

INDIANA UNIVERSITY
SOUTH BEND



July 1, 2006

OFFICE OF THE
CHANCELLOR

Dear Campus Colleagues:

Following this note is the 2006-07 Special Events Guidelines and Policies for IU South Bend. This document is the result of the hard work of Special Events Coordinator Maureen Muldoon and the Campus Events Committee. The handbook outlines the specific guidelines and policies required for scheduling and presenting an organized event on campus. It is extremely important that these procedures are followed not only to have successful events but also for safety and legal purposes.

Special events give us a wonderful opportunity to showcase our facilities, faculty and students and are complementary to the mission of a public university such as IU South Bend. The Office of Special Events provides a one-stop event planning service for both on-campus and community organizations.

If you have any questions about an event or the manual, please contact Maureen Muldoon at (574) 520-5111 or email her at mmuldoon@iusb.edu. Thank you for your support of campus events.

Sincerely,

A handwritten signature in cursive script that reads "Una Mae Reck".

Una Mae Reck
Chancellor

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INDIANA UNIVERSITY SOUTH BEND

Events Scheduling Guidelines & Policies

Special Events Office
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Revised: July, 2006

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STATEMENT OF PURPOSE FOR THE SPECIAL EVENTS OFFICE

The Special Events Office is a “one-stop shop” for meetings and events, providing overall coordination to ensure that each meeting or event is of highest quality.

This includes:

- * Consulting with client regarding meeting/event
- * Scheduling meeting rooms
- * Arranging for catering services
- * Submitting work orders for room set-up
- * Coordinating AV and other technology
- * Arranging for parking

Support from all campus departments is essential to these efforts

SECTION 1

PLANNING STEPS FOR EVENTS ON CAMPUS

Many events on the IU South Bend campus are held annually. Contact the Special Events Office as soon as possible to confirm your date for the following year.

1. **Determine your funding source(s)**
Where will the funding come from to pay for catering, floral arrangements and/or decorations, and honorariums (if necessary)?
2. **Contact the Special Events Office**
The Special Events Office has been designed to collaborate with other on-campus departments to assure these types of events are of the highest quality. This office will facilitate the remaining steps.
3. **Consider Your Catering Needs**
What type of meal would you like to serve? What type of set-up would you like to create? The Dining Services Director should be involved in the initial planning along with the Special Events Coordinator to suggest the best meal and layout for your event.
4. **Instructional Media Services/Classroom Technology Support**
The Special Events Office will communicate your audiovisual/technology needs to the Instructional Media Services Department. Keep in mind these requests must be made at least four (4) weeks prior to the event.
5. **Invitations**
Invitation lists should be generated by the sponsoring department. Invitations can be designed for the sponsoring department through the Office of Communications and Marketing (OCM). Production requests must be submitted in a timely fashion and the client pays for all printing costs. OCM should review all invitations prior to printing to maintain a level of quality on the campus.
6. **Program**
Selecting those who will participate on your program and clearly communicating their roles adds to the success of your event in the long run. Programs can be designed for the sponsoring department by the Office of Communications and Marketing (OCM). Production requests must be submitted in a timely fashion and the client pays all printing costs. OCM should review all programs prior to printing to maintain a level of quality on the campus.
7. **Outside Marketing For Your Event**
The Office of Communications and Marketing (OCM) provides marketing support for significant IU South Bend events. Press releases and the use of the IU South Bend wordmark and logo must be approved by OCM. NOTE: Do not “overmarket”. Keep in mind the size of your space.
8. **Honorariums and Payments to Outside Participants**
It is imperative that all checks be processed or payments made to any outside participants in a timely manner. Contact Purchasing for assistance acquiring appropriate forms at least 4 weeks in advance of scheduled event. It takes between 5 – 7 working days to process a check once all the paperwork is completed.

SECTION 2
**EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION STATEMENT**

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take Affirmative Action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regards to the disabled, minorities, women, and Vietnam-era veterans.

SECTION 3

FACILITY SCHEDULING

Special Events Office 574-520-5111

Public Affairs and University Advancement

179 Administration Building

Contact: Maureen J. Muldoon, Special Events Coordinator

The following rooms will be scheduled and billed through the Special Events Office.

NOTE: Personal parties or celebrations are not permitted in any campus space.

Board Room

Chancellor's Dining Room

Alumni Room

The Grille

Quiet Lounge in Administration Building*

SAC Conference Room 221

SAC Conference Room 223

SAC Conference Room 225

Associates Building

Outside Courtyards, Mall & Pavilion

Recital Hall (N158)*

Campus Auditorium and Lobby*

Student Activities Center Gym Floor*

Student Activities Center Group Fitness Room*

Wiekamp Bridge*

Wiekamp Auditorium (1001)*

Library Conference Rooms*

Classrooms*

** The Special Events Office will collaborate with the Student Activities Center, Raclin School of the Arts, Schurz Library and the Registrars Office in scheduling events in these areas. Nothing will be confirmed in these areas without conferring with the collaborating departments.*

Please Note: Written response on availability of the requested facility must be answered by the appropriate administrator (director, dean or vice chancellor) within seven (7) days.

SECTION 4

SCHEDULING A UNIVERSITY SPONSORED EVENT

A “university sponsored” event is one which has a direct educational value for students, faculty and/or staff and is promoted by a campus department that will take full responsibility for the success of the event as part of its curriculum and mission. Attendance at the event by representatives(s) of the sponsoring department is essential to its function. The sponsoring department plays a deciding role in all phases of planning, participation, content and follow up for the event.

A “non-university” event is one in which the primary contact is not an employee of the university, or one in which a university employee is involved as an interest outside of their assigned university function. Non-university events will be charged according to the Events Scheduling Policies and Guidelines.

1. University properties shall be used only in accordance with federal, state and local laws and shall not be used for the purpose of organizing or carrying out any unlawful activity.
2. University facilities are provided primarily for the support of the educational functions of the university and the activities necessary for the support of these functions. University functions generally take precedence over any other activities in the use of University facilities.
Some facilities may have a priorities list. Check with the Special Events Office for additional information.
3. To initiate securing those rooms listed under Facility Scheduling of this manual, the client is asked to inquire with the Special Events Office if space is available.
4. Clients are encouraged to reserve facilities at least four (4) weeks prior to the event.
5. Clients wishing to charge admission or sell tickets to an event on-campus must communicate this activity to the Special Events Office upon making the reservation.
6. The Special Events Office will make all necessary arrangements with the appropriate departments. Campus staff supporting events, in coordination with the Special Events Office, may contact client directly to clarify special needs.
7. Office services (including photocopying, faxing and long distance phone calls) requested during a meeting/event may be provided, depending upon office workload, at an extra charge. The customer/department requesting this service will be invoiced.

Copy service is available at the Copy Center in the basement of the Administration Building Monday – Friday from 8:00 a.m. – 5:00 p.m.
8. Groups/organizations requesting tables for literature or fundraising must be approved through the Special Events Office. Approval will be given depending upon timeliness of request, and the number of other requests submitted for the same time period. The Special Events Office will submit a work order for the approved request.
9. Work orders for all campus events are to be placed through the Special Events Office to ensure coordination of space and resources.

SECTION 5

SCHEDULING A NON-UNIVERSITY EVENT

A “university sponsored” event is one which has direct educational value for students, faculty and/or staff and is promoted by a campus department that will take full responsibility for the success of the event as part of its curriculum and mission. Attendance at the event by representatives(s) of the sponsoring department is essential to its function. The sponsoring department plays a deciding role in all phases of planning, participation, content and follow up for the event.

