



# INDIANA UNIVERSITY SOUTH BEND

## Special Events Manual

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July 1, 2018

Dear Campus Colleagues,

I am pleased to present the 2018-19 Special Events Manual for Indiana University 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 a high quality event on campus. It is extremely important that these procedures be followed. This manual includes legal issues, safety guidelines, and other instructions for event planning. I ask you to pay special attention to the updates for Programs Involving Children (PIC) and Campus Emergency Procedure Guidelines. IU South Bend must be diligent in understanding and following these procedures to keep the campus safe for all.

Special events are a wonderful opportunity to showcase the facilities, faculty and students at IU South Bend. The Special Events Office provides a one-stop event planning service for both on-campus and community organizations. Please take advantage of the professionalism and expertise that Maureen provides to have a successful event.

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](mailto:mmuldoon@iusb.edu). Thank you.

Sincerely,

A handwritten signature in black ink that reads "Terry Allison". The signature is fluid and cursive, with a long horizontal stroke at the end.

Terry L. Allison  
Chancellor

## HOW WE PUT THE *SPECIAL* IN SPECIAL EVENTS

*“Special events are a wonderful opportunity to showcase the facilities, faculty and students at IU South Bend. The Special Events Office provides a one-stop event planning service for both on-campus and community organizations,”*  
Terry L. Allison.

### ***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* of setting up your meeting or event.

### ***Where can I find a copy?***

On the Special Events Office website ([www.iusb.edu/special-events](http://www.iusb.edu/special-events)) 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?***

Sodexo has an exclusive contract to provide all catering and food and beverage service on campus. Homemade food is not allowed at events on- or off-campus. See Section 9 regarding exemptions.

### ***How do I reserve DW 1001 or EA 1011?***

DW 1001 and EA 1011 are considered classroom space and must be reserved through Terri Langel in the Office of the Registrar at (574) 520-4452. Contact Maureen Muldoon for audiovisual and setup needs.

### ***How do I reserve the Campus Auditorium, the Louise E. Addicott and Yatish J. Joshi Performance Hall or Art Gallery?***

Complete the form in Appendix B and submit to Demaree Dufour-Noneman in the Ernestine M. Raclin School of the Arts.

### ***What do I need to do to obtain permission to film on campus?***

Refer to Section 22, complete the form in Appendix F, and return the form to the Special Events Office at least twenty-one (21) days prior to your projected filming date.

***For the success and safety of your event, and for the safety of the IU South Bend community,  
emergency egress routes are reviewed for each event request.  
Furniture changes (addition of chairs, tables, or moving existing furniture, etc.) should not be assumed.***

### ***How can I get specific questions answered?***

Contact Maureen Muldoon, Special Events Coordinator  
at (574) 520-5111 or e-mail [mmuldoon@iusb.edu](mailto:mmuldoon@iusb.edu).

## CAMPUS EVENTS COMMITTEE

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*Chair* – Maureen Muldoon, *Special Events Coordinator*

**Accounting Services** – Kathleen Pizana

**Admissions** – Brendon Henderson and Marina Vuksanovic

**Advancement** – Pam Land

**Alumni** – Moira Dyczko

**Athletics – Sports Information and Facilities** – Tom Norris

**Business and Economics** – Karla Forsythe and Tabitha Kingsbury

**Career Services** – Thomas Brown

**Communications and Marketing** – Allison Smith

**Dwyer College of Health Sciences** – Kari Frame

**Education** – Theresa Tepe

**Elkhart Center** – Gale Wood-Ward

**Environmental Health and Safety** – Thaddeus Johnson

**Facilities** – Mike Prater, James Mason and Doug Thompson

**Gateway Information Center** – Rick Dennie

**Housing and Residence Life** – Scott Strittmatter and Adam Duckworth

**IU Police Department** – Kurt Matz and Brandon Campbell

**Indiana Small Business Development Center** – Betsy Jaffee

**International Student Services** – Caroline Bilsky

**Library** – Angie Huff

**Parking** – Katie Lass

**Purchasing** – Debbie Richards

**Student Government** – Representative

**Student Life** – Nicole Micolichak

**Student Services** – Rick Dennie

**Titan Pro** – Representative

**University Center for Excellence in Teaching (UCET)** – Cathy Dale

**University Information Technology Services (UITS)** – Joel Langston

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## STATEMENT OF PURPOSE

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The Special Events Office is your *one stop shop* for meetings and events, and provides overall coordination to ensure that each meeting or event is of highest quality.

The Special Events Coordinator will:

- Consult with customer regarding meeting/event
- Schedule meeting rooms
- Submit work orders for room setup
- Coordinate audiovisual (AUDIOVISUAL) and other technology
- Arrange for parking
- Arrange for invoice

*Support from all campus departments is essential in this effort.*

## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

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Indiana University South Bend is committed to the achievement of equal opportunity within the university and throughout American society as a whole. IU South Bend 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, gender identity, 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 regard to the disabled, minorities, women, and veterans.

## SECTION 1

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### HOW TO PLAN 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, etc.?

#### ***Contact the Special Events Office***

The Special Events Office is designed to collaborate with other on-campus departments to ensure 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 relation to the room you request. Each room has a maximum occupancy capacity that cannot be exceeded. ***You are encouraged to use tickets or to check off preregistered guests at the door so you do not exceed room capacity.*** It is a violation of Fire Code 1004.7 to add chairs or to stand in any room with fixed seating. Doing so endangers attendees and puts your event at risk of being cancelled immediately without being rescheduled. Tickets for all non-sporting events must be handled by the Raclin School of the Arts Box Office. (Appendix B)

#### ***Consider Your Catering Needs***

What type of meal would you like to serve? What type of setup would you like to create? Sodexo should be involved in your initial planning to suggest catering for your event. ***Sodexo has an exclusive contract to provide all catering and food and beverage service on campus. Homemade food is not allowed at events on- or off- campus. Food or beverage from another caterer, restaurant or grocery store is not allowed unless specifically exempted by the Sodexo General Manager.*** Menus and ordering information can be found at [www.iusb.catertrax.com](http://www.iusb.catertrax.com) on the Sodexo website.

