Sloss House Building Use Policy
Margaret Sloss Women’s Center

I. MISSION
The Margaret Sloss Women's Center promotes equity and social change on the Iowa State University campus for women students, staff, and faculty. Through a feminist lens, the center advocates for individuals and groups; provides support, referrals, community and programming; and maintains a safe space in the Sloss House

II. RESERVATION PROCEDURE
a. Priority will be given to programs of the MSWC and programs sponsored by the MSWC. Other users of the facility with missions, goals, and objectives consistent with the mission and purposes of the MSWC.
b. Rooms are reserved on a first-come first-served basis. Reservation application is available online at: http://www.dso.iastate.edu/wc/facility and must be completed prior to confirming the reservation.
c. Rooms cannot be reserved for more than one semester in advance.
d. Each reservation must provide a contact person, telephone number, email address, and purpose of the meeting/reservation.
e. A damage deposit of $100 must accompany the reservation form. This may be a personal check or completed Intramural form. A MSWC Staff member will review the condition of the Sloss House after a reservation, if damages are incurred above $100, the group, organization or individual will be responsible for all costs. If not damages are incurred, the deposit will be returned to the individual.
   i. The MSWC must receive deposits from non-Iowa State affiliated groups organizations 2 business days before the reservation date. Plan time to mail the deposit accordingly. Failure to do so will result in the termination of the reservation.
f. If a key needs to be checked out, a deposit of $25 must accompany the key checkout form (checks and intramurals made out to Margaret Sloss Women’s Center)
g. No group, club, or organization may transfer their reservation to another group, club, or organization.
h. Reservations are assigned space at the discretion of the MSWC staff. If any group requests large amounts of time, the request must be received two weeks in advance of the event and the MSWC Director or Assistant Director must confirm it. If controversial situations arise, the MSWC may act in the capacity of an appeal board.
i. Cancellations must be made 24 hours in advance. Failure to do so will result in loss of reservation privileges for the group or organization for the semester.

III. USE GUIDELINES
The guidelines below must be followed or may result in the loss of deposit and/or the group may be required to complete additional facilities upkeep time for the renting organization.
   a. Return the space to the same condition it was in when you began using it.
      i. Chairs and tables returned to storage or to original configuration.
      ii. Dishes loaded into dishwasher and sink is empty.

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iii. Tables are clean and floors are swept and vacuumed as needed (supplies in the kitchen closet).

iv. Lights are shut off except for the hallway light found at the bottom of the stairway near the front door.

v. Trash is placed in proper receptacles.

vi. Excessive trash, more than what receptacles can hold, is removed and placed in dumpsters north of Curtiss Hall and southwest of Ross Hall.

vii. Sinks are cleaned if art supplies were used and equipment cleaned in the sinks.

viii. The Women’s Center is left locked after 5 pm and before 8 am Monday through Thursday and locked from 5 pm Fridays to 8 am on Mondays.

b. The Women’s Center staff (prior to installation) must approve all decorations, displays, and any use of tape, nails, etc.

c. Alcoholic beverages of any kind are prohibited.

d. Candles incenses, or any use of flame is prohibited.

e. The Iowa State Campus is a smoke-free environment. Any smoking near the building needs to be extinguished and placed in receptacles before entering.

f. No pets of any kinds may be in the building except for animals used for guides and/or assistance.

   g. Dancing, stepping, or other activities that may damage the floors are prohibited.

h. All guests must comply by with the City of Ames and ISU Fire and Safety Codes

   i. All guests must comply with the Iowa State University Code of Conduct

Failure to follow any of the use guidelines could result in a charge to clean, restore or repair the facilities, and disqualification from use of the building in the future.

Anything not mentioned in the above use guidelines will be handled on a case by case basis.

IV. ROOMS AVAILABLE

   a. First floor lounge room (with TV) – French doors and sliding door separate room for other areas but does not guarantee privacy. Seats 6 comfortably with the option to bring in additional chairs or utilize floor area. Television and DVD player available for use.

   b. First floor living room – Comfortable seating for 10-12 people with the option to bring in additional chairs or utilize floor area. French doors, sliding doors separate room from other areas, but traffic may flow through area during regular office hours.

   c. First floor kitchen facilities – Door separates kitchen from other first floor area. Area remains open to second floor office space. Refrigerator, dishwasher microwave oven, sinks, coffee maker, oven, and toaster is available for use. Table seating can range from 4 to 6 with the option to bring in additional chairs or utilize floor area.

   d. First floor sunroom – Adjacent to backdoor. French doors separate sunroom from other areas. During regular office hours, traffic may flow through this area. Seating for 8-10.

   e. First floor computer lab – Seating can be brought for 4-6 comfortably. Room contains desk, desktop computer, printer, and several books/reference materials. Room can be closed off from the rest of the house with a high degree of privacy.

   f. Garage – Contains lockers for use by students, staff, and faculty. Additional tables and chairs are stored here also. This area can be used to create posters, banners, etc. Can be separated from other areas.