

Student Services

ATM

An ATM is located in the University Center Commons area across from the Information Desk.

Reserve A-V Equipment

Audio cassette recorders, camcorders, laminating, die cut, photocopying equipment, and computer/video projectors are available in the library for producing class materials.

Campus Email Communication

Requests to email all Mount Mercy students are coordinated through the Office of Communications & Marketing, and are sent at the discretion of the Assistant Vice President for Communications & Marketing. The first priority is for all students to submit event information to Tunnel Talk. If extenuating circumstances exist, the information will be considered for an all-student email. Please email your short text (1-2 sentences) to campuscommunications@mtmercy.edu. Please note that email is subject to editing for length, style, consistency and clarity.

Copy Services

Copies can be made at the Mount Mercy Copy Center located in Room 120 of the University Center.

Mail Services

A full service mailroom is located in Lundy Commons, next to the fitness center ext. 2200. Incoming mail is placed in mailboxes in the University Center.

Space Reservations

Faculty, staff, students, clubs and organizations may reserve meeting/public space on campus for meetings and other activities.

1. All reservations for meeting rooms, classrooms, or public space on campus must be made through Event Services.
2. Student club and organization requests should be made through the Assistant Director of Institutional Events (Erin Harville at eharville@mtmercy.edu) or by calling ext. 1824. (Faculty and staff requests should be made through Virtual EMS, which is accessible through the Intranet).
3. Reservations must be made in a timely manner. Please request space as early as possible, but not less than 3 days prior to the event. If there is extensive set-up or planning, the request should be 30 days prior to the event. Failing to make reservations that require set-up of any type at least 3 days in advance may result in a \$50 set-up charge.
4. Requests are almost always accepted on a first come first serve basis.
5. Space is not considered reserved nor should the event be promoted until Event Services confirms availability.
6. Events open to the public or having outside attendees must have written approval by the appropriate Vice President so that Cabinet-level staff can monitor how public events will impact various activities and areas of the campus. Once written approval

is received from the Vice President, Event Services will review the space request and confirm availability.

7. Changes to a scheduled event should be communicated to Event Services at least 3 days prior to the event. If changes are made within 3 business days the group is subject to an additional labor charge of \$50. Final attendance numbers are due to Event Services at least 3 business days prior to the event.
8. To cancel your event, contact Event Services as soon as possible or at least 3 days prior to the event. If the event is not canceled at least 3 days prior to the event, charges for labor, equipment and catering may still apply.
9. Off-campus groups are welcome to hold events on campus for a fee, provided that the user complies with the terms and conditions set forth in the Events Policies and contract. Reduced rental fees are available to alumni, faculty, staff, and nonprofit groups.
10. Mount Mercy does not knowingly allow events to be held on campus that conflict with the mission of the University and/or Catholic teaching. Mount Mercy reserves the right to refuse any event from occurrence.
11. Please refer to the separate policy on hosting political candidates/groups on campus (contact the Events office for more information on this).
12. It is prohibited to hold an event that will raise funds for any reason other than charities sponsored by Mount Mercy.
13. Credit card companies, banks and/or other organizations requesting space in which credit card solicitations will occur are prohibited.
14. Space reservations for personal events such as private parties or weddings can be made, but are subject to availability & approval from Events. Room rentals will apply.

For a complete list of the Event Services Policies and Procedures please contact Clint Dietrich, Director of Institutional Events, at ext. 1839 or cdietrich@mtmercy.edu .

Study Areas

Campus study areas are located in the following buildings:

- Andreas Lounge (Building B)
- Busse Center Library
- Donnelly First Floor Lounge
- Warde First Floor Student Lounge
- Campus Ministry Lounge
- Lundy Commons Area
- Regina Hall: Student Lounges (located on each floor)
- McAuley: Terrace Level, Penthouse Study Room
- University Center Commons
- Veterans Lounge (Warde 1st floor)
- Commuter Lounge (University Center 1st floor)

Vending Machines

Vending machines, providing a wide variety of snacks, are located in the Andreas kitchen, Basile Terrace level, Donnelly first floor, Hennessey first and third floors, Lundy upper and lower levels, Regina lower level laundry room, and first floor Warde. To report problems, call the Facilities Department at ext. 1290.

Register to Vote

Voter registration materials can be found in the Reference section of the library or in the Student Services Suite located in the University Center.