#### ***University Information Technology Services (UITS)***

The Special Events Office will communicate your audiovisual and/or technology needs to the Departments of UITS. ***Keep in mind requests must be made at least four (4) weeks prior to the event.***

#### ***Invitations***

Invitation lists are generated by the sponsoring department. Invitations to public events 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 recognizing their roles adds to the success of your event. Programs for public events can be designed for the sponsoring department by the Office of Communications and Marketing (OCM). Production requests must be submitted in a timely fashion. Please use the online project request form at [marcom.iusb.edu](http://marcom.iusb.edu). The customer pays all printing costs. OCM will review all programs prior to printing to maintain a high level of quality on the campus.

#### ***Use of Logo***

Any material using the IU South Bend logo ***must*** be approved by the Office of Communications and Marketing (OCM). Do not use "IUSB" in your material. Use "IU South Bend" or "Indiana University South Bend".

#### ***Promotion of Your Event***

The Office of Communications and Marketing (OCM) provides promotional support for significant IU South Bend events. Press releases and the use of the IU South Bend logo must be approved by OCM. The campus website, Daily Titan, and other distribution channels are also available for promotion of your event through OCM.

#### ***Filming/Video recording/Photography***

See Section 2.2 and Appendix E for information on video recording/filming/photography on campus.

#### ***Honorariums and Payments***

Contact Purchasing and Contracts or Accounting Services for assistance at least four (4) weeks prior to your event.

## SECTION 2

### HOW TO RESERVE A ROOM

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*Contact: Maureen Muldoon, Special Events Coordinator  
Special Events Office (574) 520-5111  
Administration Building 105  
mmuldoon@iusb.edu*

*Events in locations A through D are handled directly through the Special Events Office.*

The Special Events Office will collaborate with appropriate departments prior to confirming events scheduled in locations F through M.

- *An administrative fee may be assessed to support meetings/events in locations not controlled by the Special Events Office.*
- *Personal parties or celebrations are not permitted in any campus space.  
(For example: baby showers and graduation parties)*
- *Space reservations are subject to change upon university requirements.*

#### **A. Administration Building**

Alumni Room  
Boardroom  
Boardroom Reception Area  
Chancellor's Dining Room  
Fireside A & B  
University Grill  
AI 114  
AI 129

#### **B. Outside**

Courtyards, Campus Mall, Green Lawn, Pavilion

*All outdoor events must have an emergency plan in place which includes lightning monitoring.*

#### **C. Student Activities Center Meeting Rooms**

SAC 225  
SAC 223  
SAC 221  
SAC 206 (Club Room)

#### **D. Education and Arts**

Lobby

*This is the only approved location for catering and literature tables.*

*A maximum of four (4) six-foot tables are allowed in the lobby for catering and literature.*

EA 1100

EA 1101

#### **E. Classrooms**

Contact the Office of the Registrar at (574) 520-4452

#### **F. Dwyer Hall**

RS 152: Contact Kari Frame at (574) 520-5557

#### **G. Education and Arts**

Art Gallery (Appendix B)

Classrooms: Contact the Office of the Registrar at (574) 520-4452

#### **H. Elkhart Center**

Contact the Elkhart Center at (574) 520-4000

- I. **Housing and Residence Life Community Center** (Appendix H)  
<https://www.iusb.edu/housing/index.php>  
[living@iusb.edu](mailto:living@iusb.edu)
- J. **Natorium at the Civil Rights Heritage Center**  
Contact Darryl Heller at (574) 520-4243
- K. **Northside Hall**  
Campus Auditorium (Appendix B)  
Louise E. Addicott and Yatish J. Joshi Performance Hall (Appendix B)  
Upstage (Appendix B)
- Northside Hall East and Northside Hall West Lounges: Contact Demaree Dufour-Noneman at (574) 520-4561
- NS 0049H: Contact University Information Technology Services (UITS)
- NS 376: Contact Linda Knefely at (574) 520-4335  
NS 300: Contact Linda Knefely at (574) 520-4335
- L. **Schurz Library Administration**  
Conference Rooms: Contact Angie Huff at (574) 520-4404  
<http://libcal.iusb.edu/booking/conferenceroom>
- M. **Student Activities Center**  
Gym Floor and Student Lounge (Appendix I)  
[http://www.iusbtitans.com/f/Student Activities Center/Facility Reservations.php](http://www.iusbtitans.com/f/Student%20Activities%20Center/Facility%20Reservations.php)
- N. **Wiekamp Hall**  
DW 1001Wiekamp Auditorium: Contact the Office of the Registrar at (574) 520-4452
- DW 2170: Contact Teresa Andrade at (574) 520-4334  
DW 2260: Contact Kathi Piekarski at (574) 520-5509
- DW 3001 Faculty Lounge: Contact Nick Wort at (574) 520-4267  
DW 3160: Contact Rachel Weber at (574) 520-4304  
DW 3260: Contact Victoria Pontius at (574) 520-4491
- Wiekamp Bridge: Contact Nick Wort at (574) 520-4267

*It is a violation of Fire Code 1004.7 to add chairs or to stand in any room with fixed seating.  
Doing so endangers attendees and puts your event at risk of being cancelled immediately  
without being rescheduled.*

## SECTION 3

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### ACCESS TO CAMPUS

All visitors to campus who wish to engage, hold an event, or speak with the campus community must register with the Special Events Office (574) 520-5111 and follow Indiana University policies and procedures. Any individual or group who fails to register their activity will be required to leave.

Vendor or commercial activities must apply for and be approved by the Special Events Office to rent space on the university campus. A *Facilities License Agreement* must be signed.

The Special Events Office will work with outside individuals or groups to handle requests in a way that does not impede or obstruct the mission of educating IU South Bend students, or conflict with previously scheduled campus activities or events. Visitors must agree to be respectful of the campus community and will not pressure those walking by to listen to a message or take literature.

- Amplification is not permitted
- All equipment must be approved
- A *Release of Liability* is required
- A *Certificate of Liability Insurance* with wording specific to IU South Bend may be required
- Individuals or groups hosting the event are responsible for cleaning up debris remaining at the end of the campus visit.

