

**From:** [Crooks, Liz A](#)  
**To:** [Kregel, Kevin C](#); [Johnson Strike, Jayme K](#); [Andrews, Kathryn A](#)  
**Subject:** Fw: Invoice for CIF Inaugural Event  
**Date:** Monday, December 1, 2025 10:44:32 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[CIF Event Contract.pdf](#)

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FYI - Collin was able locate and sign the contract. You'll find it attached.

Liz

**Liz Crooks** (she/her)  
Director, Pentacrest Museums  
10 Macbride Hall, Iowa City, Iowa 52242  
Office: 319.335.1313  
[liz-crooks@uiowa.edu](mailto:liz-crooks@uiowa.edu)  
[pentacrestmuseums.uiowa.edu](http://pentacrestmuseums.uiowa.edu)



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**From:** Sawyer, Collin M <collin-sawyer@uiowa.edu>  
**Sent:** Monday, December 1, 2025 9:48 AM  
**To:** Honary, Shereena R <shereena-honary@uiowa.edu>  
**Cc:** Crooks, Liz A <liz-crooks@uiowa.edu>  
**Subject:** RE: Invoice for CIF Inaugural Event

See attached for signed contract. Apologies for this not being returned sooner. Let me know if you need anything else from us regarding getting the space reserved and paid for.

**Collin Sawyer**  
Administrative Services Manager – Center for Intellectual Freedom  
Calvin Hall 116B  
2 West Jefferson St., Iowa City, IA 52245  
Office : 1-319-467-4514  
Mobile: 1-319-538-2148

**IOWA**

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**From:** Honary, Shereena R <shereena-honary@uiowa.edu>  
**Sent:** Thursday, November 13, 2025 2:48 PM  
**To:** Sawyer, Collin M <collin-sawyer@uiowa.edu>  
**Cc:** Crooks, Liz A <liz-crooks@uiowa.edu>

**Subject:** RE: Invoice for CIF Inaugural Event

Hi Collin,

My pleasure!

For payment, an MFK is generally preferred for internal events. I've attached our contract which details our museum use policies. The MOU section outlines estimated rental fees for the two 'day-long,' full access building rentals, including closure to the public. However, a final invoice will not be issued until the event end, payable within 7 days the invoice is sent (see item #3 in the MOU for more info). You're probably already aware but item #12 in the MOU regarding commercial liability insurance does not apply to University of Iowa departments – that section applies to external clients, such as a wedding.

Thank you and have a great day!

Shereena

**Shereena Honary**

Events Manager, Pentacrest Museums

21 Old Capitol Museum, Iowa City, Iowa 52242

Office: 319.335.2010

**[pentacrestmuseums.uiowa.edu](http://pentacrestmuseums.uiowa.edu)**

**IOWA**

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**From:** Sawyer, Collin M <[collin-sawyer@uiowa.edu](mailto:collin-sawyer@uiowa.edu)>

**Sent:** Tuesday, October 21, 2025 10:04 AM

**To:** Honary, Shereena R <[shereena-honary@uiowa.edu](mailto:shereena-honary@uiowa.edu)>

**Subject:** Invoice for CIF Inaugural Event

Shereena,

Thanks again for meeting with me the other week, I really appreciate it.

Could you send me an invoice for renting the space for 12/5 and 12/6?

Also, how do you prefer to accept payment?

Thanks,

**Collin Sawyer**

Administrative Services Manager – Center for Intellectual Freedom

Calvin Hall 116B

2 West Jefferson St., Iowa City, IA 52245

Office : 1-319-467-4514

Mobile: 1-319-538-2148

**IOWA**