

IonE Room Agreement

I understand that by reserving a room at the Institute on the Environment, I am agreeing to the following:

1. If I bring in furniture from another room or rearrange furniture, I will make sure the rooms are reset to their original layout. (Directions and photos of the original layout are located in each of the rooms.)
2. Any food or beverages I bring in will adhere to the [zero waste policy](#) at IonE. I will only bring in compostables, recyclables or reusables, and I recognize that any waste I may bring in, I will have to take out.
3. I will make sure the room is as clean as I found it. This includes:
 - Leftover coffee should be disposed of. (If using IonE airports, pour out extra coffee in sink & rinse with water; put airpot in the cupboard under the coffee maker with the rest of the extra airpots).
 - Leftover food should be composted. If you would like to notify people that there is leftover food, leave it in the Commons kitchen & e-mail ione-admin@lists.umn.edu*. At the end of the day, compost any excess food that was not eaten. Rinse off UDS platters and utensils with warm water & stack on shelving units in R-350's kitchen for recycling/reuse.
*(*If external group, notify your IonE reservation contact.)*
 - Water pitchers should be rinsed and returned to cabinets over the sink in the Commons kitchen. Do not leave pitchers on the counter.
 - Clean and put away any extra utensils, plates, cups and napkins in their proper place in the kitchen.
 - Wipe off counter tops that were spilled on with the wet wipes provided in all shared areas.
 - Wipe off the conference room tables.
 - Push in any chairs used.
 - Clean up any leftover items (cups, papers) from the meeting's attendees and dispose of properly.
 - Break down and stack all cardboard recycling neatly next to the receptacle for the janitorial staff.
 - Flat screen monitor cables should be coiled and returned to the hooks on the wall under the monitors. If cables are damaged due to being left on the floor the college, department or IonE program who caused the damage will be responsible for all costs associated with replacing them.
4. If I am from an external department or organization, I understand I am responsible for bringing:
 - Any event supplies that I may need. This includes dishware, compostables, pens, paper, etc.
 - Coffee grounds. IonE will allow you to use our coffee machine and airpots to save on cost, but you will be responsible for bringing and making the coffee.
 - Copies of event materials. IonE's printers are exclusively for departmental use. You will be referred to the University's Printing Services if copies are not prepared beforehand.

By booking a room at IonE, I am accepting responsibility to take care of all points listed above.

If rooms are left in unacceptable condition, you will be notified and responsible for immediate clean-up. IonE meeting rooms service a large community and we do not have resources available to clean rooms between meetings. We rely on the commitment of the community to be self-sufficient in this regard, and respectful of those who will use the room after you.