#### ADDITIONAL OPTIONS:

##### **Visitors may partner with a registered student club or a campus department:**

A registered student club or campus department must co-sponsor the request and be a planning member of the activity.

- If this involves a table request, at least one club member must be at the table with the community member at all times. The group is restricted to the space immediately surrounding the table and cannot block egress in hallways or entryways.
- If this involves an event, club members must be involved with the planning and must be in attendance.

##### **Visitors may rent space (table or room) through the Special Events Office:**

- Table rental is \$100 per day, or any portion of a day, for one (1) six-foot table and two (2) chairs. Tables are allowed in specific locations of Wiekamp Hall, the Student Activities Center and the Elkhart Center.
- Room rental depends upon availability. Additional fees for audiovisual, custodial, parking, etc. may apply. A *Facilities License Agreement* must be signed and valid *Certificate of Liability Insurance* naming the Trustees of Indiana University, its officers, agents and employees as an additional insured for the event with an endorsement filed with Indiana University.

##### **Visitors who do not have a campus sponsor:**

Visitors who do not have a campus sponsor and do not contact the Special Events Office to make arrangements ahead of time will be directed to the Free Speech Area on campus. The Free Speech Area is located on the east side of the Schurz Library patio. A large peace pole marks the area where visitors can gather to publicly express their views with the following guidelines:

- Must be respectful of the campus community
- Cannot interfere with campus operations or flow of pedestrian traffic
- No shouting or use of slurs or derogatory language
- No equipment or amplification is permitted
- Must clean up literature or materials before leaving the area

*IU South Bend reserves the right to restrict or refuse use of any portion of the university or its grounds by non-university groups.*

## SECTION 4

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### PROPER USE OF CAMPUS FACILITIES

All individuals and groups must agree to the policies and procedures listed below.

***All outdoor events must have an emergency plan in place which includes lightning monitoring.***

All areas used must be left in the same condition as they were found at the start of the event. Teardown of an event must occur in a timely manner. If the event is held during business hours, it is mandatory that the area be cleared of food, beverages, containers and trash immediately following the event. If the event is held after business hours, the area must be cleared the following day. Additional charges may apply if not left in acceptable condition. ***The user shall be liable for any and all damage to university property arising out of or connected to user's event(s).***

- **Food and Beverage Not Allowed:** Food and beverages are not allowed in the Campus Auditorium, Performance Hall, DW 1001 or EA 1011.
- **Illegal Drugs and Activities:** Possession or use of illegal drugs and holding illegal events or activities is forbidden on university properties.
- **Metal Detecting:** Metal detecting is not allowed on campus.
- **Overnight Events:** Overnight events are not permitted on campus.
- **Requests to Serve Alcohol:** Alcohol cannot be served at events open to students. (Section 7) (Appendix A)

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

- 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.* (Section 16)
- Events or sales that advance the personal or financial benefit of any individual.

***IU South Bend reserves the right to restrict or refuse use of any portion of the university or its grounds by a non-university group.***

Additional policies can be found at <http://policies.iu.edu>

- **Animals in Buildings:** <http://policies.iu.edu> The presence of animals can be disruptive, sometimes dangerous, and may present hygiene and/or other property damage problems.
- **Copyright at Indiana University:** <http://copyright.iu.edu/> If you have not obtained public performance rights, you are breaking the law and putting the university and yourself at risk of a lawsuit and fines.
- **Drawings, Games and Prizes Policy:** <http://policies.iu.edu/policies/categories/financial/miscellaneous-osvpcfo-policies/VII-4-drawings-games-and-prizes.shtml> Abide by university policy regarding drawings, raffles, poker tournaments and other games of chance.
- **Event Management Policy (UA-14):** <https://policies.iu.edu/policies/ua-14-eventmanagement/index.html> A one-year interim policy for events planned for Indiana University property which require extensive logistical, safety, and security planning.

- **Firearms and Weapons Policy (PS-03):** <http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-03.shtml> Firearms and weapons are prohibited on Indiana University property. The prohibition applies regardless of any permit to carry a firearm. The prohibition does not apply to law enforcement officers authorized to possess a firearm, either on- or off-duty, by the employing law enforcement agency.
- **Non-Solicitation on Campus: FIN- PUR-21.0:** <http://policies.iu.edu/policies/categories/financial/purchasing/FIN-PUR-21.0-non-solicitation-on-campus.shtml>
- **Programs Involving Children Policy (PS-01):** <https://protect.iu.edu/police-safety/policies/programs-children/index.html> Indiana University has adopted a Programs Involving Children Policy (PIC) that must be followed for any campus program event designed to include children under 18 years old. See Section 17.
- **The Office of Insurance, Loss Control and Claims (INLOCC):** <https://inlocc.webhost.iu.edu/index.cfm#>
- **Titan Atlas:** Register your event on Titan Atlas: <https://titanatlas.iusb.edu>
- **Tobacco Free Policy (PS-04):** <http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-04.shtml> The use or sale of tobacco products and smoking related products is prohibited on Indiana University property. Smoking is allowed within the confines of your personal vehicle.
- **University Environmental Safety and Health Policy:** <https://protect.iu.edu/environmental-health/index.html> Indiana University is committed to ensuring your safety and complying with all regulatory requirements related to employee safety. According to the Indiana Occupational Safety and Health Administration Regulations (IOSHA), it is not only an employee's right to be protected from recognized hazards under the Occupational Safety and Health Act (OSHA), it is also their responsibility to cooperate fully with safety and health programs and to comply with IOSHA standards.
- **Unmanned Aircraft (Drones and Model Aircraft) (PS-05):** <https://policies.iu.edu/policies/ps-05-unmanned-aircraft-drones/index.html> The use of unmanned aircrafts must meet all Federal Aviation Authority (FAA) requirements and have prior authorization from the Office of Insurance, Loss Control and Claims (INLOCC) before operating and filming in university airspace.

## SECTION 5

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### SCHEDULING A UNIVERSITY-SPONSORED EVENT

A *university-sponsored* event is one which has direct educational value for students, faculty and/or staff. It is promoted by a campus department that takes full responsibility for the success of the event as part of its curriculum and mission. Attendance at the event by representative(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.

