

**The University of Iowa
Department of Theatre Arts
Lobby Rental Information**

RENTAL FEES & REQUIREMENTS:

When you reserve your event in the Theatre Arts Building Lobby, you are granted access to the coat check room, upstairs cafe, and outdoor patio for a single day event. Call for rates and availability. Rates are competitive within the Iowa City/Coralville area.

AVAILABILITY

Rental of the Theatre Arts building is available around the Iowa Summer Rep performance calendar and the standard academic season calendar. It is not available year round due to courses and theatrical performances. It is best to contact the Scheduling and Facilities Services Manager for availability.

SUPPLIES & SPACE RULES

We do supply approximately 8 square (classroom style) tables and 28 black chairs available for your use in the theatre arts lobby. These seat up to four per table.

The Iowa Memorial Union (IMU) does offer additional supplies: Tables, chairs, linens, table service, decorations, dance floor (for up to 150 people), etc. Call 335-3105 for more information on their services and fees. You may also choose to use other caterers/supply rental companies.

Candles may be used, but must be fully enclosed. No exposed flame. (ex. votives in a fish bowl). We do not allow taper candles. You may put twinkle lights in the trees inside and out (with correctly rated cords and lights).

The facilities manager will unlock approved areas and answer questions before and during the event. Overall, the space may be arranged and set up at your discretion. You must restore the space to its original layout at the end of the evening.

If you reserve the facility for a Saturday, items may be able to be dropped off the day before your event (on Friday) as long as it is during business hours. In summary, all items brought on to the premise must be removed at the end of the event. Theatre Arts staff are not responsible for any remaining items or personal belongings left behind post event.

CATERING:

A licensed caterer must provide all food and beverage services. The use of the Iowa Memorial Union Catering service is not required. However, **any Alcohol brought on to the premise may only be purchased from and served by the Iowa Memorial Union Catering. You may not provide your own alcohol for consumption at your event.** The IMU Catering offers many packages and you may contact them for more information at 319.335.3105 or visit their website at http://imu.uiowa.edu/guest_services/catering/.

*Information subject to change at the discretion of The University of Iowa Theatre Department.
Please call for the most updated information. Updated as of 10.19.07*

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INSURANCE:

The User shall provide the University of Iowa a Certificate of Insurance for no less than \$1,000,000 Comprehensive General Liability insurance naming the State of Iowa, Board of Regents, and the University of Iowa as additional insureds. User agrees to waive any right of subrogation against the University, State of Iowa, and the Iowa State Board of Regents for any claim paid by User's liability insurance required herein.

User agrees to accept full responsibility for any and all claims on account of damage to or loss of property or on account of personal injury or death, cause by acts or omissions of User, its employees, agents, representatives, guests or invitees, arising out of the use of the premises pursuant to this Agreement. User further agrees to indemnify and hold harmless the University, State of Iowa, and the Iowa State Board of Regents against any and all such claims. The University of Iowa shall not be liable for personal injury or for any damage to property of User, its employees, agents, representatives, guests or invitees, from whatever source, unless such loss or damage is the direct result of the negligent acts or omissions of the University, its employees or agents to the extent permitted by Chapter 669 Iowa Code.

FOR MORE INFORMATION CONTACT:

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<http://www.uiowa.edu/~theatre/about/rentals.htm>