A “non-university” event is one in which the primary contact is not an employee or one in which a university employee is involved as an interest outside of their assigned university function. Non-university events will be charged according to the Events Scheduling Policies and guidelines.

1. Subject to IU South Bend’s Use and Priority Policies, the university permits rental of its facilities and services to non-university users engaged in legal activities. Applicable rental fees will apply to all non-university sponsored events. **A Room Pricing Guide is included in Appendix A of this manual.** *IU South Bend employees using the space for non-university related events will be treated as an outside user. Requests for the use of university facilities by IU South Bend employees will be evaluated based on Event Scheduling Guidelines & Policies to determine appropriate charges.*

2. To initiate securing those rooms listed under “Facility Scheduling” of this manual, contact the Special Events Office at (574) 520-5111 to see if space is available.

3. Student Activities Center Priority Policy
 - Conference rooms 221/223/225
 - Student Clubs and Organizations
 - Office of Athletics and Recreation Administration
 - IU South Bend Departments
 - Non-university users

 - Floor (Recreation Side)
 - Academics (only during daytime hours)
 - Informal
 - Intramural Sports
 - Club Sports
 - Special Events

 - Floor (Varsity Side)
 - Varsity Athletics
 - Club Sports
 - Intramural Sports
 - Informal
 - Academics
 - Special Events

4. Clients are encouraged to reserve facilities at least four (4) weeks prior to the event. Non-university special events held on the Student Activities Center floor will be considered May through June with approval from the Office of Athletics and Recreation administration. Clients must reserve the Student Activities Center floor at least eight (8) weeks in advance.

5. A “*Facilities Space Rental Worksheet*” or “*Facility Use Agreement Letter*” including indemnification, release of liability and/or certificate of insurance will be initiated upon confirmation of reservation. The contract is to be signed by a representative of the organization or individual with signature authority assuming responsibility for payment of any and all charges associated with the event. Overflow space will be charged at the applicable rate for additional space.
6. A 20% non-refundable deposit is required upon confirmation of reservation. This deposit will serve as a confirmation of facility reservation. ***Payment of the balance due to IU South Bend will be payable the day of the event if all costs are contained in the contract, or on receipt of an invoice from IU South Bend if cost are not finalized until the event is completed, i.e. catering for a specific number of guests, or parking fees based on actual attendance.***
7. An additional deposit may be required for some room alterations or if outside equipment or supply rentals are needed for an event.
8. Off-campus groups with an IU South Bend affiliation wishing to use a meeting or conference room will receive a reduced room rate. (See Appendix A)
9. Off-campus organizations or clients wishing to charge admission or sell tickets to an event must communicate this activity to the Special Events Office when requesting the facility.
10. All events sponsored by non-university constituents must conclude no later than 12:00 a.m. Events in the Student Activities Center must begin and end in compliance with SAC operating hours. You will be notified by the Special Events Office as to the current operating hours, as these hours are subject to change based on usage.
11. Off-campus groups requesting rental of university facilities for advocacy, political or religious activities are required to include the following statement in all publicity. “This event does not reflect an opinion or endorsement by IU South Bend.”
12. IU South Bend reserves the right, at its sole discretion, to enter the facility during the event, to assure appropriate use and security of facilities.
13. IU South Bend reserves the right to ***restrict or refuse*** use of its facilities by a non-university group.”
14. **Any personal events (barbecues, weddings, receptions etc.) of any kind are not allowed.**

SECTION 6

GENERAL FACILITIES AND CAMPUS POLICIES

1. The University will at all times assure students, faculty, and other members of the University Community the opportunity to meet and hear and exchange ideas and views, however controversial, in accordance with Indiana University's Free Speech Policy.
2. Smoking is prohibited in University buildings.
3. Possession or use of illegal drugs is forbidden on University properties.
4. Alcohol consumption must be approved by Risk Management for use on campus at an event.
5. All areas used should be left in neat, orderly condition. The breakdown of an event must occur in a timely manner. If the event is during business hours, it is mandatory that the host area be cleared of food, beverages, containers and trash immediately following the event. If the event is after business hours, the host area must be cleared the following day. Additional charges may apply if not left in acceptable condition.
6. The user shall be liable for any and all damage to University property of any kind arising out of or connected to user's events.
7. Any event sponsored by a student group and/or organization must include a faculty advisor who shall sign the scheduling contract and who will be held responsible for the terms and conditions of the event.
8. When individuals under the age of 18 are participants in an event, the client who has signed the Facilities Scheduling Contract for the event will insure and maintain proper supervision over such individuals. Release of liability may be required from client for each underage individual.
9. Student groups sponsoring parties, dances, etc. that will last after 10:00 p.m., must notify the Special Events Office. The Security Office will be informed of after hours activities by the Special Events Office.

SECTION 7
ALCOHOLIC BEVERAGES

1. The provision of and service of alcoholic beverages must be completely catered by an established firm, which is currently licensed by the State of Indiana Alcoholic Beverage Commission with an “off-premises” permit. Neither University staff nor the client will be permitted to provide alcoholic beverages, serve them, or in any way handle the service. All persons engaged in the service must be agents of the licensed caterer.

2. IU South Bend reserves the right to determine the type of alcoholic beverages that can be served at any given event.

3. The contract with the user of the premises will provide certain protections for the University as follows:
 - a. At least five business days prior to each occasion alcohol is to be served, the University contact person for this function must receive a fully executed, original copy of the contract, along with a copy of the caterer’s State of Indiana Permit for that specific occasion.

 - b. The contract will provide that the caterer indemnify and hold harmless the University with respect to occurrences arising out of the service of alcoholic beverages. The language will be similar to the following:

“ _____ (caterer) shall indemnify, defend and save harmless Indiana University and it’s agents and employees, from and against all loss, liability or damage for injuries to or death of persons or damage to property, real or personal, arising from the designated function on or about University premises (other than such injuries, death or damage resulting from an act or omission of University, its agents and employees) or arising from the occupancy or use thereof by _____ (caterer), its agents, employees, invitees, or guests.”

 - c. The contract will provide that the caterer carry insurance which protects the University, in approximately the following form:

“ _____ (caterer) shall maintain a policy of Commercial General Liability insurance, with Broad Form attached. Such policy of insurance is to be of the “occurrence” type. Said policy shall include dram shop operations or, alternatively, a separate policy of insurance, subject to all provisions of the paragraph, shall be purchased to provide coverage for dram shop operations.”

 - d. The amount of coverage of each policy of general liability insurance shall be three million dollars (\$3,000,000) [e.g., one million dollars (\$1,000,000) primary policy with two million dollars (\$2,000,000) umbrella]. The amount of coverage for dram shop operations shall be three million dollars (\$3,000,000), either as a part of the general liability policy or under a separate policy.

 - e. “The Trustees of Indiana University,” shall be named as an additional insured on the general liability policy and the dram shop policy, if one is obtained.

 - f. In the event of suit arising from an occurrence or accident arising from _____ (caterer) occupancy or use of the University premises and not result in any part from negligence on the part of University, and such suit names University as party to the suit, _____ (caterer) agrees to assume defense of said suit on behalf of University.