- **You are a university sponsor** if your department, program, or registered student club is directly involved with the planning and execution of the event, *and* has a university representative (faculty/staff/club member) attend the event. The event will be considered part of the overall educational mission of the university and no rental, service, or parking fees will be applied unless events requiring campus services are outside of normal business operations. These may require a fee to cover associated costs. The Special Events Office may ask for a second approval from the vice chancellor level if the event's relationship to the university is unclear. IU South Bend reserves the right to decline an event.
- **You are not a university sponsor** if any of the above criteria are not met. A community business or organization that wishes to meet on campus must contact the Special Events Coordinator to discuss availability and rental fees.
- 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.
- 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. See Use or Rental of the Student Activities Center in Section 6.

*IU South Bend reserves the right to change the meeting or conference room reservation depending upon university requirements.*

- **Event Planning Checklist:** The *Event Planning Checklist* (Appendix D) must be submitted to the Special Events Office by the student club or organization, sponsoring the event at least twenty-one (21) days in advance. This form must include a faculty advisor signature. The faculty advisor will be held responsible for the terms and conditions of the event. *Your event is not approved until the form is processed and the requestor, advisor/department representative, IU Police Department and Director of Student Life (if applicable) are notified by e-mail. Departments must also submit the Event Planning Checklist to the Special Events Office for event approval.*
- **Literature, "Drives" and Fundraising Tables:** IU South Bend approved groups/organizations requesting tables for literature, "drives" or fundraising must contact the Special Events Office for permission. Approval will be granted for two (2) weeks at a time 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 each evening or literature will be disposed of by custodial staff. In order to maximize your contact with students and minimize facility disruption, you must remain at your table. Do not stand near doors to solicit. If an individual refuses your offer of literature, you must respect their decision to decline your information.
- **Literature table requests for the Community Center** can be forwarded to the Office of Housing and Residence Life. Staff will confirm the reservation and determine the location of the table. University groups are responsible for same day setup and takedown of all material.

*Work orders for all campus events are to be placed through the Special Events Office to ensure coordination of space and resources.*

## SECTION 6

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### SCHEDULING A NON-UNIVERSITY EVENT

A **non-university** event is one where the primary contact is not a university employee, or the university employee is involved in the event outside his/her assigned university function. Non-university events will be charged according to the Special Events Manual.

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 Reservation and Rental Information Guide is included in this manual. (Appendix I)

Contact the Special Events Office at (574) 520-5111 to check meeting space availability.

***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.***

***IU South Bend reserves the right to decline an event.***

A **Facilities License Agreement** will be initiated upon reservation. The agreement must be signed by a representative of the organization who has signature authority to assume full responsibility for the meeting or event as well as 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 the fully executed agreement by IU South Bend to lessee. ***IU South Bend reserves the right to change the meeting or conference room reservation depending upon university requirements.***

- A nonrefundable deposit may be required. Balance due is payable upon receipt of final invoice.
- An additional deposit may be required for some room alterations, or if outside equipment or supply rentals are needed for an event.
- Customers who charge an admission fee or sell tickets to an event must communicate this to the Special Events Office when requesting space.
- All events must conclude no later than 12:00 a.m.
- Events in the Student Activities Center (SAC) must begin and end in compliance with SAC operating hours or additional fees will be charged.
- 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."
- 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.
- IU South Bend reserves the right to restrict or refuse use of any portion of the university or its grounds by a non-university group.

***Personal parties or celebrations are not permitted in any campus space.  
(For example: baby showers, graduation parties)***

## USE OR RENTAL OF THE STUDENT ACTIVITIES CENTER

- **Student Activities Center Meeting Rooms (SAC 225, SAC 223, SAC 221 and SAC 206) Priority Policy:**  
Student clubs and organizations have first priority in reserving the Student Activities Center meeting rooms. Meeting rooms are reserved on a first-come, first-served basis. In fairness to all campus groups and departments, reservations are accepted on a monthly basis. Campus departments and community rentals may be limited when requesting multiple reservations more than six (6) months in advance.
  1. Student clubs and organizations
  2. Athletics and activities administration
  3. IU South Bend departments
  4. Non-university users
  
- **Student Activities Center Floor (Recreation Side) Priority Policy:**
  1. Academics (only during daytime hours)
  2. Intramural sports
  3. Informal (for example, student pick-up basketball game)
  4. Club sports
  5. Special events
  
- **Student Activities Center Floor (Varsity Side) Priority Policy:**
  1. Varsity athletics
  2. Club sports
  3. Intramural sports
  4. Informal (for example, student pick-up basketball game)
  5. Academics
  6. Special events

Non-university special events held on the Student Activities Center floor must be approved by the Office of Athletics and Activities and the Special Events Office.

## SECTION 7

### ALCOHOLIC BEVERAGES

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*Contact the Office of the Chancellor for the complete policy.*

Requests to serve alcohol at an event must be submitted to the Special Events Office using the *Approval for Alcohol Service on Campus* form (Appendix A) at least two weeks prior to the event date for Chancellor approval and confirmation with alcohol provider.

The Chancellor reserves the right to determine the type of alcoholic beverages that can be served at any given event.

*Alcohol cannot be served at events open to students.*

The provision 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, and is an approved IU South Bend alcohol caterer. Neither university staff nor the customer is 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, Elkhart Center or Natatorium staff/faculty/groups planning to hold a function (reception, holiday party, etc.) on campus where alcohol will be served must submit an *Approval for Alcohol Service on Campus* form to the Special Events Coordinator at least two (2) weeks prior to the event date.
- No alcohol is allowed on campus without prior approval from the Office of the Chancellor.
- *No employee (faculty or staff) can purchase or serve alcohol at IU South Bend, the Elkhart Center or the Natatorium at the Civil Rights Heritage Center.*
- *These same rules apply if the function is held off campus. All alcohol must be purchased and served by a licensed caterer.*

## SECTION 8

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### AUDIOVISUAL/TECHNOLOGY SUPPORT

#### SCHEDULING A UNIVERSITY-SPONSORED EVENT

*Prior to recording a presentation, University Information Technology Services (UITS) must have a signed release form that grants Indiana University permission to record. This form is not necessary for anyone employed by Indiana University. (Appendix E)*

UITS will provide audiovisual staffing and equipment only for events in campus spaces with permanently installed audiovisual equipment, contingent upon availability, with the exception of those events held in the Campus Auditorium or the Louise E. Addicott and Yatish J. Joshi Performance Hall.

