

Facilities Planning & Management - Room Scheduling:

<<http://www.fpm.iastate.edu/roomscheduling/>>;

General information about rooms on campus

Reservations are taken online 6 months in advance

Details of the classrooms are listed along with pictures

Student Activities Center: <<http://www.sac.iastate.edu/Resources/>>;

Compilation of resources available to registered student organizations or clubs

Student Organization Resources Manual

<<http://www.sac.iastate.edu/Resources/SORM/sorm.pdf>>;

ISU Dining: <<http://www.dining.iastate.edu/catering/>>;

Great way to cater your event

Set weekly organization meetings

Ask for student menu discounts

Required for Memorial Union, Scheman Building and Knapp-Storm

Required for all departmental funded events

Office of Risk Management: <<http://www.iastate.edu/~orm/>>;

Information to consider about risks

Travel Authorization and other forms

Procedures to purchase insurance for your event

Printing & Copy Services: <[www.print.iastate.edu](http://www.print.iastate.edu)>;

General information about printing on campus

Locations, services and prices

Media Equipment Check Out: <<http://it.iastate.edu/checkout/students.html>>;

Students can check out one of each at a time for free

List of available equipment

Rentals for five class days at a time

Reservations up to a month in advance

Reservations have to be done at Communications Building

University Transportation Services: <<http://www.transportation.iastate.edu/>>;

Located by Fredrickson Court

Training required for driving large passenger vans.

Dates for training sessions and costs for vehicles available in website.

ISU AfterDark: <<http://www.afterdark.stuorg.iastate.edu/>>;

Collaborate with student organizations in planning of events.

For More Information:

Contact Resource and Event Management Subcommittee at

[mspacresources@iastate.edu](mailto:mspacresources@iastate.edu)