4. Such policies of insurance shall be issued by an insurance company approved by the Office of Risk Management. A certificate of insurance showing the required coverage and naming "The Trustees of Indiana University" shall be delivered to the Office of Risk Management at least three business days prior to the event being catered. At the request of the Office of Risk Management, a complete copy of these policies shall be delivered to the Office of Risk Management no later than three business days prior to the event to be catered on the University premises.
5. It shall be the responsibility of the University department which reserves the University premises (e.g. academic department, etc.) to insure that the contract with the caterer is executed, and that appropriate documents are delivered to the Office of Risk Management in a timely fashion.
6. No alcoholic beverages may be served for any group of undergraduate students of the University, or for any function where it is reasonable to expect consumption by persons under the age of twenty-one years.
7. In the event of a claim or suit against the University arising from the use of alcoholic beverages contrary to this policy, the involved department will be responsible for 10% or the resulting damages, including claim expenses, subject to a minimum of \$1,000 (or the total claim cost, if it should be less than \$1,000) and a maximum of \$25,000.

2/17/06

IU SOUTH BEND ALCOHOL POLICY

1. No alcohol is allowed on campus without prior approval from IU South Bend Chancellor. The Chancellor's approval must be in writing, and a copy of the approval given to Director of Purchasing.

NOTE: ABSOLUTELY NO ALCOHOL AT ANY EVENTS OPEN TO STUDENTS.

2. Any IU South Bend staff/faculty/groups holding a function (reception, holiday party, etc.) on campus where alcohol will be served must make arrangements directly with the Director of Dining Services or the Special Events Coordinator.

- a) IU South Bend must contract with a licensed caterer (not a bartender) who has all of the required state licenses and permits to purchase, sell and dispense alcohol off premises. IU South Bend must contract with the caterer directly, not a bartender. (The bartender's license only allows him/her to serve at or for a licensed establishment such as a bar, restaurant, etc. It does not allow him/her to purchase for, sell to or dispense to any non-licensed establishment or caterer).

- b) All licenses and permits must be current and copies filed in the office of the Director of Purchasing at least one (1) week prior to the event. The contracted caterer must hire a licensed bartender(s) to work for them to serve at IU South Bend.

- c) Bartender(s) must also have a copy of all required current licenses to serve on file in the office of the Director of Purchasing

3. **NOTE: NO EMPLOYEE (FACULTY OR STAFF) CAN PURCHASE OR SERVE ALCOHOL ON CAMPUS.**

4. **THESE SAME RULES APPLY IF THE FUNCTION IS HELD OFF-CAMPUS. All alcohol must be purchased by and served by a licensed caterer.**

SECTION 8

AUDIOVISUAL/TECHNOLOGY SUPPORT

Scheduling a University Sponsored Event

1. For events held in the Student Activities Center, routine audiovisual equipment, setup, and staffing are provided by the Student Activities Center. For events held in the Campus Auditorium (NS 02) or the Recital Hall (NS158), audiovisual equipment, setup, and staffing are provided by the Raclin School of the Arts. For all other events, Instructional Media Services will provide audiovisual staffing and equipment contingent upon availability.
2. Requests for audiovisual equipment for events other than scheduled academic classes are made through the Special Events Office. After making the initial request through the Special Events Office, a representative of Instructional Media Services may contact the client to confirm and/or discuss the request. The availability of equipment and staffing must be confirmed before a contract is approved and signed with the client.
3. Instructional Media Services will provide audiovisual staffing for routine needs during regularly scheduled work hours contingent upon the availability of staff.
4. If the desired equipment is not available, the requestor must contract with an approved outside equipment rental agency.
5. It is the responsibility of the University sponsor to ensure that University audiovisual and technology equipment is used in accordance with laws related to the display of motion pictures and/or other copyrighted material.

Scheduling a Non University Event

1. All non-university clients in need of audiovisual and technology equipment must make the initial request with the Special Events Office.
2. The availability of equipment and staffing must be confirmed before a contract is approved and signed with the client.
3. Instructional Media Services will provide audiovisual staffing for routine needs during regularly scheduled work hours contingent upon the availability of staff.
4. Instructional Media Services must be notified at least four (4) weeks in advance for events that require a special set-up. Without notice, Instructional Media Services may deny services.
5. Non-university constituents will be assessed an equipment fee. *A list of these fees is included in Appendix C of this manual.* External groups will be charged for the contracted equipment if Instructional Media Services is not notified of any cancellation at least 24 hours in advance of the event.

6. Instructional Media Services may generate a checklist for equipment rental based on information provided by the Special Events Office. The checklist must be signed by the requestor and returned to Instructional Media Services for confirmation. Instructional Media Services may contact the client to confirm and/or discuss the request.
7. University equipment may not be used in a manner that is not in accordance with laws related to the display of motion pictures and/or other copyrighted material. (See Appendix B).
8. Changes in audiovisual or technology services made after the contract is signed will be billed separately to customer.

SECTION 9

CAMPUS CATERING

1. The Chancellor encourages the use of our convenient, high-quality, on-campus catering service.
2. All catering requests must be initiated through the Special Events Office. Ancillary services (i.e. floral, entertainment, equipment rental) may be arranged by the Special Events Office for an additional charge.
3. **On-campus departments** will be allowed to obtain catering services charged only to foundation or revenue-generating accounts for which they have signature authority, or have received permission from the fiscal officer or account delegate.
4. Catering charges will be billed separately for **off-campus customers**, and a minimum 20% deposit is required upon placing orders. The balance must be paid on the day of the event, unless other arrangements have been made.
5. **The final count of attendees must be given five (5) business days prior to the event.** Changes to the number of attendees after the final count has been given, will be accepted at the discretion of the Director of Dining Services.
6. Linens will be supplied at an additional cost for an event catered by an off-site caterer, or if linen is desired for an event where no catering is involved.
7. **A Temporary Food Service form *must be completed by all departments/groups requesting an approved off campus caterer for an event or function.*** These forms can be obtained through the Environmental, Health and Safety Office, 101G Associates Building (See Appendix G). The completed form must be submitted to the Environmental, Health and Safety Office *no less than seven (7) business days prior to the event.* Confirmation will be given by the Environmental, Health and Safety Office to the requesting department/group. State requirements for food service handling apply.

University Risk Management policy states that catering vendors are required to have \$3 million liability insurance in order to do business with the University. Certificates of Insurance must be submitted to the purchasing office at least five (5) business days prior to the event. Insurance policies must name “The Trustees of Indiana University” as additional insured.

Approved Caterers: Allies, Chick-Fil-A, Gordon’s, Martin’s, Olive Garden, Panera, Papa John’s, Port-A-Pit
8. Kitchen facilities may only be used under the direct supervision of qualified Dining Services staff.
9. A 30% service fee of the room rental fee will be charged to clients utilizing off-campus catering to cover custodial costs.

SECTION 10

DECORATIONS AND EQUIPMENT

1. The customer or on-campus department using a facility is required to provide a detailed list of planned decorations for each event before the room is confirmed. IU South Bend has the right of approval for all decorations.
2. The use of helium filled balloons in the Student Activities Center is restricted to meeting rooms.
3. All surfaces touching facility floors, particularly Student Activities Center, *may require (at the discretion of the Director of Facilities Management)* some type of protective covering minimizing the chances of damage. The customer is fiscally responsible for repair of any damage that occurs as a result of use.
4. In the event stage and dance floors must be used, they must be a type that assures protection of the floor surface. Use of stage and/or flooring must be approved prior to use.
5. Nothing may be attached to any surface without approval.
6. No open flames or pyrotechnics allowed in any building.