Requests for audiovisual equipment for events other than scheduled academic classes are requested through the Special Events Office. UITS will provide audiovisual staffing for routine needs during regularly scheduled work hours contingent upon the availability of staff and equipment. If audiovisual equipment is desired in campus spaces without permanently installed audiovisual equipment, or that is beyond the scope of the UITS installed equipment, UITS can provide assistance in locating an outside vendor. All further arrangements and charges will be the responsibility of the requester.

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. (Section 19)

#### SCHEDULING A NON-UNIVERSITY EVENT

*Prior to recording a presentation, UITS must have a signed release form that grants to Indiana University permission to record. (Appendix E)*

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

The availability of equipment and staffing must be confirmed before the *Facilities License Agreement* is approved and signed with the customer.

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

UITS **must** be notified at least four (4) weeks in advance for events that require a special setup.

Non-university groups will be charged an equipment fee. (Appendix J) UITS must be notified of a cancellation at least twenty-four (24) hours in advance of the event to avoid a charge for the equipment.

UITS 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 UITS for confirmation. UITS 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. (Section 19)

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

## UTTS SERVICES SUPPORT FOR THE ELKHART CENTER

### **Internal (IU) events:**

UTTS will provide basic unstaffed audiovisual support for events during normal operation hours. Evening and weekend support, and support beyond basic audiovisual, must be arranged and will be provided subject to availability of staff and equipment. Normal audiovisual fees and charges for internal groups apply, with a four (4) hour minimum charge.

### **External Events:**

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

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

## SECTION 9

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### CATERING

Sodexo has an exclusive contract to provide all catering and food and beverage service on campus.

- **Place your catering order online or by phone:** The catering menu and online form are available at [www.iusb.catertrax.com](http://www.iusb.catertrax.com) or you can contact Sodexo directly at (574) 520-4193. Orders must be received by Sodexo between 8:00 a.m. and 5:00 p.m. seven (7) business days prior to your event. This does not include weekends or holidays. *Catering orders placed outside this time cannot be guaranteed.*
- **Final guest count:** Must be given five (5) business days (not including weekends or holidays) 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 General Manager of Sodexo. There may be an additional charge for events under ten (10) people. **Cancellations** must be made five (5) business days prior to your event to avoid any charges.
- **Delivery:** Customers will be asked to sign the *Catering Request Form* upon delivery of catering. By signing the form the customer confirms the order is complete and correct. *Catering is not allowed in the Campus Auditorium, Performance Hall, DW 1001 or EA 1011.*
- **After-hours and delivery charges:** An after-hours charge of \$30 is charged on all caterings delivered after 5:00 p.m. A service charge of \$25 is charged on all off-site caterings including the Elkhart Center and Natatorium.
- **Charged upon consumption:** Individually wrapped, nonperishable items and canned or bottled beverages *from a catering order* will be charged upon consumption.
- **Bulk orders:** These are special pick up orders and must be discussed and placed with Sodexo at (574) 520-4193.
- **Hospitality Request Form:** A *Hospitality Request Form* is required for all caterings paying with university or IU Foundation funds. The form must be completed and forwarded to Accounting Services at least fourteen (14) days prior to the event. See Appendix G for a link to the form and list of frequently asked questions.
- **Payment:** The final cost will be calculated after the event. Indiana sales tax is charged on all caterings that are not specifically for students. Campus departments can only charge to IU Foundation or campus accounts for which they have signature authority, or have received permission from the fiscal officer.
- **Additional charges:** *No food, utensils, or equipment are to be removed from a catering event by the customer.* A fee will be charged for missing items.
- **Linens:** Linens are included for the buffet tables when necessary. All other linens are an additional charge.
- **Requests to use the kitchen for cooking for a special event:** This is a special request and must be submitted to the General Manager of Sodexo. Due to safety and sanitation guidelines, the General Manager of Sodexo has the final decision regarding approval and cost of the event. An account number must be provided to begin the process. Food must be purchased through Sodexo. A list of recipes, ingredients, and supplies must be submitted no less than thirty (30) days prior to the event. Participants are responsible for preparation, cooking and cleanup.
- **Bake Sales and/or Homemade Food:** Club or department bake sales are not allowed either on- or off-campus. Homemade food is not allowed at events on- or off-campus. Food or beverage from another caterer, restaurant, grocery store or vendor is not allowed unless specifically exempted by the Sodexo General Manager.
- **Using Off-Campus Event Space:** If you rent an off-campus facility that *mandates* use of their own caterer, you can use theirs. If they do not *mandate* it, you must get an exemption from Sodexo to use another caterer if the event is within a 50-mile radius of campus. IU cannot reimburse or pay an outside vendor without the Sodexo exemption.

## EXCEPTIONS

A **one-time exemption** may be granted on the rare occasion that the General Manager of Sodexo decides that an approved, outside vendor must be used. A *Catering Exemption Form* must be completed and submitted to the Sodexo General Manager for approval and signature. Once the form is approved, the organizer must select which of the approved caterers will be used, then submit the completed form to Accounting Services with the *Hospitality Request Form*. The organizer will follow all required procedures, including submitting a *Temporary Food Service Application*, and understands that failure to follow the required steps will result in refusal by the campus to pay for the event from IU or IU Foundation funds. The cost then becomes the responsibility of the organizer.

