



July 1, 2009

Dear Campus Colleagues:

Following this note is the 2009-10 Special Events Manual 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 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 Special Events Office provides a one-stop event planning service for both on-campus and community organizations.

If you have questions about an event or the manual, please contact Maureen at (574) 520-5111 or e-mail 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". The signature is written in black ink and is located below the word "Sincerely,".

Una Mae Reck
Chancellor

INDIANA UNIVERSITY SOUTH BEND

Special Events Manual

Special Events Office
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Revised: July 1, 2009

HOW WE PUT THE *SPECIAL* IN SPECIAL EVENTS

“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 Special Events Office provides a one-stop event planning service for both on-campus and community organizations,” Chancellor Mae Reck.

Why do we have a Special Events Manual?

The manual outlines specific guidelines and policies required for scheduling and holding an event on campus.

Who needs to be familiar with the Special Events Manual?

Everyone who plans a meeting or event on campus that involves the use of university space and services.

What is covered in the Special Events Manual?

The how to's of setting up your meeting or event.

Where can I find a copy?

On the Special Events Office Web site (www.iusb.edu/~special) or Maureen Muldoon, Special Events Coordinator, will e-mail a copy to you.

How often is the Special Events Manual updated?

The Campus Events Committee updates the current manual every spring. After Chancellor approval, the revised edition takes effect on July 1.

What if I want to bring in my own food?

Per Bloomington directives, all food must be provided either by Dining Services or by an approved caterer. No homemade food, or food from a restaurant or store that is not on the approved list is permitted. All beverages must be Coke products – which includes Dasani water.

How do I reserve DW1001?

DW1001 is considered classroom space and must be reserved through Terri Langel in the Office of the Registrar at 4452. Contact Maureen Muldoon for audiovisual, set up and catering needs.

How do I reserve the Campus Auditorium or NS158?

There is a form in the manual to complete and submit to Moira Dyczko in the Arts.

Do my guests have to pay for parking?

Parking is not charged for university-sponsored events that are free and open to the public.

How can I get specific questions answered?

*Contact Maureen Muldoon, Special Events Coordinator
at ext. 5111 or e-mail mmuldoon@iusb.edu.*

CAMPUS EVENTS COMMITTEE

Chair – Maureen Muldoon, *Special Events Coordinator*

Affirmative Action – Deidra Turner

Alumni – Jeanie Metzger

Arts – Moira Dyczko & Jeremy Williams

Campus Technology – Kathleen Weidner & Kyle Paulk

Career Services – Kim Moore

Communication and Marketing – Kathy Borlik

Dining Services – Steve Rose

Elkhart Center – Gale Wood-Ward

Environmental Health & Safety – Jennifer Einspahr

Extended Learning Services – Terry Renz

Facilities – Mike Prater & Marietta Tyks

Instructional Media Services – Jason Sykes & Jim Yocom

Judicial Affairs – Linda Gilliland

Office of Housing and Residential Life – Stacy Oliver

Parking – Helene Cooper

Purchasing and Contracts – Debbie Richards

Security – Marty Gersey & Morrie De Geyter

Student Affairs – Andrea Welch

Student Activities Center – Gary Demski & Amy Henkelman

Student Life – Sam Centellas

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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, and provides overall coordination to ensure that each meeting or event is of highest quality.

The coordinator will:

- Consult with customer regarding meeting/event
- Schedule meeting rooms
- Coordinate catering services for IU South Bend
- Submit work orders for room set up
- Coordinate audiovisual (AV) and other technology
- Arrange for parking
- Arrange for invoice

Support from all campus departments is essential in this effort.

EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION STATEMENT

IU South Bend is an Equal Employment Opportunity/Affirmative Action institution committed to a policy of nondiscrimination towards students, faculty, and staff on the basis of race, color, religion, sex, sexual orientation, national or ethnic origins, disability, age, or veteran status in the administration of admissions policies, educational policies, scholarship and loan programs, recruitment, employment, athletics and other school administered programs. The university will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications.

The Affirmative Action Office monitors the IU South Bend's policies and procedures and assists individuals who have questions or problems related to discrimination.

SECTION 1

PLANNING STEPS FOR ON-CAMPUS EVENTS

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

Determine your funding source(s)

Where will funding come from to pay for catering, floral arrangements and/or decorations, and honorariums (if necessary)?

Contact the Special Events Office

The Special Events Office is designed to collaborate with other on-campus departments to assure events are of the highest quality. This office will facilitate the remaining steps.

Estimate Attendance

You will be asked to consider the estimated attendance at your event in relationship to the room you request. Each room has a maximum occupancy capacity that cannot be exceeded.

Consider Your Catering Needs

What type of meal would you like to serve? What type of set up would you like to create? The Director of Dining Services should be involved in the initial planning along with the Special Events Coordinator to suggest the best meal and layout for your event.

Instructional Media Services/Classroom Technology Support

The Special Events Office will communicate your audiovisual and/or technology needs to the Departments of Instructional Media Services and/or Classroom Technology Support. Keep in mind these requests must be made at least four (4) weeks prior to the event.

Invitations

Invitation lists are 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 customer pays for all printing costs. OCM will review all invitations prior to printing to maintain a level of quality on the campus.

Program

Selecting those who participate on your program and clearly communicating their roles adds to the success of your event. 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 customer pays all printing costs. OCM will review all programs prior to printing to maintain a high level of quality on the campus.

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 logo must be approved by OCM.

NOTE: Do not over market. Keep in mind the size of your space.