SECTION 11

FUNDRAISING FOR STUDENT CLUBS

Procedural policies for scheduling and coordinating arrangements for fundraising events for clubs are as follows:

1. Check with Director of Fiscal Affairs for approval. IUSB student clubs and organizations must be registered through the Student Activities Center. Designated areas are:
 - A. Northside – Outside NS 158 in the hallway
 - B. SAC – Mall side entrance for information only; if selling, use the ticket office on the parking lot side
 - C. Administration Building – Main Café
 - D. Wiekamp Hall – East hallway by exit to parking garage (blue wall)
2. The group will be equipped with a cart, cash register (or cash box, depending upon the event) and a radio with direct access to Security if needed. There should be two people at the table at all times. If credit card payment via phone lines are needed, two weeks notice is necessary.
3. Outside areas will be at the discretion of the University depending upon the type of event.
4. The Director of Fiscal Affairs will talk to all clubs prior to handling cash.
5. The Director of Safety and Security will be alerted. They may or may not physically monitor the event, but will always be available by radio for emergencies.
6. The Environmental Health and Safety Manager must be contacted for fundraisers requiring completion of the Temporary Event Food Service Application form.
7. Advertising and printed tickets of any kind for a fund-raising event must carry the name of the sponsoring organization.
8. Full cost rental fees to outside groups (See Appendix E) are to be levied for fund-raising public performances and for “admission free” events if a collection is taken.

SECTION 12

FUNDRAISING FOR OTHER GROUPS

Procedural policies for scheduling and coordinating arrangements for fundraising events for Departments or Divisions (Alumni, PAUA, etc.), or registered through Community Links as follows:

1. Check with Special Events Coordinator to reserve space.
2. The group will be equipped with a cart, cash register (or cash box, depending upon the event) and a radio with direct access to Security if needed. If credit card payment via phone lines are needed, two weeks notice is necessary.
3. Outside areas will be at the discretion of the University depending upon the type of event.
4. The Director of Fiscal Affairs will talk to all people prior to handling cash.
5. The Director of Safety and Security will be alerted. They may or may not physically monitor the event, but will always be available by radio for emergencies.
6. The Director of Dining Services will be notified for fundraisers requiring completion of the Temporary Event Food Service Application form.
7. Advertising and printed tickets of any kind for a fund-raising event must carry the name of the sponsoring organization.
8. Full cost rental fees to outside groups (See Appendix E) are to be levied for fund-raising public performances and for “admission free” events if a collection is taken.

SECTION 13

INSURANCE REQUIREMENTS

All non-university organizations and non-university sponsored events will be required to provide a *valid certificate of insurance naming the Trustees of Indiana University, its officers, agents and employees as an additional insured for the event. In addition, Release of Liability and Indemnification will be required. See Appendix D for minimum insurance requirements.*

SECTION 14

PARKING

IU South Bend Parking Services charges a parking fee for events according to the guidelines listed below.

1. Organizations external to IU South Bend will be charged a parking fee.
2. Organizations internal to IU South Bend who receive income from an event will be assessed a parking fee.

The parking fee for events taking place on Monday through Thursday will be \$2.00 per vehicle.

The parking fee for events taking place on Friday through Sunday will be \$1.00 per vehicle unless a fee exemption is authorized by Parking Services.

Parking fees **WILL NOT** be charged for events conducted by a University organization that are free and open to the public. However, the location of parking for such events may be designated by Parking Services.

Student Activities Center

Faculty, staff, alumni, and their spouses

Option 1: pay the daily parking rate per visit.

Option 2: purchase a monthly parking permit

Visitors

Pay the parking rate per visit. No monthly rate available

Procedure

Spouses and alumni who pay the per-visit fee must park in the visitor parking lot. Payment is made at the SAC check-in desk where they will be given a token to exit the visitor lot.

Spouses and alumni who purchase a monthly parking permit may park in the SAC parking lot. Payment may be made at the SAC registration desk, or at parking services. Monthly parking permits are issued at the Parking Services Office.

SECTION 15

PROHIBITION POLICIES

The use of University facilities is denied *all* individuals and groups for the following purposes:

1. Fundraising purposes when the funds are designed to enrich an individual or commercial sponsor.
2. Political rallies for political campaign purposes that would further the interests of the candidate or candidates of any one political party. (*This policy is not interpreted as prohibiting the meeting of student political groups which are open in attendance by students and faculty members of Indiana University but which are not open to the general public*).
3. Illegal events or activities.
4. IU South Bend reserves the right to **restrict and/or refuse** use of its facilities to a non-university group.

SECTION 16

SECURITY

All reservation requests will be reviewed by the Director of Safety and Security in order to determine the security requirements for the event. Requests must be received at least fifteen (15) business days prior to the event date to allow time for review and scheduling should it be required. Security will be provided by IU South Bend police, or the event sponsor will be required to hire an alternate bonded security service provider or police officers, which must be approved by the Director of Safety and Security or his/her designee. If the attendance to an event exceeds that communicated on the contract, or if the Life Safety Code capacity is reached, the IU South Bend police will require the event sponsors to cease admitting guests, or terminate the event.

Events that are planned to extend beyond normal building hours must be authorized by the Events Coordinator so that arrangements are made for securing the venue and the building. Campus building hours are subject to change and current building hours may be checked at <http://www.iusb.edu/~sbsafety/hours.shtml>. Hours for the Student Activities Center (SAC) may be checked at <http://www.iusb.edu/~sbsac/>

SECTION 17

SUPPORT SERVICES

General Guidelines for Events Sponsored by a Campus Department

1. The Special Events Office will take room reservations and set-up requests (tables, chairs, podiums, easels, etc.). The Special Events Office will coordinate details or recommendations with Support Services.
2. Support Services requires 72 hours (3 working days) notice for any room set-up requests during normal business hours (7:00 a.m. – 3:30 p.m. Monday – Friday). Room set up requests falling outside normal business hours, or of a non-standard configuration, must be submitted at least seven (7) working days prior to the event or the request may be denied.
3. Events requiring set up outside of normal business hours (before 7:00 a.m. and after 3:30 p.m.) must receive prior approval from the Support Services Supervisor or designee and may require a fee to cover associated costs.
4. Non-standard set ups should be coordinated with the Support Services Supervisor, or designee, prior to approval and may require an additional fee to cover associated costs. Standard set-ups are shown in Appendix F in this manual.
5. All set-ups must comply with fire code room capacity and egress requirements. All events open to the public or with handicapped attendees must meet the Americans with Disabilities Act (ADA) accessibility guidelines.
6. Fire code prevents additional seating from being placed into areas with fixed seating such as lecture halls and auditoriums.
7. To facilitate the booking/use of a venue by others and to allow other departments unimpeded access to a venue site to perform work, all event items will be reset as soon as possible.
8. Support Services uses its equipment for set-ups and is not responsible for setting up, resetting, moving or securing items/equipment belonging to other organizations/persons used for an event.
9. Risers will only be used for events in The Grille. A \$10 fee per section of riser will be charged to all users.
10. Support Services staff does not do any set ups on the gym floor (lower level) of the Student Activities Center. This is handled by the Facilities Staff.

11. Request for table and chair set ups on the entry level of the Student Activities Center must be pre-approved by Support Services.

12. Support Services does not co-mingle university equipment/property with that owned by outside entities. When extra tables and chairs are needed by internal groups, every attempt should be made to help the office on campus with their needs. When rental equipment is used, the rental contract must include a set up/tear down agreement using the vendor's staff. If circumstances do not allow for the vendor to complete either a tear down or set up of equipment, then the Support Services Supervisor or designee must provide written authorization for staff members to complete the requested work. Support Services will complete the Estimate section of the letter to include fee, number of employees, and scheduled time work is to be completed and return a signed copy to the Special Events Office for inclusion in its file. The Special Events Office will provide a copy of the letter to the event requestor.

