

STUDENT ORGANIZATION RESERVATIONS

The Iowa Memorial Union (IMU) Event Services office is here to help you plan your student organization's events, from weekly meetings to complex annual events. We have a variety of locations to fit your needs, from small meeting rooms to large banquet and ballroom spaces, as well as outdoor spaces.

Our dedicated, knowledgeable staff will work with you to determine your event's timeline, room layout, and audio/visual needs.

Depending on the location of your event and the type of event you are planning, there are important reservation processes and timelines of which you should be aware.

Banquet & Ballroom Spaces

The IMU is home to the Main Lounge, International Ballroom, Black Box Theater, North Room, South Room, and Sunporch. These are considered [Banquet & Ballroom Spaces](#) and they can hold events from small dinners to 1,200 seat lectures. Our website has information regarding room capacity/layout options, pricing, and more.

Reservations - These spaces may be reserved up to **three years in advance** for annual events. Keep this in mind as you are planning future events, as the months of September, October, and April fill up quickly in these spaces.

To request one of these spaces for your event, we ask that you use our Request Form [here](#). The information gathered in this form allows our staff to determine if we can accommodate your event. If we cannot, we may suggest alternative dates and or locations to you.

Due to the time required to plan these events, please plan to **request these spaces at least six weeks prior to your event date**.

Fees – These spaces all have room rental fees associated with them. You will work with the Student Organization Business Office (SOBO), if your organization has an account, to provide payment to our office for any expenses related to room rental, audiovisual, labor fees, etc. **Payments must be submitted at least two weeks in advance of your event date.**

Meeting Rooms

The IMU has [18 meeting rooms](#) of varying sizes and layouts that you may reserve for your student organization. Some rooms have standard set up that is not able to be changed. A few rooms have flexible layouts, meaning the set-up style can be changed based on your event's needs. Our website has information regarding room capacity/layout, audiovisual options, and more.

Reservations – These rooms may be reserved starting on the **first Friday of June for the upcoming academic year** (through 7/31 of the next year). You may reserve all of your weekly meeting rooms for both fall and spring semester, for example. **You must request these rooms at least two weeks prior to your event date.**

To request one of these spaces, you must use Mazevo, the IMU's reservation system. See the Mazevo section below on information for requesting your account and requesting these rooms.

Fees – These meeting rooms are free of charge for student organizations to use.

Information Tables

Hosting an [information table](#) is a great way to promote your student organization. Locations are available inside the IMU (1st Floor and Ground Floor) and outside (Hubbard Park, Kautz Plaza, and the Pentacrest). One table and two chairs are provided inside. Your organization must supply a table and/or chairs outside (one table may be picked up from the IMU Welcome Center on the day of your outdoor tabling event).

Reservations – Information tables may be reserved starting on the first Friday of June for the upcoming academic year (through 7/31 of the next year). **You must request information tables at least two weeks prior to your event date.**

To request information tables, you must use Mazevo, the IMU's reservation system. See the Mazevo section below on information for requesting your account and requesting these information tables.

Fees – Information tables are free of charge for student organizations to use.

Outdoor Spaces

Our office assists with planning events on [Outdoor Spaces](#) as well. These spaces are Gibson Square Park, Hubbard Park, IMU River Amphitheater, Kautz Plaza, North Library Plaza, and the Pentacrest.

Reservations – These spaces may be reserved starting on the first Friday of June for the upcoming academic year (through 7/31 of the next year). **You must request these spaces at least four weeks prior to your event date.**

To request most of these spaces, you must use Mazevo, the IMU's reservation system. See the Mazevo section below on information for requesting your account and requesting these rooms.

Fees – These outdoor spaces are free of charge for student organizations to use.

MAZEVO – THE IMU RESERVATION SYSTEM

To sign up for a **Mazevo Requester account**, click the blue REQUEST ACCOUNT button under the IOWA logo on Mazevo's website (uiowa.mymazevo.com). When you request your account, you will be able to list the name(s) of any organization(s) for which you will create reservations. We can always add new organizations to an active account – just email our office (imu-eventservices@uiowa.edu). Please give our office about (3) business days to process your pending account before you can make reservations. You will be notified via email when your account is approved and we will share any further steps you need to take.

Once your account is active, you will be able to request spaces on Mazevo. Depending on which space(s) you are requesting, there are different rules for each type of reservation request. Please review the table below for booking rules.

If your request is outside of those parameters, please contact the IMU Event Services office at imu-eventservices@uiowa.edu or [319-335-3114](tel:319-335-3114) so we can determine if we can accommodate your request.

Student Organization Booking Rules in Mazevo

The spaces below may be reserved starting on the first Friday in June for the following academic year.

| | Requestable Spaces | Requestable Dates | Requestable Times | Maximum Booking Length | Days in Advance to Request |
|-----------------------------------|---|-------------------|--|------------------------|----------------------------|
| IMU Meeting Rooms | All rooms on this page | Until 7/31/24 | 8:00 am to 11:00 pm | 480 minutes (4 hours) | 14 days (2 weeks) |
| Danforth Chapel | Danforth Chapel | Until 7/31/24 | 8:00 am to 11:00 pm (after 6:00 pm M-F; anytime on weekends) | 480 minutes (4 hours) | 14 days (2 weeks) |
| Indoor Information Tables | (2) near 1st Floor Hubbard Commons, (2) near Ground Floor Chalk Talk Lounge | Until 7/31/24 | 8:00 am to 11:00 pm | No limit | 14 days (2 weeks) |
| Outdoor Information Tables | (2) on Pentacrest Semi-Circle, (2) on Kautz Plaza, (1) on Hubbard Park | Until 7/31/24 | 8:00 am to 8:00 pm | No limit | 14 days (2 weeks) |
| Hubbard Park | Hubbard Park (4 quadrants) | Until 7/31/24 | 7:00 am to 11:00 pm | No limit | 28 days (4 weeks) |
| Other Outdoor Event Spaces | River Amphitheater, North Library Plaza, Gibson Square (these spaces) | Until 7/31/24 | 8:00 am to 10:00 pm | No limit | 28 days (4 weeks) |

Advertising & Promotion

In addition to information tables, the IMU provides other opportunities for registered student organizations to advertise their organization, events, and initiatives. [Our website](#) has additional information on digital displays, table tents, Hubbard Park Fence banners, chalking, ground floor displays, and day of event signage.

Day of Event Assistance

On the day of your event, if you need assistance, please visit the **IMU Welcome Center** (located in the center of the 1st Floor, near Hubbard Commons). Our staff can help you contact a Building Manager should you need extra tables, linens, audiovisual help, etc.

In addition, the Welcome Center has various items you can check out for outdoor events, including recreation equipment/games, a-frame standing signs, tabling kits, clipboards, and folding tables for outdoor information tabling (1 per event).

Here for You!

Please don't hesitate to contact our office if you have any questions about the event reservation or planning process. We look forward to working with you this year.

IMU Event Services

imu-eventservices@uiowa.edu

319-335-3114

Office - 159 IMU (southeast corner of the IMU)

Monday – Friday, 8:00 am to 4:30 pm