Honorariums and Payments

It is imperative that all checks be processed and payments be made to participants in a timely manner. Contact the Office of Purchasing and Contracts for assistance acquiring appropriate forms at least four (4) weeks in advance of the scheduled event. It takes 5 – 7 working days to process a check once all the paperwork is complete.

SECTION 3

UNIVERSITY FACILITIES, DECORATIONS AND EQUIPMENT

A. Facilities

The university will at all times assure students, faculty, and other members of the university community, the opportunity to meet, hear and exchange ideas and views, however controversial, in accordance with Indiana University's Free Speech Policy.

All individuals and groups must agree to the following:

1. IU South Bend is a tobacco-free campus. The use of all smoking or chewing material is prohibited except within the confines of your personal vehicle.
2. Possession or use of illegal drugs is forbidden on university properties.
3. Alcohol consumption – Section 6.
4. All areas used should be left in neat, orderly condition. The tear-down 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 event(s).
7. Events sponsored by a student group and/or organization must include a faculty advisor signature on the Campus Event Planning Checklist on page 7. The faculty advisor will be held responsible for the terms and conditions of the event.
8. Events sponsored by a campus department must complete the Campus Event Planning Checklist (page 7).
9. When individuals under the age of 18 participate in an event, the customer who has signed the Facilities Use Agreement for the event will insure and maintain proper supervision over such individuals. Release of liability may be required from the customer for each underage individual.
10. Student groups sponsoring parties, dances, etc. must be approved by the IU Police Department. See Campus Social Event Policy Appendix B.

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

1. 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 events which are not open to the general public).*
2. Illegal events or activities.
3. IU South Bend reserves the right to ***restrict and/or refuse*** use of its facilities to a non-university group.

B. 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)*** 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 from the Director of the Office of Student Life (SAC130).

Do not tape anything to painted surfaces nor to window/door glass.

6. No open flames, incense or pyrotechnics allowed in any building. The Ernestine M. Raclin School of the Arts may request permission from the Office of Environmental Health & Safety for artistic event exceptions.

SECTION 4

SCHEDULING A UNIVERSITY-SPONSORED 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.

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. Customers 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.
4. 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 customer directly to clarify special needs.
5. Office services
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.
 - Copy services are not available at the Elkhart Center.
6. **Literature/Fundraising Tables:** IU South Bend approved groups/organizations requesting tables for literature or fundraising must contact the Special Events Office for permission. Approval will be given depending upon the timeliness of the 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. Tables must be cleared of literature nightly, or literature will be disposed of by custodial staff.

Literature table requests for the Community Building can be forwarded to the Office of Housing and Residential Life. Staff will confirm the reservation and set up the table. Unstaffed tables are recommended. University groups are responsible for same day set-up and take-down of all material.
7. **Work orders for all campus events** are to be placed through the Special Events Office to ensure coordination of space and resources.
8. **Campus Event Planning Checklist (page 7)** MUST be completed and submitted to the Special Events Office at least thirty (30) days prior to the event.
9. **Campus Social Event Policy** -- Location must be requested from Special Events Coordinator, and checklist reviewed with Director of Student Life at least thirty (30) days prior to proposed event. (Appendix B)

SECTION 5

SCHEDULING A NON-UNIVERSITY 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 Special Events Manual.

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 G of this manual.*

NOTE: 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 the Special Events Manual 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 225/223/221
 - 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. Customers 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 with approval from the Office of Athletics and Recreation. Customers must reserve the Student Activities Center floor at least eight (8) weeks in advance.

5. A Facilities Use Agreement including indemnification, release of liability and/or certificate of insurance will be initiated upon 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. Rental is confirmed upon return of fully executed agreement by IU South Bend to lessee.
6. A 20 percent nonrefundable deposit may be required. ***Balance due is payable upon receipt of final invoice.***
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. (Appendix G)
9. Off-campus organizations or customers 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.
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. ***Personal parties or celebrations are not permitted in any campus space.***

SECTION 6

ALCOHOLIC BEVERAGES

Contact the Chancellor's Office, Special Events Office, or Purchasing and Contracts Office for the complete policy.

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 customer 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.

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

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 (21) years.

IU SOUTH BEND ALCOHOL POLICY

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

- Any IU South Bend or Elkhart Center staff/faculty/groups planning to hold a function (reception, holiday party, etc.) on campus where alcohol will be served must make arrangements directly with the Special Events Coordinator or the Director of Dining Services.
- No alcohol is allowed on campus without prior approval from IU South Bend Office of the Chancellor. The Chancellor's approval must be in writing, and a copy of the approval given to Director of Purchasing & Contracts.
- *No Employee (faculty or staff) can purchase or serve alcohol at IU South Bend or the Elkhart Center.*
- *These same rules apply if the function is held off campus. All alcohol must be purchased by and served by a licensed caterer.*

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SECTION 7

AUDIOVISUAL/TECHNOLOGY SUPPORT

A. Scheduling a University-Sponsored Event:

Prior to recording a presentation, Instructional Media Services (IMS) must have a signed release form that grants to Indiana University permission to record. (Appendix C). This form is not necessary for anyone employed by Indiana University.

For events held in the Student Activities Center, routine audiovisual equipment, setup, and staffing are provided by Instructional Media Services. For events held in the Campus Auditorium (NS02) or the Recital Hall (NS158), audiovisual equipment, setup, and staffing are provided by the Ernestine M. Raclin School of the Arts. For all other events, Instructional Media Services will provide audiovisual staffing and equipment contingent upon availability. Technology classrooms during normal work hours will be provided by Classroom Technology Support.

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 customer 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 customer.

Instructional Media Services will provide audiovisual staffing for routine needs during regularly scheduled work hours contingent upon the availability of staff. Telephone support is available to the Elkhart campus.

If the desired equipment is not available, the requestor must contract with an approved outside equipment rental agency.

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. (Appendix C)

B. Scheduling a Non-University Event:

Prior to recording a presentation, Instructional Media Services must have a signed release form that grants to Indiana University permission to record. (Appendix D). This form is not necessary for anyone employed by Indiana University.

All non-university customers in need of audiovisual and technology equipment must make the initial request with the Special Events Office.

The availability of equipment and staffing must be confirmed before a contract is approved and signed with the customer.

Instructional Media Services will provide audiovisual staffing for routine needs during regularly scheduled work hours contingent upon the availability of staff.

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.

Non-university constituents will be assessed an equipment fee. ***A list of fees is included in Appendix E of this manual.*** External groups will be charged for the contracted

equipment if Instructional Media Services is not notified of the cancellation at least 24 hours in advance of the event.

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 customer to confirm and/or discuss the request.

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. (Appendix C).

Changes in audiovisual or technology services made after the contract is signed will be billed separately to customer.

C. IMS Service for River Crossing Common Areas:

IMS provides staffing and audiovisual services for events coordinated through the Special Events Office, including general campus events held in the Housing and Residential Life areas.

IMS provides checkout of portable audiovisual equipment to staff and faculty of IU South Bend. Student groups wishing to use portable equipment in the River Crossing Community building should obtain a faculty or staff sponsor for the event who can sign out the necessary equipment. Requests for portable audiovisual equipment should be sent to IMSREQ@iusb.edu. Equipment must be picked up and returned to the IMS office. Checkouts are due back within 24 hours during the week, and 9:00 a.m. Monday morning for weekend events.

All equipment requests are based upon availability. Academic events receive first priority. Forty-eight (48) hours advance notice required. One (1) week notice is recommended.

D. Instructional Media Services Support for the Elkhart Center:

Internal (IU) events:

IMS will provide basic audiovisual (AV) support for events during normal operation hours. Evening and weekend support, and support beyond basic AV, will be provided subject to availability of staff and equipment.

NOTE: Basic AV support is defined as; support that may be provided with the equipment assigned to the Elkhart building.

External Events:

IMS will provide AV support for events hosted by external groups subject to availability of equipment and staff. Normal AV fees and charges for external groups apply, with a four (4) hour minimum staffing charge.

NOTE: If AV equipment is desired that is beyond the scope of the IMS inventory, IMS can provide assistance in locating an outside vendor. All further arrangements and charges will be the responsibility of the requester.

SECTION 8

CAMPUS CATERING

1. The Chancellor encourages the use of our convenient, high-quality, on-campus catering service for IU South Bend. The Elkhart Center must use an approved caterer and submit a Temporary Food Service Permit for all catering functions. (See #7). The department is responsible for ordering of and payment for the food.
2. Dining Services will work with the Special Events Coordinator to accommodate all food related needs. Additional services (i.e. floral, entertainment, equipment rental) can be arranged at an additional charge. Two 20' x 20' tents are available for community groups to rent. Rental for a tent w/o sides is \$170. Rental for a tent with sides is \$235.
3. The cost of food items and supplies are determined by the Director of Dining Services. A service charge for after-hours events will be added at the discretion of the Director of Dining Services. The final cost will be calculated after the event.
4. Linens or plastic table coverings are supplied at an additional cost.
5. No food, utensils, or equipment are to be removed from a catering event by the customer.
6. ***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.
7. On-campus departments can only charge to foundation or revenue-generating accounts for which they have signature authority, or have received permission from the fiscal officer or account delegate.
8. Catering charges will be billed separately for off-campus customers. Balance due is payable upon receipt of final invoice.
9. ***A Temporary Food Service Permit must be completed by all departments/groups requesting an approved off-campus caterer for an event or function.*** See Appendix H. 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.

HOME-PREPARED FOOD IS PROHIBITED AT EVENTS.

Contact the Special Events Office for a list of approved caterers.

SECTION 9

FUNDRAISING FOR STUDENT CLUBS

1. Check with the Special Events Coordinator for approval. IU South Bend student clubs and organizations must be registered with the Director of Student Life. Designated areas are:
 - A. Northside Hall – Outside NS158 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 – The Grille
 - D. Wiekamp Hall – East hallway by exit to parking garage (blue wall)

Outside areas will be scheduled at the discretion of the Special Events Office depending upon the type of event.

2. The group will need a cash box depending upon the event. There should be two people at the table at all times. Checks are preferable to cash and should be made payable to Indiana University. Contact the Office of Student Life for a cash box.
3. The Director of Fiscal Affairs will be contacted prior to the event to discuss cash handling procedures and answer any questions.
4. A cash reconciliation sheet will be completed after the event and sent with the checks and cash to the Office of the Bursar for deposit to the club account.
5. The Director of the IU Police Department will be alerted. The IU Police Department may or may not physically monitor the event, but will always be available for emergencies.
6. The Environmental, Health and Safety Manager must be contacted for fundraisers requiring completion of the Temporary Event Food Service Application form. (Appendix H)
7. Advertising and printed tickets of any kind for a fundraising event must carry the name of the sponsoring organization. (See Section 1 for additional information)
8. Full cost rental fees to outside groups (Appendix G) are to be levied for fundraising public performances and for *admission free* events if a collection is taken.

SECTION 10

FUNDRAISING FOR OTHER GROUPS

Listed below are the procedural policies for scheduling and coordinating arrangements for fundraising events for departments or divisions (Alumni, PAUA, etc.).

1. Check with the Special Events Coordinator to reserve space.
2. The group will need a cash box depending upon the event. If credit card payments are to be taken, three (3) weeks notice is necessary. Checks are preferable to cash and should be made payable to Indiana University.
3. Outside areas will be scheduled at the discretion of the Special Events Coordinator depending upon the type of event.
4. The Director of Fiscal Affairs will be contacted by the department or division to discuss cash handling procedures and any questions prior to the event.
5. A cash reconciliation sheet will be completed after the event and sent with the checks and cash to the Office of the Bursar for completion of the cash receipt document.
6. The Director of the IU Police Department will be alerted. The IU Police Department may or may not physically monitor the event, but will always be available for emergencies.
7. The Environmental, Health and Safety Manager must be contacted for fundraisers requiring completion of the Temporary Event Food Service Application form.
8. Advertising and printed tickets of any kind for a fundraising event must carry the name of the sponsoring organization. (Section 1)
9. Full cost rental fees to outside groups (Appendix G) are to be levied for fundraising public performances and for admission free events if a collection is taken.

SECTION 11

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 forms may be required.*

SECTION 12

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.

Zone violations (no parking lane, fire hydrant, fire lane, disabled spaces) are always enforced.

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. A cash payment may be made at the auto cashier upon exiting the lot using dollar bills or quarters, or a token may be purchased at the SAC check-in desk.

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 13

SECURITY

All reservation requests will be reviewed by the IU Police Department in order to determine the security requirements for the event.

Requests must be received at least thirty (30) days prior to the event date to allow time for review and scheduling should it be required. Security will be provided by the IU Police Department, or the event sponsor will be required to hire an alternate bonded security service provider or police officers. This must be approved by the Director of IU Campus Police 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 Police Department 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 Special Events Coordinator and the IU Police Department so that arrangements are made for securing the venue and the building. Campus building hours are subject to change and current building hours are online at http://iusb.edu/~iupdsb/building_hours.shtml Hour for the Student Activities Center (SAC) are online at www.iusb.edu/~sbsac/

Additional information regarding social events and event security may be found in the IU South Bend Social Event Policy (Appendix B).

SECTION 14

SUPPORT SERVICES

A. 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 nonstandard 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. Nonstandard set ups should be coordinated with the Special Events Office prior to approval and may require an additional fee to cover associated costs.
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 (DW1001) and auditoriums (NS158).**
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 preapproved by Facilities Management and Environmental Health & Safety.
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.

B. 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. Custodial and set-up fees will be added according to the Facilities Management Event Rate Sheet. (Appendix G)
2. When scheduling an event outside normal business hours (7:00 a.m. – 3:30 p.m. Monday through Friday) 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 NS158
Facilities Request Forms
for On- and Off-Campus Users
- Appendix B:** Campus Social Event Policy
- Appendix C:** Copyright Information
- Appendix D:** Event Recording Guest Release Form
- Appendix E:** Instructional Media Services
* Equipment Price List
* Checklist
- Appendix F:** Insurance Requirements
* Certificate of Liability Insurance Sample Form
* Terms and Conditions of Use
- Appendix G:** Room Pricing Guide: External Groups
* Room Capacities
* Facilities Management Event Charges
* Computer Classroom Lab Use
- Appendix H:** Temporary Event Food Service
* Requirements
* Application Form

APPENDIX A

**AUDITORIUM FACILITIES REQUEST FORM
CAMPUS AUDITORIUM & NS158 FOR ON-CAMPUS
AND OFF-CAMPUS USERS**

APPENDIX A

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

Ernestine M. 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 (4) weeks before the proposed event.* Staff needed for each event will be determined by the Ernestine M. Raclin School of the Arts production staff.

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

The Ernestine M. 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.

Staffing Fees (Not to exceed these rates)

Stage Technician:	\$30.00/hour
House Manager:	\$15.00/hour
Usher:	\$10.00/hour

Selling Tickets

The Ernestine M. 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
Ernestine M. Raclin School of the Arts
Indiana University South Bend
Northside 017
P.O. Box 7111
South Bend, IN 46634
(574) 520-4561 (phone)
(574) 520-4317 (fax)

On-Campus Users

Name: _____
Contact must be an IU South Bend faculty or staff member

Academic Unit/Campus Organization: _____

Phone: _____ E-Mail: _____

Title and Purpose of Event: _____

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

Date: (select up to three possible dates): _____

Facility: _____

Set-up time: _____ Start Time: _____ Proposed End Time: _____

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

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

Intended Audience: _____ Anticipated Attendance: _____
(Who?) (How many?)

Equipment Needs:
Would you like the event recorded? _____

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

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 Off-Campus Users

Ernestine M. Raclin School of the Arts facilities are available for use by off-campus organizations based on the availability of the facilities and production staff. ***All requests must be submitted in writing to Production Coordinator Moira Dyczko at least four (4) weeks before the proposed event.*** Staff needed for each event will be determined by the Ernestine M. Raclin School of the Arts production staff.

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

Rental Fees

Campus Auditorium Rental: \$1,300.00/day
Recital Hall Rental: \$450.00/day

Staffing Fees (Not to exceed these rates)

Stage Technician: \$30.00/hour- 4 hour minimum
House Manager: \$15.00/hour 3 hour minimum
Usher: \$10.00/hour 3 hour minimum

Selling Tickets

The Ernestine M. 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
Ernestine M. Raclin School of the Arts
Indiana University South Bend
Northside 017
P.O. Box 7111
South Bend, IN 46634
(574) 520-4561 (phone)
(574) 520-4317 (fax)

Off-Campus Users

Name: _____

Organization: _____

Phone: _____ E-Mail: _____

Title and Purpose of Event: _____

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

Date: (select up to three possible dates): _____

Facility: _____

Set-up time: _____ Start Time: _____ Proposed End Time: _____

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

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

Intended Audience: _____ Anticipated Attendance:
(Who?) _____ (How many?) _____

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
CAMPUS SOCIAL EVENT POLICY

INDIANA UNIVERSITY SOUTH BEND CAMPUS SOCIAL EVENTS POLICY

Late night dances and social events occurring on the campus of IU South Bend are an important part of campus life because they offer students and other members of the campus community an opportunity to socialize and be together. These events will typically take place after normal operating hours and require specific permission from the Campus Events Committee. In addition, specific procedures outlined in this policy must be followed.

In the tradition of shared governance, sponsoring student organizations and campus administration work closely together to plan a safe and successful event. Sponsoring organizations, their members, and their guests, are responsible for following campus policies and procedures. Campus administration is responsible for assisting student organizations to plan events that are safe and contribute to a vibrant campus life.

I. POLICY LIMITATIONS

This policy does not supersede other IU policies. Additional facility-specific policies and procedures may apply.

Failure to follow policies or procedures may result in cancellation of the event.

II. ATTENDANCE

Dances and social events are primarily designed for socialization among college students and members of the IU community (students, faculty, staff, and alumni). Any guest that is not an IU student must be eighteen (18) years or older and sign in with an IU student as their host. All guests must have the permission of the host organization for admittance. This form will be turned into security at the conclusion of the event.

Guests are the responsibility of the host student and sponsoring student organization. The host organization retains the right to deny entry. A list of names of all guest attendees must be submitted to the venue staff at the end of the event. Liability for the hosting organization **is limited to the rented venue. IUPD and building management assumes all other responsibility including: parking, outdoor, and egress areas and non-rented spaces in proximity to the rented facility.**

III. PLANNING

The sponsoring student organization must designate at least one individual as the **event coordinator**. The event coordinator will act as the official communication channel for venue staff, and who will attend all meetings and the event.

To assure proper staffing, planning, and communication, these dates must be followed for event venues. If unusual circumstances exist, venue providers and IUPD will make every effort to accommodate student organizations. Requests made less than fourteen (14) days prior to an event will not be considered.

IV. TIMELINE

<ul style="list-style-type: none"> • 30 days in advance 	<p>Event location must be requested at least one month in advance. Contact the campus Special Events Coordinator to confirm date and receive a copy of the Events Planning Manual and IU Police Department Checklist.</p> <p>The IU Police Department Checklist must be completed and reviewed with the Director of Student Life.</p> <p><i>NOTE: Event is confirmed only when all paperwork is approved.</i></p>
<ul style="list-style-type: none"> • 14 days in advance 	<p>IU Police Department Checklist due to Security Office.</p>
<ul style="list-style-type: none"> • 3 days in advance 	<p>Pre-Event Meeting held between Campus Special Events Coordinator, the sponsoring organization’s event coordinator(s), Director of Student Life, and IU Police Department liaison.</p>
<ul style="list-style-type: none"> • 30 minutes before event 	<p>Event Kickoff Meeting held between sponsoring organization event coordinator(s), IU Police Department officers, and other security personnel (if applicable).</p>
<ul style="list-style-type: none"> • Within 7 days following event 	<p>Sponsoring organization will submit an evaluation report to the Office of Student Life.</p>

V. REQUIREMENTS

- A. **Monitors:** The sponsoring organization (student club) must have four monitors at the dance. These monitors must be clearly identified and understand their role in helping to keep the event a success.
- B. **Time Restrictions:** All dances must end by 1:00 a.m. with no admittance after midnight. Venues **must** be cleared by 1:00 a.m.
- C. **Alcohol:** No alcohol is allowed at student events. This includes parking lots. (See Section 6 of the Special Events Manual for alcohol policy).
- D. **Room Capacity:** It is the responsibility of the sponsoring organization to know the room capacity and to count people as they enter to ensure that the life safety code capacity is not exceeded. If the room capacity is reached event sponsors must cease admitting guests.
- E. **Coat Check:** A coat check is *required* for events. The sponsoring organization is responsible for checking coats and monitoring the coat room. It is up to the sponsoring organization as to whether or not a fee is charged for the coat check.
- F. **Deposit and Cancellations:** A \$100.00 deposit is required for all events. The deposit will be credited toward expenses upon conclusion of the event. The campus Special Events Coordinator is to be notified of event cancellations. A minimum of seven (7) days notice is required for cancellations. Cancellations made later than seven (7) days before the event will result in forfeiture of the deposit. Circumstances beyond the control of the sponsoring organization’s event coordinator will be considered.

(Note: See Procedures, and other sections of this document for information on meeting content and event logistics)

VI. SAFETY

Assuring safe events is a shared responsibility between the sponsoring organization, facility management and IU Police Department. This commitment to shared governance includes decisions regarding conflict management. However, immediate or final decisions, particularly in cases of crises may be made by IUPD and/or facility staff. All IU and facility-specific policies must be followed (i.e. keeping fire lanes clear of vehicles; no alcohol allowed in facilities).

- **IU Police Department:** IU Police Department is required to approve all security for dances. A minimum of **two (2)** IU Police Department officers are required for events with an expected attendance of up to 300 persons. An additional one (1) IU Police Department officer, or IU Police Department-approved alternative security personnel, is required for each 100 persons beyond 300. The role of IU Police Department officers is one of law enforcement and emergency first-response only and will not include door supervision or admittance decisions.
- **Sponsoring Organization:** A minimum of four (4) volunteers determined by the sponsoring organization and identified in a predetermined manner must attend the event kickoff meeting. - Volunteers are responsible for working with, and responding to, facility staff and IU Police Department to manage the entire event, and for taking responsibility on behalf of the sponsoring organization for event admittance decisions. The sponsoring organization is responsible for clearing the facility and surrounding area of attendees within 15 minutes of the event end time, but no later than 1:00 a.m., and may ask for IU Police Department and/or alternative security personnel support as necessary. *If shift changes are needed, new volunteers must introduce themselves to the facility staff and IU Police Department/Security officers.* The event coordinator must train additional volunteer staff on their responsibilities as discussed in the event kickoff meeting.
- **Facility Staff:** Facility staff will coordinate the event kickoff meeting and be available as a resource to IU Police Department and sponsoring organizations for shared decision making and successful event management.

Inanimate objects (i.e. umbrellas) and bags will not be allowed inside the event and are the responsibility of the sponsoring organization. To quickly end disturbances, lights may be immediately turned on and music stopped to assist those managing the event. Depending on the severity of the disturbance, and the potential for other disturbances, the event may be ended. IUPD has final authority on the ending of a dance. Depending on the severity of the disturbance, future events by the sponsoring organization may be canceled after consultation with at minimum the Campus Events Committee AND Associate Vice Chancellor for Student Services.

**INDIANA UNIVERSITY SOUTH BEND
CAMPUS SOCIAL EVENTS POLICY CHECKLIST**

***NOTE: Checklist must be completed and returned to IU Police Department
14 days in advance of event***

1. Name of the event: _____
2. Type of activity or event (dance, athletic, etc): _____
3. Day, date and time of event: _____
4. Location of event: _____
5. Name of the sponsoring organization: _____
6. Contact person: _____
Telephone number: _____ E-mail address: _____
7. Expected number of attendees (if unknown, estimate): _____
8. Is the event open to the public? _____
9. Is there a charge for the event? _____
10. Will cash be handled on site? _____
11. Are you charging for coat check? _____
12. Is the event a fundraiser? If so, for whom or what? _____

13. List any known special needs of those attending: _____

14. List any known security issues pertaining to the event itself, special guests or speakers (e.g., controversial speaker or topic, reported threats, trouble at other venues):

15. List any special parking requirements or requests: _____

16. Do you want "Event Parking" signs posted? _____
17. Account name and number for billing purposes: _____

APPENDIX C

COPYRIGHT INFORMATION

***SHOWING MOVIES AT IU SOUTH BEND**

***PROCEDURES FOR SECURING PERFORMANCE RIGHTS**

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 Web sites of these companies provide the information to request necessary rights. Because of the quantity of films IU South Bend shows, it is sometimes possible to get a discounted rate. For more information about this or for assistance in obtaining films, contact the Director of Student Life at (574) 520-5533.

If a movie is not available from one of these companies, permission may sometimes be granted directly from the copyright holder. The movie's Web site 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 Web site. 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 Director of Purchasing and Contracts at (574) 520-4580.

Questions? Please contact Director of Library Services, at (574) 520-4448. When necessary, final decisions will be made by University Counsel.

This statement was approved by the University Counsel of Indiana University on June 8, 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 D
EVENT RECORDING GUEST RELEASE FORM

Indiana University South Bend
1700 Mishawaka Avenue
South Bend, Indiana 46634-7111

EVENT RECORDING GUEST RELEASE FORM

Permission is hereby given to Indiana University South Bend to record the following event:

Title of Event: _____

Presenter's Name: _____

Date of Event: _____ **Time:** _____ **Recording Type:** Video Audio Web Stream

The recording of your presentation will be used for educational and archival purposes only and will not be reproduced, redistributed, nor broadcast in any manner other than indicated below. Please indicate below how you would like the recording to be used at Indiana University South Bend (check as many as are appropriate):

Departmental Use - One copy of the event will be held in the department's archives and will be reserved for internal use by the department listed below:

**IU South Bend
Department:** _____

Library Archives - One copy of the event will be held in *Archives* in IU South Bend's Schurz Library. Students, faculty, staff, and community members can hear or view the recording in the Library. **The recording cannot be checked out for use outside the library.**

Library Media Collections - A second copy of the event will be held in *Media Collections* in the Schurz Library which can be checked out for use outside of the library by students, faculty, staff, and community members, and to other libraries through interlibrary loan.

On-Campus Cable Distribution - The event may be cablecast on the IU South Bend noncommercial cable channel for viewing by students, faculty and staff.

Web Streaming - The event will be streamed by IU South Bend and linked to a university Web page

Other - _____

Other - _____

Additional permissions or requests for copies (*please explain below*):

I approve the recording of my event and the distribution of copies as indicated above.

Signature _____ Date _____

A copy of this form must be delivered to IU South Bend Instructional Media Services prior to recording the event.

APPENDIX E
INSTRUCTIONAL MEDIA SERVICES (IMS)

- *MEDIA EQUIPMENT RATE SHEET**
- *EVENT TECHNOLOGY CHECKLIST**

**IU SOUTH BEND
AUDIOVISUAL & TECHNOLOGY STAFFING
AND EQUIPMENT PRICE LIST 2009**

Equipment	Notes	Rate
VIDEO		
Data projector (XGA 2000 lumens) & laptop		\$200/day
27" television with DVD/VCR (VHS)		\$40/day
VHS camcorder	camera, tripod. Tape and operator <i>not</i> included	\$30/day
MiniDV camcorder	camcorder, cables, tripod. Tape and operator <i>not included</i>	\$100/day
Overhead projector	cart with power. Markers, transparencies not included	\$25/day
35mm projector	cart w/power, slide tray, wired remote	\$25/day
Portable screen		\$20/day
AUDIO		
Small PA (audience less than 30)	1 mic (wired/wireless DOA), powered speaker	\$25/day
Basic PA (audiences 30-100)	Powered Extreme PA, wireless mic, 1-2wired mics	\$50/day
Expanded PA (audience over 100, multiple inputs needed)	mixer, up to 8 mics, wireless mics, stands, cables, audio playback, powered speakers	\$200/day
Audio cassette recorder		\$15/day
Audio cassette/CD player		\$25/day
High-quality cassette recorder		\$30/day
wireless microphones		\$30/day
Table top microphones		\$10/day
MISC.		
mobile computer		\$100/day
AV cart with power		\$10/day
powerpoint remote		\$10/day
Document camera (Elmo)		\$50/day
		\$25-
AV Technician		\$50/hr

*IMS maintains a limited pool of equipment to support academic needs and events on campus. Some of the above items may not be available at time of request. We will make every effort to accommodate requests; however, requests for equipment should be made in a timely fashion. Other charges may apply for services outside the normal realm of production. Please contact us for availability and pricing at (574) 520-4599.

Instructional Media Services Event Technology Checklist

Event Location _____ Event Date _____ Start Time _____ End Time _____

Anticipated audience size _____ Requested Set-up Time _____

Style of event: Lecture/presentation _____ Performance _____ Presentation with performers _____

Event or Group Name: _____

Event Contact (name) _____

Phone _____ Alt. phone _____

E-mail _____

AUDIO

IMS will determine if a portable PA system is needed based on venue

Microphone (s): Wired _____ How Many? _____ (venue will determine limit)

Wireless Handheld _____ How Many? _____ (Limit 3)

Wireless Lapel _____ How Many? _____ (Limit 3)

Audio Playback _____

Format: CD _____

Tape: _____

Providing mp3 player _____

Audio from computer/laptop _____

Audio Recording of Event _____

Format: CD _____

Tape _____

Digital _____

COMPUTER/VIDEO

Projection: Data/Video _____ Overhead Transparency _____ Slide _____

Computer: IUSB Provided _____ Presenter Provided _____

Format Needed: Mac _____ Windows _____

*If presenter is providing a Mac, please bring
video adapters

Video Playback _____

DVD _____

VHS _____

Internet access needed _____

Videotaping of Event _____

Format: DVD _____

VHS _____

Digital _____ (QuickTime is our standard)

*We require a signed release form from presenters prior to event for any recording. IU personnel are exempt from this.

In the event our technology capabilities do not meet event needs, we can work with outside vendors to rent necessary equipment at requestors expense.

Please Contact the IMS event consultant at (574) 520-4599 for technology capabilities or with any Questions.

APPENDIX F
INSURANCE REQUIREMENTS

*NOTE: CONTACT THE OFFICE OF PURCHASING AND CONTRACTS FOR
THE COMPLETE POLICY*

- * SAMPLE COPY OF CERTIFICATE OF LIABILITY
- * TERMS AND CONDITIONS OF USE

ACORD CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NAIC CODE LTS (REQ)	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> HOMEOWNERS <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR <input type="checkbox"/> PER OCCURRENCE				BODILY INJURY (Per Occurrence) \$ _____ PROPERTY DAMAGE (Per Occurrence) \$ _____ MED EXP (Any and All) \$ _____ GENERAL AGGREGATE \$ _____ COLLUSION - COMPOSITE \$ _____
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS NON-OWNED AUTOS Hired Autos				COMBINED SINGLE LIMIT (Excludes) \$ _____ BODILY INJURY (Per Person) \$ _____ BODILY INJURY (Per Accident) \$ _____ PROPERTY DAMAGE (Per Occurrence) \$ _____
	GARAGE LIABILITY ANY AUTO				AUTO ONLY EXCLUSION \$ _____ OTHER THAN AUTO \$ _____ AGG \$ _____
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIM MADE BODILY INJURY COLLUSION				OCCURRENCE \$ _____ AGGREGATE \$ _____
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY EMPLOYEE (EMPLOYER THROUGH THE OFFICE AND/OR BUSINESS) ONLY Non-Employee SPECIAL PROVISIONS BELOW OTHER				MEDICAL TREATMENT OF \$ _____ CL. EACH ACCIDENT \$ _____ ALL EMPLOYEE, EX-EMPLOYEE \$ _____ POLICY LIMIT \$ _____

DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 The Trustees of Indiana University, its officers, agents and employees

CERTIFICATE HOLDER The Trustees of Indiana University c/o Purchasing Services PO Box 7111 South Bend, IN 46634-7111	CANCELLATION SHOW IN ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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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 nonrefundable 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 7%, 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 on campus.

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 G

ROOM PRICING GUIDE: EXTERNAL GROUPS

- * Room Capacities
- * Facilities Management Event Charges
- * Computer Classroom Lab Use

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	10
The Grille	Reception/Banquet	\$300/day* or \$60/hour	\$150/day* or \$30/hour	300
Quiet Lounge	Meeting	See Classroom	See Classroom	

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 \$10/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

Room	Room Type	Charges	Charges/ Affiliate	Seating Capacity
Associates	Reception/Banquet	\$300/day* or 60/hour	150/day* or \$30/hour	250
Wiekamp 1001	Theatre	\$250/day* or \$60/hour	\$125/day or \$30/hour	130
Wiekamp Bridge	Reception	\$40/day	\$20/day	100

Room	Room Type	Charges	Charges/ Affiliate	Seating Capacity
NS 113	Classroom	\$225/day* or \$60/hour	\$115/day* or \$30/hour	97
NS 013	Classroom	\$200/day or \$60/hour	\$100/day or \$30/hour	100
Computer Labs		\$350/day or \$70/hr.Plus \$10/hr. consultant fee	None	Varies
Classrooms	Classroom	\$100/day * ** or \$20/hr.	\$50/day * ** or \$10/hr.	Varies

* Day rates are based on 5 hours or more

#Add: \$50 Technology charge

Add: \$150 Technology Charge

** Classroom technology charges in addition to room rental -- \$50 per day or \$10 per hour

ROOM PRICING GUIDE: STUDENT ACTIVITIES CENTER

Room	Room Type	Charges	Bleacher Seating Capacity – 1,600
SAC	Floor Rental		
	Non-University Group	\$1,000 per day or \$1,500 with SAC floor cover*	
	University Group with admission or participation charge***	\$300 per day or \$350 with SAC floor cover*	
	University Group With no admission charge	No charge	

Other Fees	Staffing	After Hours Charges
Staffing Fees**	University groups	Student Staff: \$12.00/hr Titan Production Technical Assistant: \$12.00/hr Professional Staff: \$20.00/hr Certified Athletic Trainer: \$20.00/hr
	Non-University groups	Student Staff: \$12.00/hr Titan Production Technical Assistant: \$12.00/hr Professional Staff: \$20.00/hr Certified Athletic Trainer: \$20.00/hr

NOTE: University groups that charge admission to an event will be required to pay rent plus direct expenses when contracting for the use of athletic facilities. In situations where no admission is charged, a rental fee will be waived.

* Covers proper taping of gymnasium floor

** All Special Event personnel requests are charged at a minimum of 2 hours

*** Fees may be waived at the discretion of the athletic director and facilities manager. Please check with the facilities manager prior to the event to discuss necessary staffing and any additional charges.

ROOM PRICING GUIDE: ELKHART CENTER

Room	Room Type	Charges	Charges/ Affiliate	Seating Capacity
Classrooms 220/221#	Meeting/Conference/ Reception/Banquets	\$220/day* ** or \$40/hour	\$110/day * ** or \$20/hour	Varies
Classrooms#	Classroom	\$100/day * ** or \$20/hr.	\$50/day * ** or \$10/hr.	Varies

* Day rates are based on 5 hours or more

** Classroom technology charges in addition to room rental -- \$50 per day or \$10 per hour

Special consideration may be made for community partnership meetings

**FACILITIES MANAGEMENT
EVENT CHARGES ~ 2009**

Attendees	Custodial No Food	Custodial With Food	Set Up Charges
25	\$10	\$15	\$16
50	\$20	\$30	\$33
75	\$30	\$45	\$49
100	\$40	\$60	\$65
150	\$60	\$90	\$98
200	\$80	\$120	\$130
300	\$120	\$180	\$195
400	\$160	\$240	\$260
500	\$200	\$300	\$325

INFORMATION TECHNOLOGIES

COMPUTER CLASSROOM LAB USE

Any department or organization affiliated in any way with Indiana University or education in general, who are not charging attendees for the event, may use computer classroom labs at no charge. However, there will be a charge of \$10 per hour to have a consultant present during the session for opening, closing, and cleaning up the lab, reporting and/or handling hardware or connection problems. If the lab is to be used during our normal weekday hours (8:00 a.m.-5:00 p.m.), this fee may be waived if Information Technologies (IT) and requester agree that it is not necessary.

If the requester is not affiliated with IU or education, a fee of \$350/day will be charged for use of the room, plus a \$10 per hour fee for a consultant who must be present for the session. Consultant requirement may be waived if it is during normal weekday hours (8:00 a.m.-5:00 p.m.) and if IT and requester agree that it is not necessary.

If an IU or education-related group is charging the attendees a fee for the session, there is a charge of \$350 per day to use the classroom regardless of the length of time needed, plus a \$10 per hour fee for a consultant who must be present for the session. Consultant requirement may be waived if it is during our normal weekday hours (8:00 a.m.-5:00 p.m.) and if IT and requester agree that it is not necessary.

Labs are available for this use ONLY when not scheduled for regular credit/noncredit classes, startup sessions, IT training seminars, or normal lab open hours.

The Special Events Coordinator will be the contact person for external organizations requesting use of the labs. The coordinator is also responsible for the paperwork, guest account creation, and coordinating with the manager of computer labs for the scheduling of the lab time and a consultant.

APPENDIX H
TEMPORARY EVENT FOOD SERVICE
REQUIREMENTS & APPLICATION FORM

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.**

Home-prepared food is prohibited at events covered by this policy.

- A *Temporary Event Food Service Application* must be filled out and submitted to this department **at least seven (7) 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 (contact the Special Events Office for list of approved caterers).
- 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 Club sponsoring Event: _____
 Name of Person in Charge of Event: _____ Phone: _____
 Address: _____ Fax: _____
 Email: _____

- List all food and drinks to be served and source of product
- **Groups may not serve 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 seven (7) days in advance of event to:

Jennifer Einspahr
 IU South Bend Environmental, Health, and Safety Manager
 101G Associates Building
 PHONE: (574) 520-4575 E-MAIL: 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	