General Guidelines for Conference Support External Groups

In the event that a room set up is requested, on campus support services will be used, unless otherwise agreed upon. All provisions outlined above apply unless addressed separately in this section.

1. There will be a minimum charge of \$30 for services for the standard set ups during regular business hours and a minimum charge of \$50 for services outside of normal business hours.

2. When scheduling an event outside normal business hours (7:00 a.m. – 3:30 p.m. Monday through Friday) of regularly scheduled hours, or when an event requires a special set-up, the equipment request must be placed at least two (2) weeks prior to intended use.

3. If any equipment must be rented from an outside vendor, it is the sole responsibility of the user to facilitate the rental equipment

Appendices

- Appendix A:** Campus Auditorium and NS 158 Request Forms for On- and Off-Campus
- Appendix B:** Copyright Information
- Appendix C:** Media Equipment Rate Sheet
- Appendix D:** Insurance Requirements
- * Minimum Insurance Guidelines
 - * Indemnification Agreement
 - * Release of Liability
 - * Terms and Conditions of Use
- Appendix E:** Room Pricing Guide: External Groups
- Appendix F:** Standard Set-Ups
- Appendix G:** Temporary Event Food Service Requirements & Application

APPENDIX A
AUDITORIUM FACILITIES REQUEST FORM

Ernestine M. Raclin School of the Arts Facilities Request Information On-Campus Users

The Raclin School of the Arts facilities are available for use by IU South Bend academic units, offices and campus organizations based on the availability of the facilities and production staff. **All requests must be made by an IU South Bend faculty or staff member and submitted in writing to Moira Dyczko at least four weeks before the proposed event.** Staff needed for each event will be determined by the Raclin School of the Arts.

The requestor will be held responsible for the space and **must be in attendance** from the beginning to end of the event.

The Raclin School of the Arts will charge internal users the costs for staff and materials for events scheduled in our facilities... Sponsorship of an external organization may result in the charge of a rental fee to the sponsoring unit.

Effective Costs:

Stage Technician:	\$21.63/hour
House Manager:	\$10.00/hour
Usher:	\$7.00/hour

Selling Tickets:

The Raclin School of the Arts Box Office has the ability to sell tickets for your event. There is a \$1.00/ticket charge for this service.

Please print the following form, fill it out and return to:

Moira Dyczko
Production Coordinator
Raclin School of the Arts
Indiana University South Bend
Northside 017
PO Box 7111
South Bend, IN 46634
574-520-4561 (phone)
574-520-4317 (fax)

On Campus Users

Name: _____

Contact must be an IU

Academic Unit/Campus Organization: _____

Phone: _____ Email: _____

Title and Purpose of Event: _____

Type of Event (speaker, panel discussion, meeting, dance, music, theatre, etc.)

Date (select up to three possible dates):

Facility: _____

Setup Time: _____ Start Time: _____ Proposed End Time: _____

Will admission be charged? _____ If yes, how much? _____

If yes, do you want the Raclin School of the Arts Box Office to sell tickets? _____

Intended Audience: _____ Anticipated Audience: _____

Equipment Needs:

Would you like the event recorded? _____

Account to be charged: _____ Acct Manager Signature: _____

Internal Use Only

RCVD: _____ CONFIRMED: _____ PYMT RCVD: _____

APPROVED DATE, TIME & FACILITY: _____

NECESSARY STAFF: _____

EVENT COST ESTIMATE: _____

Ernestine M. Raclin School of the Arts Facilities Request Information Off-Campus Users

The Raclin School of the Arts facilities are available for use by IU South Bend academic units, offices and campus organizations based on the availability of the facilities and production staff. **All requests must be submitted in writing to Maureen Muldoon, Special Events Coordinator, at least four weeks before the proposed event.** Staff needed for each event will be determined by the Raclin School of the Arts.

The requestor will be held responsible for the space and **must be in attendance** from the beginning to end of the event.

Effective Costs:

Campus Auditorium Rental:

Performance Day: \$800.00/day
Rehearsal Day: \$400.00/day

Recital Hall Rental:

Performance Day: \$300.00/day
Rehearsal Day: \$150.00/day

Stage Technician:	\$21.63/hour	4 hour minimum
House Manager:	\$12.00/hour	3 hour minimum
Usher:	\$8.00/hour	3 hour minimum

Selling Tickets:

The Raclin School of the Arts Box Office has the ability to sell tickets for your event. There is a \$1.00/ticket charge for this service.

Please print the following form, fill it out and return to:

Maureen Muldoon
Special Events Coordinator
Indiana University South Bend
Administration Building 179
PO Box 7111
South Bend, IN 46634
574-520-5111 (phone)
574-520-5002 (fax)

Off Campus Users

Name: _____

Organization: _____

Phone: _____ Email: _____

Title and Purpose of Event:

Type of Event (speaker, panel discussion, meeting, dance, music, theatre, etc.)

Date (select up to three possible dates):

Facility: _____

Setup Time: _____ Start Time: _____ Proposed End Time: _____

Will admission be charged? _____ If yes, how much? _____

If yes, do you want the Raclin School of the Arts Box Office to sell tickets? _____

Intended Audience: _____ Anticipated Audience: _____

Equipment Needs: _____

Would you like the event recorded? _____

If yes, recording format (media must be provided): _____

Internal Use Only

RCVD: _____ CONFIRMED: _____ PYMT RCVD: _____

APPROVED DATE, TIME & FACILITY: _____

NECESSARY STAFF: _____

EVENT COST ESTIMATE: _____

APPENDIX B
COPYRIGHT INFORMATION

Showing Movies at IU South Bend

Most movies¹ are protected by copyright law, which gives exclusive rights to the copyright owner, including public performance rights. The law also provides some exemptions. The purpose of this document is to help Indiana University South Bend students, faculty, and staff understand the law in order to make lawful decisions when showing a movie on campus.

Any movie shown in a public place (including an auditorium or meeting room) or to any “substantial” group beyond the normal circle of family and friends is considered a public performance. Whether or not there is a charge to view the movie does not matter.

The law includes some important exceptions. Section 110 (1) of the Copyright law allows movies to be shown, without permission from the copyright owner, provided that they are shown “in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction” as long as the performance is from a legal copy of the movie.² Indiana University Counsel has determined that “teaching activities” are generally those conducted by or under the direct supervision of a faculty member. Any movie shown under this exemption must be directly related to the faculty member’s face-to-face teaching of the subject matter in a specific course. There may be certain other circumstances in which Section 110(1) would permit a movie to be publicly shown without permission from the copyright owner. The circumstances are narrow, however, and no such showing should occur without prior consultation with the IU Office of University Counsel.

Some movies are not protected by copyright and may be shown without restrictions. Movies that are either in the public domain (published before 1923) or created by the U.S. government may also be viewed publicly without obtaining permission. Additionally, there are some copyright owners who explicitly make their work available with few restrictions.

Unless mentioned above, ALL other showings of movies require permission from the copyright holder before they can be shown. It is the responsibility of the sponsoring department or organization to secure permission or pay a license fee for any public showing. Permission is usually granted only after paying a licensing fee which generally ranges from \$200 - \$500. Some films will cost more. If the request for performance rights is denied or not received prior to the scheduled showing, the movie **cannot** be shown on campus.

For more information, see the IUPUI Copyright Management Center’s web page “Viewing Movies and Other Audio-Visual Works at the University” available at: <http://www.copyright.iupui.edu/pubperf.htm>

¹ This document uses the term “movies” to include motion pictures and other audiovisual works in all formats.

² For questions regarding the showing of movies in distance learning classes, please contact Michele Russo, Director of Library Services. For general information about the use of copyrighted works in distance education, please see http://copyright.iupui.edu/dist_learning.htm.

Procedures for Securing Performance Rights

In many cases, obtaining performance rights is easy and the cost is reasonable. However, in some cases, it is difficult or impossible and/or prohibitively expensive. Therefore, any department or organization wishing to show a specific film is advised to begin the process early.

One of the easiest ways to get performance rights is to obtain a movie available from one of the companies who license movies on behalf of the film companies. (It is sometimes possible to obtain the movie locally and just pay one of these companies the licensing fee.) Some of the primary licensing companies are:

Swank Motion Pictures (<http://swank.com/>)
Criterion Motion Pictures (<http://criterionpicusa.com/>)
Kino International Corporation (<http://www.kino.com/>)
Milestone Film and Video (<http://www.milestonefilms.com/>)
Motion Picture Licensing Corporation (<http://www.mplc.com/index.php>)
New Yorker Films (<http://www.newyorkerfilms.com/>)

The websites of these companies provide the information to request necessary rights. Because of the quantity of films IUSB shows, it is sometimes possible to get a discounted rate. For more information about this or for assistance in obtaining films, contact Marvin Rasch, Student Life Director at 520-5533 or mirasch@iusb.edu

If a movie is not available from one of these companies, permission may sometimes be granted directly from the copyright holder. The movie's website or the package that contains the movie will indicate the copyright holder. In most cases, this will be the movie studio.

Information on how to contact the company can usually be found on the company's website. The copyright holder may request information regarding the name of the organization which will showing the movie, the title and format of the requested movie, where and when the movie will be shown, the anticipated size of the audience, whether or not there will be an admission charge, and contact information.

As noted above, if the copyright owner grants performance rights, it will generally be for a fee and performance rights must be received prior to the showing of the movie.

For more details about how to secure permission, see the IUPUI Copyright Management Center's information at <http://copyright.iupui.edu/permsec.htm>

Please remember that whenever paying an outside vendor, as in the case of obtaining public performance rights, purchasing procedures must be followed. Contact Debbie Richards, Director of Purchasing and Contracts at 520-4580 or drichard@iusb.edu.

Questions? Please contact Michele Russo, Director of Library Services, at 520-4448 or mrusso@iusb.edu. When necessary, she will contact University Counsel for final decisions.

This statement was approved by the University Counsel of Indiana University on June 8, 2006, 2006.

Developed by:
Beverly Church (IT) Elaine Roth (Film Studies)
Maureen Muldoon (Events) Michele Russo (Library)
Marvin Rasch (Student Life) Kathleen Weidner (Classroom Technology)
Deb Richards (Purchasing) Jim Yocom (IMS)

APPENDIX C
MEDIA EQUIPMENT RATE SHEET

IU SOUTH BEND

AUDIOVISUAL & TECHNOLOGY STAFFING AND EQUIPMENT PRICE LIST 2006

IUSB AV & TECHNOLOGY STAFFING AND EQUIPMENT RENTAL GUIDELINES 2006

Equipment	Unit	Rate	Notes
VIDEO			
Data Projector (XGA 2000 lumens)	day	175 -200	includes cart and cables
27" Television with DVD/VCR	day	30.00	includes large cart
VHS camcorder with tripod	day	30.00	operator and tape not included
Digital camcorder and wireless mic	day	100.00	operator and tape not included
STILLFRAME PROJECTION			
Overhead projector	day	15.00	
35mm slide projector	day	25.00	
PORTABLE SCREENS			
5' front projection, matte white	day	15.00	(no charge for installed screen)
7' front projection, matte white	day	25.00	(no charge for installed screen)
AUDIO			
Personal PA (less than 30 listeners)	day	20.00	includes wireless handheld microphone, batteries 4 hr. max.
Basic PA	day	50.00	includes wireless microphone
Expanded audio PA	day	100.00	includes mixer & multiple mics
Audio cassette player	day	20.00	
CD player	day	25.00	
MISC			
AV cart with power cord	day	10.00	
Mobile computer	day	100.00	
AV Technician	Per hour	25-45	Set up and tear down time may apply

NOTE: All rates subject to change without notice. Other charges may apply.
Items over \$25 may be rented on a half day basis.

APPENDIX D

INSURANCE REQUIREMENTS

- * MINIMUM INSURANCE GUIDELINES**
- * INDEMNIFICATION AGREEMENT**
- * RELEASE OF LIABILITY**
- * TERMS AND CONDITIONS OF USE**

Minimum Insurance Requirement Guidelines

Worker's Compensation:

Statutory

Employer's Liability:

\$ 1,000,000 each accident
\$ 1,000,000 policy limit
\$ 1,000,000 each employee

General Liability:
**(including Contractual, Products
& Completed Operations)**

\$1,000,000 CSL
(combined single limit)
OR:
\$1,000,000 each occurrence of
Bodily Injury
AND
\$1,000,000 each occurrence of
Property Damage

Automobile Liability:
**(including Owned &
Non-owned)**

\$1,000,000 CSL
(combined single limit)
OR:
\$1,000,000 each person
Bodily Injury
AND
\$1,000,000 each occurrence
Bodily Injury
AND
\$1,000,000 each occurrence
Property Damage

University as Additional

"The Trustees of Indiana Insured University, its officers, agents and employees" shall be added as an additional insured under the commercial general and automobile liability policies only.

INDIANA UNIVERSITY INDEMNIFICATION AGREEMENT

Each party ("the defending party") shall indemnify and hold harmless the other party ("the indemnified party") and their respective successors, assigns, officers, directors, shareholders, agents, affiliates, subsidiaries, parent company, franchisees, licensees and employees from and against all liabilities, losses, damages, costs, expenses, actions, claims and demands whatsoever, including reasonable attorney's fees, suffered by or asserted against the indemnified party which result or attach from any negligent, willful, reckless or wrongful act or omission of the defending party, its employees, representatives or agents, under this Agreement, provided that, upon receiving notice or knowledge of any claim, event or loss for which indemnity is sought under this Agreement, the indemnified party shall tender the matter to the defending party and cooperate with its defense as the defending party may reasonably request, and permit the defending party to defend, try, settle, or appear such matter as the defending party shall determine. Provided, however, that University's obligations hereunder shall be limited in substance by statutes and constitutional provision designed to protect the exposure of liability of University as an instrumentality of the State of Indiana (e.g., actions and conditions as to which the University is immunized by the Indiana Tort Claims Act, dollar limits stated in such Act, exemption from punitive damages, the continued ability to defeat a claim by reason of contributory negligence or fault of claimant), so that its liability to indemnify, defend and hold harmless shall not exceed what might have been its liability if such directly by claimant and all appropriate defenses had been raised by University.

Date: _____

Date of Acceptance: _____

By: _____

Debbie Richards, Director
Purchasing and Contracts
Indiana University South Bend

By: _____

(Authorized Representative or Agent for):

(Name of Producer, Agency, or Company)

RELEASE OF LIABILITY
Indiana University South Bend

I, _____, being the authorized signatory individual
(Name of individual or agent)

or agent for the Individual, Artist, Group, or Agency doing business as/in the name
of: _____

do hereby release and relieve Indiana University, IUSB, The Trustees of Indiana
University, its officers, agents, employees, and students from any and all personal
and legal liabilities to any/all members of the aforementioned Artist, Group, Agency
or Business for any/all damaged, lost, or stolen property owned/used by
Performer(s) and for any/all personal injury to any member of the Artist or
group before, during, or after the performance, lecture or event presented on the
campus of IU South Bend

on _____ from _____.
(Date) (Time to/from)

(Name) _____

(Date) _____

Terms and Conditions of Use

Deposit

On execution and delivery of this Agreement by Lessor, to ensure the faithful performance of Lessee's obligations, Lessee shall pay a non-refundable deposit of in the form of cashier's check, certified check, or Indiana University Intramural Invoice Voucher (60-548-05, 1608). Such deposits shall be made payable to Indiana University South Bend. The deposit shall be credited to the fees payable hereunder, additional charges, and any damages payable under this Agreement.

Scheduling Requirements

Set up requirements and program details must be worked out and approved by the Facility/Events Management. No changes can be made within forty-eight (48) hours of the scheduled event. If Lessee desires to modify their facility usage schedule, the schedule must be submitted in writing to Facility/Events Manager so as to assure proper staffing and billing at the end of the usage period. A minimum notice of twenty-four (24) hours, submitted in writing, is required to be given to the Facility/Events Manager for any additional hours scheduled.

Sound System

If sound equipment is carried by the performing company, artist, or conference, the Indiana University Facility/Events Manager, after consultation with representatives of the company, may permit use of the company's equipment in conjunction with the house system. If Lessee is to mix sound system from the road sound mixing position, mixing stacks and/or equipment to be no higher than 48 (forty-eight) inches from the floor.

Concession Rights

Concession rights belong to the Lessor. If event-related merchandise is to be sold, this must be arranged through the IU Facility/Events Manager. All sales are subject to Indiana State Sales Tax of 6%, which will be deducted from the gross sales, yielding adjusted gross sales. These sales are also subject to the standard house commission of 20% of adjusted gross sales if a seller is provided by the lessee, or 30% of the adjusted gross sales if the IU Facility provides a seller.

Copyright

Securing of payment for performing rights licenses is the responsibility of Lessee. Lessee shall furnish to the Facility/Events Manager documented evidence, copy of license(s) of such performing rights not less than three weeks prior to the scheduled date of performance.

Failure to provide such evidence may result in cancellation of agreement to provide said facilities with no penalty to the Indiana University South Bend Facility or Indiana University.

Lessee agrees to indemnify and hold harmless and to defend Indiana University South Bend, Indiana University and its Board of Trustees, its officers, or employees for and against any and all claims, demands, or suits that may be made or brought against them with respect to the performance of any material performed during the above mentioned engagement.

Insurance and Taxes

During the engagement the Lessee agrees to carry and maintain the following insurance:

A. Workmen's Compensation and Disability Insurance covering Lessee's employees, and all other employees for which the Lessee becomes responsible as stated in this contract with the Attraction being presented. Public Liability Insurance insuring the Lessee and Lessor with limits of \$500,000.00 for injury to one person, \$1,000,000.00 for injury to more than one person in a single incident, and \$250,000.00 for property damage. The Lessee agrees to furnish to the Lessor, on demand, certificates of such policies of insurance and to require independent contractors engaged by or on personal property contained therein to carry and maintain Workmen's Compensation insurance covering their employees doing and working or performing such services, and Public Liability insurance insuring the Lessee with limits of \$500,000.00 for injury to one person, \$1,000,000.00 for injury to more than one person in a single incident, and \$500,000.00 for property damage and on demand to furnish certificates to the Lessor. If the Lessee shall fail to comply with the provisions hereof, the Lessor may (in addition its other rights and remedies) procure such insurance at the cost of the Lessee and in the case of Liability Insurance, may procure and carry at the expense of the Lessee, Contingent Liability Insurance coverage in the name of the Lessee.

B. Notwithstanding anything contained in Paragraph (A) hereof, the Lessee further agrees to name Lessor as additional named insured on all liability policies. The Lessee further agrees to indemnify, exonerate, and hold harmless the Lessor from and against all liability, obligation, or expense incurred in connection with or relating to any actions, claims, or demands by third persons in tort or contract based upon any acts, defaults, or neglect by the Lessee.

C. Lessee agrees to be solely responsible for all sums payable for Social Security, Unemployment Insurance, Disability Benefits and other charges in connection with Lessee's employees.

D. The payment by Lessor of any payroll, payroll taxes and/or other charges with respect to any of Lessee's employees shall not constitute or be construed to constitute Lessor to be the employer of any such employees. Lessee is and shall remain the employer of such employees for all purposes.

Damage Caused by Lessee

It is agreed that should any damage be caused by Lessee or its staff to the IU Facility or equipment, Lessee will be responsible for the payment of the cost of any repairs or replacement required. It is further understood that Lessor will furnish Lessee with a detailed statement, no later than 60 (sixty days) following engagement, of all such damages and cost of repair, normal wear and tear expected, provided said damage is reported to Lessee's representative and proof of responsibility is established no later than engagement date. It is further agreed and understood that the Lessee will pay on demand for any loss or damage to the Student Activities Center, Facility equipment, or equipment belonging to professional talent brought in by the Lessee.

Access

All access areas must be kept clear in the event of an emergency. This includes all cameras and tripods, video and film equipment, production equipment, production scenery, production props, production lighting, wheelchairs, walkers, crutches, strollers and baby carriages. All media must be authorized and must be in an authorized location or in a pre-arranged seat as provided by the Lessee. No portions of the sidewalks, entries, passages, vestibules, halls or stairs shall be obstructed by the Lessee, or permitted to be used for any purpose other than ingress and egress to and from the building. The doors, stairways or opening that reflect or admit light into any portion of the building, including hallways, corridors and passageways shall in no way be obstructed by the Lessee. Exit lights, emergency lights, house lights, aisle lights, stairway and hallway security lights or any other lights necessary for the safe occupation of the building shall not be obstructed in any way. Full-time employees of the IU Facility shall have complete and total access at all times and in all areas of the facility.

Audience Behavior

Lessee's conduct and performance shall not be such as to encourage the audience to become disorderly. Should the audience become disorderly the Lessor shall stop the program and/or performance and request the audience to return to order. Facility Management reserves the right to eject, or cause to be ejected, from the premises, any objectionable person or persons. Facility Management will not be liable to the Lessee for any damages that might be incurred through the exercising of this right.

Security and Staffing

The IU Facility/Events Management reserves the right to set and modify security and staffing calls up to the time of performance or event at the cost of the Lessee. All staffing requirements should be discussed and approved by IU Facility/Events management one week prior to the date of the event. The IU Facility/Events management reserves the right to assign and direct all security personnel in and around the facility at all times.

Discrimination

It is understood that the Lessee confirms that it does not and will not discriminate and/or segregate patrons because of race, religion, color, sex, age, national origin, handicap, marital status or sexual orientation.

Smoking and Incense

It is understood that smoking and burning of incense is NOT PERMITTED anywhere within the interior walls of the Indiana University South Bend Facilities.

The Facility/Events Manager must be notified in advance if the script calls for smoking or the use of any fire effects, so that necessary precautions may be taken. ANY INFRACTION OF SMOKING REGULATIONS CAN BE CAUSE FOR ENDING AN EVENT, CLEARING AND CLOSING THE FACILITY. THE IU SOUTH BEND STUDENT ACTIVITIES CENTER OR OTHER IU SOUTH BEND FACILITIES WILL NOT BE FINANCIALLY, OR IN ANY OTHER RESPECT, LIABLE FOR THE EXECUTION OF THIS RIGHT.

Force Majeure

Except as otherwise provided in other sections of this agreement, neither the Lessor or Lessee will be held liable for failure to perform, present, or appear if such failure is caused by or due to serious illness, accident, riot, strike, acts of God, or any other legitimate conditions beyond their control.

Remedies

In the event that Lessee fails to appear, perform, and/or present, or defaults in performance of the provisions of this contract for reasons other than those stated in other sections of this agreement, the Lessor shall be entitled to all payments due as if the agreement had been fulfilled.

Construction

This contract is subject to the rules and regulations and the statutes governing The Board of Trustees of Indiana University. University regulations restrict the use of alcohol and prohibit the use of illegal drugs on University property. Therefore, no use of alcohol or illegal drugs by any of the performers, members of the performers group, or employees or agents of the Lessee will be allowed during the performance and while the performers are present on the premises of University property. In the event of noncompliance, on the part of the performing group or their employees or agents, legal sanctions may result.

Contract Agreement

This agreement constitutes the complete understanding of both parties regarding this usage. It is understood that any changes, additions, or deletions must be in written form signed by both parties as an addendum to this agreement. It is further understood that this agreement cannot be assigned or transferred.

APPENDIX E
ROOM PRICING GUIDE: EXTERNAL GROUPS

Room Pricing Guide: External Groups

Room	Room Type	Charges	Charges/ Affiliate	Seating Capacity
Board Room	Meeting	\$100/day* or \$20/hour	\$50/day* or \$10/hour	24+
Alumni Room	Meeting/Conference/ Reception	\$220/day* or \$40/hour	\$110/day* or \$20/hour	50
Chancellor's Dining Room	Meeting/Conference/ Reception	\$100/day* or \$20/hour	\$50/day* or \$10/hour	8
The Grille	Reception/Banquet	\$300/day* or \$60/hour	\$150/day* or \$30/hour	300
Quiet Lounge	Meeting			

Room	Room Type	Charges	Charges/ Affiliate	Seating Capacity
SAC 225	Meeting/Conference/ Reception/Banquet	\$220/day* or \$40/hour	\$110/day* or \$20/hour	50
SAC 223	“	\$100/day* or \$20/hour	\$50/day* or \$20/hour	40
SAC 221	“	\$100/day* or \$20/hour	\$50/day* or \$10/hour	30
All 3 Rooms	“	\$400/day* or \$80/hour	\$200/day* or \$40/hour	120

SAC FLOOR \$1,500 if covered; \$1,000 if not covered -- No affiliate Rate

Room	Room Type	Charges	Charges	Seating Capacity
Associates	Reception/Banquet	\$300/day* or \$60/hour	150/day* or \$30/hour	250

Room	Room Type	Charges	Charges	Seating Capacity
Wiekamp 1001	Theatre	\$250/day*	\$125/day	130
Wiekamp Bridge	Reception	\$40/day	\$20/day	100

* Day rates are based on 5 hours or more

1. Maintenance charge added for after hours and weekend activities.
2. A minimum setup charge of \$30.00 is charged for external events.
3. A university sponsored event (see definition see page)
4. Classroom charge \$75 - \$100 per day

APPENDIX F
STANDARD SET-UPS

SEE SPECIAL EVENTS OFFICE FOR COPIES

OR

**CHECK THE “W” DRIVE UNDER
“TEMPORARY” “LAYOUTS”**

APPENDIX G

**TEMPORARY EVENT FOOD SERVICE
REQUIREMENTS & APPLICATION**

Requirements for Temporary Events Food Service

Indiana University Department of Environmental Health and Safety

2735 East 10th Street, Room 160

Bloomington, IN 47408-2602

812-855-6311 (phone) 812-855-7906 (fax)

www.ehs.indiana.edu

The Indiana State Department of Health's "Retail Food Establishment Sanitation Requirements" (Title 410 IAC 7-20) in part defines a retail food establishment as: "an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location, where consumption is on or off the premises, and regardless of whether there is a charge for the food."

This code also states that **"Food prepared in a private home may not be used or offered for human consumption in a retail food establishment." This includes items sold at bake sales.**

- A **"Temporary Event Food Service Application"** must be filled out and submitted to this department **at least seven days** prior to the event. If a group is selling only pre-packaged, not potentially hazardous food such as canned soda, pretzels, chips, cookies, etc., there is no need to fill out this form.

- All foods must be purchased from approved sources (see above).

- Potentially hazardous foods (pizza, hamburgers, hot dogs, chili, etc.) must be stored and displayed at safe temperatures. **Cold foods must be held at 41°F or below and hot foods held at 140°F or above at all times.**

- Recommended for hot holding:** ovens, grills, warming cabinets, propane units, chaffing dishes with Sterno, thermal Cambro units.

- Recommended for cold holding:** mechanical refrigeration, freezers, dry ice, heavy-duty insulated coolers (not foam) with drained ice.

- All food on display must be effectively covered (tents) or be individually wrapped to prevent contamination from patrons, dust, flies, rain, or other elements.

- Handling of food must be minimized by appropriate use of utensils such as scoops, tongs, spoons or forks. Gloves may be worn over properly washed hands so long as they are changed when becoming damaged or soiled.

- Hands must be kept clean. Hand washing facilities must be provided. (An urn of warm water, pump soap, a roll of paper towels and a bucket to catch water will be adequate in most cases).

- Clean outer garments and hair restraints should be worn. Smoking and eating is not allowed in areas where food is prepared. Only healthy workers should prepare and serve food.

- Provide proper waste containers with lids.

IU South Bend Temporary Event Food Service Application

Name of Event: _____
 Date Submitted: _____
 Location of Event: _____ Event Date: _____
 Number Attending: _____ Start Time: _____ End Time: _____
 Name of Group (or Vendor) Serving Food at Event: _____
 Name of Person in Charge of Event: _____ Phone: _____
 Address: _____ Fax: _____
 Email: _____

- List all food and drinks to be served and source of product
- Please note that groups may ***not*** serve any food prepared in their homes (includes baked goods).

Menu (list all food, drinks and alcohol*)	Source of Food (name & location of grocery, caterer, restaurant)

Important – Hand washing facilities MUST be provided at your event!

1. How will food be cooked at the event? _____
 (Important: Reheated foods must be rapidly heated to 165°F prior to serving!)
2. How will food be kept hot (above 140°F)? _____
3. How will food be kept cold (below 41°F)? _____
4. How will food be transported? _____
5. How long will food be in transit? _____
6. How will food be protected from contamination during storage, serving and display? _____

You must submit form at least 7 days in advance of event to:

Jennifer Einspahr
 IU South Bend Environmental, Health, and Safety Manager
 101G Associates Building
 Phone: (574) 520-4575 Email: jeinspah@iusb.edu FAX: (574) 520-4890
 This form will be sent to EH&S at Bloomington for approval or denial.

Approved by EHS (date) _____	Approved by Student Activities Office (if applicable)
Denied by EHS (date) _____	Approved by RPS (if applicable)
*Please check this box if alcohol will be served at this event – see http://rmweb.indiana.edu/orm/SiteMap2.cfm?todo=alcohol for University coverage requirements for liquor liability	