

Residence Hall Desk Collection and Distribution Policy

Campus Departments or organizations wishing to collect and/or distribute items through the Department of Residence hall desks need to review this policy and complete the form on page two. We reserve the right to accept or reject any request for any reason. The decision will be based on this form, staff availability, and space availability.

We will not:

- Collect any money at the hall desks for your group.
- Assume liability for any lost or damaged items.
- Distribute any highly perishable items such as produce.
- Distribute any items through mailboxes unless the items are specifically addressed for the recipient(s) and sorted by building in room number order.
- Accept requests from outside groups (ISU campus departments and organizations only).

Process:

If this request applies to **more than one** hall desk:

1. Submit the completed form at least 10 class days before your intent to distribute/collect items through the hall desks. Only one form is required, regardless of the number of hall desks involved in your request. Forms should be submitted through one of the following:
 - Office: 1203 Friley • E-mail: chadaway@iastate.edu • Fax: 515-294-1417
2. The Hall Desk Advisory Group (representatives of all hall desks) will review requests.
3. The contact person listed on the form will receive a response from the Chairperson of the Hall Desk Advisory Group within 10 class days of submission. Further information may be exchanged at that time pertaining to the specific request.

If this request applies to **only one** hall desk:

1. Submit this completed form to the hall desk supervisor at least 10 class days before your intent to distribute/collect items through the hall desks.
2. The Hall Desk Supervisor will review your request and respond to the contact person listed on the form within 10 class days.

Hall Desk Phone Numbers:

294-2976 Union Drive Community Center	294-8401 Maple-Willow-Larch Halls
294-2579 Helser Hall	294-2610 Oak-Elm Halls
294-7117 Martin Hall	294-7909 Linden Hall
294-7440 Eaton Hall	294-5144 Buchanan Hall
294-1553 Friley Hall	294-3174 Cornerstone (Serves Birch, Welch, Roberts, Barton, Lyon, and Freeman Halls)
294-6872 Wallace/Wilson Hall	

Tips for making this process successful for your organization and the hall desks:

- Gather and provide as many details as possible prior to submitting the form.
- Make arrangements in advance to deliver or pick-up items on the dates provided on the form.
- Provide specific details if necessary to ensure effective collection or distribution.
- If you are requesting multiple delivery dates through request, limit deliveries to specific outlined dates in your request.
- If documents will be distributed, provide a sufficient quantity of documents in advance. (We will not make additional copies.)
- If you are promoting an activity/event, consider alternate methods of promotion. Review the Advertising Policy for suggestions: <http://www.housing.iastate.edu/documents/Advertising.pdf>

Collection/Distribution Approval Form

Name of Organization: _____

Contact Person from Organization:

Name: _____ **Phone:** _____

E-Mail: _____

(This individual will be contacted for questions, concerns, feedback, more items, etc.)

Do you wish to distribute or collect items through the hall desks?

Description of item(s) you are requesting distributed/collected through hall desks:

Hall Desks where distribution/collection will occur:

- | | |
|---|---|
| <input type="checkbox"/> Maple-Willow-Larch | <input type="checkbox"/> Union Drive Community Center |
| <input type="checkbox"/> Oak-Elm | <input type="checkbox"/> Helser |
| <input type="checkbox"/> Linden | <input type="checkbox"/> Martin |
| <input type="checkbox"/> Buchanan | <input type="checkbox"/> Eaton |
| <input type="checkbox"/> Cornerstone (Serves Birch, Welch, Roberts,
Barton, Lyon, and Freeman Halls) | <input type="checkbox"/> Friley |
| <input type="checkbox"/> Wallace/Wilson Hall | |

Date you wish to bring items to hall desk(s): _____

Date you wish to pick-up items from hall desk(s): _____

Provide additional details about drop-off or pick-up below. Consider what items must be delivered/returned, to/from whom, how, etc. Items left at the hall desk(s) past the "pick-up" date will be disposed of.

Adviser's Name and Phone Number: _____

Is the above named advisor aware of this request? Yes No

By signing or typing my name below, I acknowledge that the Hall Desks and the Department of Residence do not have liability for any lost or damaged items.

Office Use Only:

Accept Reject

Reason(s)/Other Information: