adjacent to classrooms.

Room assignment priority for events
Scheduling priority is given first to academic courses. Scheduling priority is given second to academic seminars. The scheduling of space for academic seminars occurs after semester courses are scheduled but before rooms are opened for general use. The scheduling of general use meetings and other events opens one month prior to semester start. Requests that are submitted earlier will be handled on a case by case basis. Requests for specific rooms will be honored when possible. The scheduling staff reserves the right to re-assign space when necessary and will identify suitable alternative space for the original reservation. Events will not be scheduled on University Holidays.

If UMR experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered cancelled.

A/V equipment and technical support staff
Event requests do not serve as equipment requests for IT/ITV classroom support at UMR. Please also see our listing of classrooms and their room specifications for available equipment in the classrooms. If you require IT equipment or assistance for your event or class or have questions, please send an email to umrhelp@umn.edu and staff will assist you as needed. Requests should be received at least three days in advance.
Room expectations
All users of classrooms are expected to leave the classroom and its equipment in good order. Keeping a classroom in good order includes chairs and tables straightened, electronic equipment shut off, and taking away or disposing of everything that each brought to the room. Users are also expected to take extra care that no damage is done to classrooms or classroom furniture or equipment and that the room is returned to a class-ready condition.

Catering
Serving and/or consuming food or beverages is not authorized in general purpose classrooms without prior permission. Please contact your room scheduler or UMR staff contact for information on catering.

Alcohol
The University of Minnesota has a specific policy regarding alcohol on campus. The University of Minnesota prohibits alcohol in the classroom. Please contact your room scheduler or UMR staff contact for information on special events and policy.

Smoking
University policy prohibits smoking in campus buildings, including classrooms and meeting rooms.

Accessibility
Wheelchair accessibility to general purpose classrooms is provided. However, some meeting rooms may have limited accessibility. Please discuss accessibility needs at the time of placing your event request. University Disability Services may also be of assistance.

Contact:
If you have further questions, please contact
Diane Ingvaldson
Email: ingva001@r.umn.edu
Phone: 507-258-8020