



RJI ROOM RESERVATIONS POLICIES

I. RESERVING A ROOM

- You cannot reserve a room more than 2 months in advance.
- Rooms cannot be reserved for weekly classes or meetings
- All reservation requests must be presented by a faculty or staff member and made here: <https://www.rjionline.org/facilities>
- If a reservation exceeds normal business hours a faculty or staff member must be present.
- All questions can be emailed to rooms@rjionline.org.
- Although rare, it is possible that short notice events and meetings with essential RJI partners, technology companies, donors, alumni and others – addressing the core mission and function of RJI – may necessitate the takeover of a room that you might schedule. Should that occur, RJI will work with you to find another meeting space.
- If you are wanting to use the space outside Palmer for tabling please make a reservation.

II. PICKING UP KEYS

If you are using Room 211, Smith Forum 200, Lambert Room 200A or Spencer Room 200B, please schedule a time to pick up a key from 302 Reynolds Journalism Institute. Failure to return a key will result in a **\$100 fee** for changing locks, which is university policy.

You will be responsible for unlocking and locking the room for your meeting. You will pick up the key for your meeting directly before your reservation and return it after. If your meeting starts or ends outside normal business hours (8 a.m.-5 p.m.) please schedule a time to pick up and drop off the key the day before or after your meeting.

III. EVENT SUPPORT

RJI is not a full-service event venue. We do not provide supplies or services including, but not limited to: extra tables and chairs beyond what is provided in the rooms, room setup, signage, plants, markers or writing utensils, catering, linens, decorations, coat racks, computers, slide advancers and adapters. Please be prepared to bring items such as these on your own.

The rooms are very user-friendly. If using the video wall in Smith Forum, you will receive a guide attached to your reservation confirmation email detailing how to use it and how to make your presentation look great. There are also hard copies of the instructions on how to use the technology in each room.

You can schedule a meeting in advance through rooms@rjionline.org if you need further instruction on how to use the equipment in the room. If you plan to use the video wall in Smith Forum and you need assistance getting started the day of your meeting during regular business hours, please contact rooms@rjionline.org **in advance** to schedule someone to be there when you arrive to set up for your meeting.



RJI staff members are not in the building outside normal business hours (Monday-Friday 8 a.m.-5 p.m.). As the event host, you will be responsible for all activities during the event. Here are numbers to call in case of an emergency:

Emergency: 911

Campus police: (573) 882-7201

University Physicians Urgent Care: (573) 882-1662

IV. CLEANUP POLICIES AND FEES

You are responsible for disposing of all trash left around the rooms after your meeting, as well as putting the tables and chairs back to the original setup for the room. **DO NOT leave trash bags sitting on the floor.** Any overflow trash from your meeting needs to be taken to the dumpsters located in the Journalism School parking lot behind Neff Annex near the corner of 9th St. and Elm St.

Failure to clean up after your meeting or set the room back up to where it was will result in a **\$150 cleanup fee.**

Contact rooms@rjionline.org if something in the room is damaged.

FOOD POLICY:

The RJI custodial staff's regular working hours are early morning to noon Monday-Friday. If you are holding an event and will have catering trash, please email rooms@rjionline.org to make arrangements to hire custodial staff to remove your trash from the trash bins. Fees will be passed on to you. Catering trash **MUST** be removed from the building after any events.

You can also dispose of your own catering trash and cardboard recycling in the Journalism School dumpsters located in the Journalism School parking lot behind Neff Annex near the corner of 9th St. and Elm St., if you want to avoid the fee for overtime custodial services. Extra trash bags can be provided in RJI trash bins.

V. CATERING

- Bleu
- Sara Fougere
- Peachtree
- Honeybaked Ham
- Uppercrust
- Umbria
- Peachtree Catering

RJI guests who choose to have food at their events must use one of our preferred Caterers. If the guest requests special accommodations to use another caterer or restaurant RJI will assess a catering fee of \$50.

VI. ROOM CAPABILITIES



For a list of capabilities and available equipment in each room, please visit the RJI rooms page here: <https://www.rjionline.org/facilities>.

VII. ROOM CANCELLATION POLICY

RJI event and meeting rooms are often in short supply. If you neglect to inform RJI of a cancellation within 48 hours notice, you will be charged the facility fee of the MU Department rates.

Helpful links for planning a meeting on campus

- **Temporary food permit for catering:** http://operations-webapps.missouri.edu/ehs_secure/permits.html
If you are serving food at your event, it is university policy to obtain a temporary food permit.
- **Temporary use of alcohol request:** <http://businessservices.missouri.edu/services/alcohol-use.html>

The university does not permit alcohol on campus, but will make exceptions for special events. Follow the above link to easily fill out a request to serve alcohol at your event.

- **Linen, table and event supply rental:** A1 Party and Event <http://www.a1partyfun.com/>
- **Campus Facilities (event rentals/movers):** <http://servicerequests.cf.missouri.edu/moving.html>

Event planning website with more tips on how to plan an event on campus:
<http://eventplanning.missouri.edu/>



RJI ROOM FEES

MU Department

<u>Room</u>	<u>Hourly Rate</u> (up to 3 hours)	<u>Half Day</u> (3-6 hours)	<u>Full Day</u> (6+ hours)
Lambert 200A	<u>\$20</u>	<u>\$75</u>	<u>\$150</u>
Spencer 200B	<u>\$20</u>	<u>\$75</u>	<u>\$150</u>
Palmer 100A	<u>\$30</u>	<u>\$100</u>	<u>\$250</u>
Smith Forum 200	<u>\$50</u>	<u>\$150</u>	<u>\$350</u>

*Palmer Lobby will be \$10/hour with a 3-hour max.

Cleanup fee: \$150

(A cleanup fee will be charged if tables and chairs are not moved back to original setup, if trash is not disposed of in the trash cans, or if you host an event with catering after 5pm or a weekend and the trash is not taken out. Please see "IV. CLEANUP POLICIES" on the policies page for more information on how to avoid these charges.)

Fee for not returning key: \$100

(This fee is for changing locks when keys are not returned)