**Automatic Exemptions** are granted by meeting the requirements listed below. An exemption from the General Manager of Sodexo is waived in these specific instances. This **does not** exempt you from any current IU South Bend event accounting requirements or policies. These exemptions do not allow food to be purchased with an IU Procurement Card (P-Card). ***A Hospitality Request Form is required.***

***Only Coke products are allowed on campus due to the standing contract with Coke and IU South Bend. If you purchase outside food, you must purchase Coke products – which includes Dasani water -- for your beverage needs.***

- Clubs, departments and organizations may now carry in cold breakfast items for events occurring prior to 9:00 a.m. without a Sodexo exemption, as long as the items are purchased from **approved vendors** and the total bill does not exceed \$100. Anything above \$100 needs to follow the usual procedure for ordering from Sodexo.
- Clubs, departments and organizations may purchase prepackaged snacks (i.e. chips, Coke products, Little Debbie snacks, candy, etc.) without a Sodexo exemption, as long as the items are purchased from an **approved vendor** and the total bill does not exceed \$150.
- Clubs, departments and organizations may use Papa John's to order pizza (**but not beverages**) after 5:00 p.m. without a Sodexo exemption, as long as the total cost does not exceed \$150.
- Clubs, departments and organizations may purchase prepared sandwiches, deli trays or pre-packaged desserts from an **approved vendor** for an event occurring after 5:00 p.m. without a Sodexo exemption, as long as the total cost does not exceed \$150.

### **IU South Bend Approved Vendors** (*subject to change*):

Martin's Supermarket

Papa John's Pizza

The Skillet

Panera (4310 N. Main Street, Mishawaka ONLY)

***All Panera orders MUST be placed through Kathleen Pizana as she is the only authorized purchaser for IU South Bend. You must contact her in advance with your order. IU South Bend is not set up with an "in - store charge".***

***The automatic exemption, within the policy limits, still applies if you make a purchase and are requesting after-the-fact reimbursement.***

***Only Coke products are allowed on campus due to the standing contract with Coke and IU South Bend. Bottled water MUST be Dasani.***

## SECTION 10

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### DECORATIONS AND EQUIPMENT

The Special Events Office has the right of approval for all decorations and equipment.

- **Helium-filled balloons:**
  - Only allowed in the Student Activities Center meeting rooms.
  - Not allowed in the University Grill.
- All surfaces touching facility floors, particularly in the 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.
- *Do not affix anything to painted surfaces or to windows/door glass. Painting or defacing university property is prohibited. Any club or department that damages paint, glass, etc. is fiscally responsible for clean up or repair. Complete information can be found in the Posting Policy. (Section 17)*
- **Outdoor Stage-Type Performance Venues:** <http://inlocc.webhost.iu.edu/index.cfm#>
  - Any piece that has a canopy or cover must have engineering design and installation drawings complete with installation location plot plan with each page stamped by a professional engineer. Installation needs to be inspected by the State of Indiana.
  - Non-covered stage (no one inside) is subject to inspection and shall not exceed twenty (20) feet at the highest point.
  - Public clear space shall be the height of the stage at its highest point including rigging or speaker tower plus eight (8) feet from all edges of the equipment.
- **Tents:** <http://inlocc.webhost.iu.edu/SiteMap2.cfm?what=tents>
  - Campus-owned tents do not require review of use when no cooking is to be done.
  - Cooking of any type within a campus-owned tent requires review of activity fourteen (14) days prior to event and is subject to Chapter 31 of the Indiana Department of Homeland Security guidelines.
  - Rental tents larger than 400 square feet require review twenty-one (21) days ahead of the event, subject to Chapter 31 including the requirements for egress markings and signage.
  - Site review and event plan should be reviewed prior to any rental contracts being issued. No event advertising should be done before understanding the event requirements.

*All outdoor events must have an emergency plan in place which includes lightning monitoring.*

- **Open Flames:** No open flames, candles or incense are allowed in any building.
- **Fireworks/pyrotechnics on university property:** The sale of fireworks on university property is forbidden. The possession and/or use of fireworks on university property is forbidden without permission of the Core Advisory Group. The use of pyrotechnics during performances may be allowed but defined procedures must be followed. <http://policies.iu.edu/policies/categories/financial/insurance-loss-control-claims/FIN-INS-20-fireworks-pyrotechnics-on-university-property.shtml>
- **Shoe Policy for varsity basketball court:** Only non-marking rubber-soled shoes are allowed on the Student Activities Center varsity, recreational and racquetball courts. Hard-soled shoes and high heels will damage the floor and are not permitted. You or your club/institution will be responsible for any or all damage that occurs.
- **Popcorn Machine, Nacho Machine, Sound Equipment and “Titus” the Titan Mascot:** Submit all requests on the Titan Productions page of Titan Atlas at [www.titanatlas.iusb.edu](http://www.titanatlas.iusb.edu).

The popcorn machine and nacho machine can only be used in designated spots in the Student Activities Center (concession stand) and Wiekamp Hall (outside the south entrance of Room 1001) and University Grill. Any other location must be approved by the Special Events Office.

## SECTION 11

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### GRILLING POLICY

The university reserves the right to restrict any person, or people from grilling on campus.

#### REQUESTS

- Must be submitted to Maureen Muldoon, Special Events Coordinator, seven (7) days in advance of the requested date.
- A confirming e-mail will be sent. The requestor must have this confirmation e-mail with them during the event.

#### LOCATION

All grilling must take place in the designated grilling zone which is The Green Lawn between the Student Activities Center and Northside Hall.

#### GRILLS

- Grills need to be placed fifteen (15) feet from all buildings and ten (10) feet from all sidewalks.
- Grills must be used in the open air and not placed under any covering.
- Only gas grills may be used for grilling – *no charcoal*. A maximum of a 20-pound propane cylinder can be used for grilling.
- Only one gas grill is permitted to be used per request.
- Open flame fires, including fire pits, are prohibited on campus.
- Grills should not be left unattended at any time.
- Any person grilling must have their confirmation e-mail with them.

#### IU RULES AND REGULATIONS

- No alcohol, no smoking or tobacco products (includes electronic cigarettes and vaping and smokeless tobacco.)
- For safety reasons, do not congregate in active parking lots (i.e. SAC parking lot.)
- All trash and recyclable materials must be picked up and disposed of properly. Failure to do so could result in a cleaning charge. The person given approval to grill is responsible for all guests and any mess created.
- Absolutely no staking or sticking anything into the ground. No tarps are allowed on the grass.
- Noise levels must not be disruptive to surrounding classroom activities.

Individuals who violate the above rules and regulations will be asked to leave the property and be subject to fines, charges, university sanctions and/or legal penalties.

Individuals who enter a grilling area and violate university policies (i.e. drinking alcoholic beverages, smoking, etc.) must be asked to leave. If individuals violating university policy refuse to leave or continues the behavior, a university administrator or IU Police Department should be called. If IU Police or another university official observes violations occurring in the grilling area they will ask everyone to leave and may hold the approved griller responsible for violations.

***All outdoor events must have an emergency plan in place which includes lightning monitoring.***

## SECTION 12

### IU Police Department (574) 520-4239

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All requests for events must be submitted to the Special Events Office on the *Event Planning Checklist* (Appendix D). Requests will be reviewed by the IU Police Department in order to determine the security requirements and cost for the event.

Requests must be received at least twenty-one (21) 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 at its hourly rate. For some larger events, the use of a bonded security service provider may be required, which must be approved by the Chief 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 can be found online at [http://iusb.edu/police/building\\_hours.php](http://iusb.edu/police/building_hours.php)

Hours for the Student Activities Center (SAC) are online at

<https://www.google.com/calendar/embed?src=studentactivities130@gmail.com&ctz=America/NewYork>

Additional information regarding social events and event security can be found in the IU South Bend Social Events Policy. (Section 20)

#### WHEELCHAIRS

Wheelchairs are available through IU Police Department at the following locations:

<b>Administration Building:</b>	Room 294
<b>Education Arts:</b>	Room 1098C (Custodial Services)
<b>Purdue Technology:</b>	Front Lobby (Secretary's Office)
<b>Student Activities Center:</b>	Health and Wellness Center
<b>Wiekamp Hall:</b>	Room 1000 (Custodial Services)

#### DEFIBRILLATORS

Defibrillators are located in every campus building and marked with signs. Over thirty (30) have been placed on campus so you are within three (3) minutes of a unit.

#### IU SOUTH BEND BUILDING SAFE LOCATIONS

In the occasion of a weather-related emergency, quickly move to the nearest safe area.

<b>Administration Building:</b>	University Center Basement Halls
<b>Dwyer Hall</b>	Hallway near the waiting area
<b>Education Arts:</b>	First Floor Restrooms, Rooms 1010, 1229 and 1231
<b>Elkhart Center:</b>	Basement, First Floor Restrooms
<b>Fine Arts:</b>	Restrooms, Rooms 120, 130 and 140
<b>Northside Hall:</b>	Basement Halls
<b>Purdue Technology:</b>	Restrooms, Interior Hallways, Rooms 120 and 152
<b>River Crossing</b>	
<b>Community Building:</b>	Restrooms
<b>Schurz Library:</b>	Ground Floor Tunnel, Lounge Area, Rooms 005 and 009
<b>Wiekamp Hall:</b>	First Floor Restrooms, Rooms 1001, 1105, 1125, 1205, 1225 and Basement

**Outdoor Activities:** Evacuation of outside areas must be completed when lightning is within ten (10) miles of the venue. Activities may be resumed 30 minutes after the last lightning event within the ten (10) mile range. IU Events should identify a responsible staff member to receive lightning alerts during scheduled outdoor events.

## SECTION 13

### INSURANCE REQUIREMENTS

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*Contact the Office of Insurance, Loss Control and Claims.*

All non-university organizations and non-university sponsored events are required to provide a ***valid Certificate of Liability Insurance naming the Trustees of Indiana University, its officers, agents and employees as an additional insured for the event, plus an endorsement.*** See Appendix C for sample form with required wording.

Contact Pam Holland ([pholland@iu.edu](mailto:pholland@iu.edu) or 812-855-4913) at the Office of Insurance, Loss Control and Claims (INLOCC) with questions regarding the Certificate of Liability Insurance.

## SECTION 14

### LITERATURE, “DRIVE” AND FUNDRAISING TABLES FOR STUDENT CLUBS AND CAMPUS DEPARTMENTS

Registered clubs and organizations, as well as campus departments requesting table space for literature, “drives” or fundraising must contact the Special Events Office for permission. Approval will be granted depending upon the timeliness of the request as well as the number of other requests submitted for the same time period. The Special Events Office will submit a work order for each approved request. Tables will be marked with the club, organization or department, plus the name of the person requesting the table. Tables must be cleared nightly or the items will be disposed of by custodial staff. ***Be considerate of other groups. Do not request multiple dates if you are not able to staff them. If you discover that you are unable to staff a date you have requested, contact the Special Events Office to cancel your request so the space can be used by another group.***

In order to maximize your contact and minimize facility disruption, you must remain at your table. Do not stand near doors to solicit. If an individual refuses your offer of literature, you must respect their decision to decline your information.

#### DESIGNATED AREAS FOR LITERATURE, “DRIVE” AND FUNDRAISING TABLES

<b>Outside Areas:</b>	Scheduled at the discretion of the Special Events Office depending upon the type of event
<b>Education and Arts:</b>	Lobby in front of windows – maximum of four six-foot tables (including catering tables)
<b>Elkhart Center:</b>	First floor front lobby
<b>Northside Hall:</b>	North of the Performance Hall in front of the windows
<b>Student Activities Center:</b>	Mall entrance
<b>University Center:</b>	White presentation wall in the University Grill NOTE: “Drive” tables or boxes are not allowed in the University Grill
<b>Wiekamp Hall:</b>	IU wall across from doors to the parking garage

#### FUNDRAISING

- Table should be staffed by two people at all times. The group must use a cashbox. Contact the Office of Student Life if you need to borrow one. Checks are preferable to cash and should be made payable to the official name of the student club or organization or Indiana University South Bend. A cash reconciliation sheet must be completed after the event and sent with the checks and cash to the Office of the Bursar for deposit to the club account. A copy of the reconciliation sheet is given to the Director of Student Life.
- ***The IU Police Department must be alerted.*** The IU Police Department may or may not physically monitor the event, but will always be available for emergencies.
- Advertising and printed tickets of any kind for a fundraising event must carry the name of the sponsoring organization. (Section 1)

#### “DRIVES” (Clothing, Food, Book, etc.)

- Submit the name of the “drive,” contact information of the club, drive organizer, and what will be collected to the Special Events Office.
- Clubs, organizations, or departments must provide their own containers. The maximum size will not exceed 3’x3’x3’.
- Containers must be marked with club name and what items are being collected.
- Containers must be emptied every evening. Facilities will toss any contents left overnight.
- Containers must be removed the morning after the final collection day.
- Storage is not available on campus. Each club, organization or department is responsible for storing items collected.

## **SECTION 15**

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### **PARKING**

Parking permits are issued at the Parking Services Office in Administration Building 112.

IU South Bend Parking Services charges a parking fee for all visitors and external organizations meeting on campus.

- Monday through Sunday: \$2 per vehicle
- There is no reduction for hourly or partial-day parking.

Parking Services will designate the approved parking location. Zone violations (no parking lane, fire hydrant, fire lane, disabled spaces) are always enforced.

A *university-sponsored event* will not be charged rental, service or parking fees unless events requiring campus services are outside of normal business operations. These may require a fee to cover associated costs. Parking charges will be coordinated through the Special Events Office as part of the event planning and will be billed either to the host department or to the outside group hosting the meeting or event.

#### **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 to the Student Activities Center**

Pay the parking rate per visit. No monthly rate is available.

## SECTION 16

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### POLITICAL EVENTS GUIDELINES

As a state-supported public university with a tax-exempt status under sections 115 and 501 (c) (3) of the United States Internal Revenue Code, Indiana University may not participate or intervene in any political campaign and must prevent its resources from being used in any way that could appear to support a political campaign. University trademarks may not be used by candidates for elected office or by IU community members in a way that would create the appearance of Indiana University support for a particular candidate or political party.

To help ensure that Indiana University's tax-exempt status is protected and that we remain in compliance with our legal obligations, please review the *Guidelines for Political Campaign Invitations, Events, and Activities*.

<https://policies.iu.edu/policies/gr-02-political-activities/index.html>

Community members requesting space on IU South Bend's campus to distribute political information on candidates, have petitions to sign, etc. for a political candidate have three options:

**1. Use the public sidewalks that border campus:** (Interior sidewalks are restricted to students, faculty and staff.)

- Mishawaka Avenue
- 20<sup>th</sup> Street
- Northside Boulevard
- Hildreth Street
- Ruskin Street
- Franklin and Marion Streets on the Elkhart Campus

No additional action is required.

**2. Affiliate with a registered student club or a campus department:**

A registered student club or campus department must co-sponsor the request and be a planning member of the activity.

- If this involves a table request, at least one club member must be at the table with the community members at all times. The group is restricted to the space immediately surrounding the table and cannot block egress in hallways or entryways.
- If this involves an event, club members must be involved with the planning and must be in attendance.
- A student organization may conduct a single-candidate or single-party event, but may only do so for events closed to the general public and paid for with money from student fees (rather than other university funds). Events open to the general public should be co-sponsored by a campus department or unit and should include all eligible candidates actively running for the same position.
- Campus departments and units must avoid the appearance of supporting a specific candidate. When inviting a candidate to campus, the sponsoring department must offer an equal opportunity for all legal candidates actively running for that same position to appear.

**3. Rent space (table or room) through the Special Events Office:**

- Table rental is \$100 per day, or any portion of a day, for one (1) six-foot table and two (2) chairs. Tables are allowed in specific locations of Wiekamp Hall, the Student Activities Center and the Elkhart Center.
- Room rental depends upon availability. Additional fees for audiovisual, custodial, parking, etc. may apply. A Facilities License Agreement must be signed and valid Certificate of Liability Insurance naming the Trustees of Indiana University, its officers, agents and employees as an additional insured for the event with an endorsement filed with Indiana University.

## SECTION 17

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### POSTING POLICY

As a university that is open to expression of various viewpoints, IU South Bend encourages intra-campus posting of information in the interest of enhancing student and campus life and expanding opportunities for learning and cultural enrichment. IU policy does not allow outside organizations to post unless sponsored by a university office, department or student club.

All materials posted on the campus must be submitted to the Gateway Information Center (main lobby of the Administration Building) for approval by Gateway Information Center personnel. To post at the Elkhart Center see the Operations Manager. The Director of Student Life may withhold approval for any poster in violation of this policy. **Exceptions and variances to this policy may be granted from the Director of Student Life.** The decision of the director may be appealed to the Associate Vice Chancellor for Student Services.

All postings must be in approved spaces as designated below. Postings shall not promote smoking or the use of alcohol or illegal drugs. Student Life is not responsible for printing and duplication costs or the distribution of postings

*Do not affix anything to painted surfaces, windows or door glass.  
Painting or defacing university property is prohibited.*

#### POSTING AREAS

Campus postings will only be allowed in designated areas as described in this policy. Table tents or other handouts are not permitted on dining tables in the University Grill or SubConnection. Postings are not allowed in restrooms.

Bulletin boards and posting areas are defined for use as follows:

- ***Bulletin Boards – Open Posting Area***  
An open posting area is available for approved posting by anyone but still requires Student Life approval stamp.
- ***Bulletin Boards – Designated***  
Bulletin boards identified as *designated* are available for posting for university campus groups, organizations, university departments, students, faculty and staff to whom they have been designated. To post on a designated board permission must be requested from the group/individuals to whom the board is designated.
- ***Bulletin Boards – Restricted***  
Bulletin boards identified as *restricted* are under the jurisdiction of a school, department, residence life buildings, or administrative office and are restricted to their use only. University campus groups, organizations and university departments may request permission from the appropriate school, department, or administrative official to use these bulletin boards.

#### POSTINGS

For the purposes of this policy, the terms *posting*, *posters* and *flyers* shall include, but are not limited to, billboards, notices, table tents, flyers, placards, posters, banners, leaflets, handouts, and hand-held signs. Postings must follow these guidelines:

- The name of the sponsoring university department or student organization must appear prominently on all flyers and advertisements. If co-sponsored this must be noted on the sign and all parties must be named.
- For an organization to be identified as a sponsor on a poster there must exist a direct relationship between the general function of the organization or department and the event being advertised.
- All flyers must include contact information.
- Posters are not to exceed 11" x 17" without the permission of the Director of Student Life.
- No tape or other material may be used to affix flyers to glass, painted surfaces or other surfaces not dedicated for postings.
- The distribution flyers may not obstruct pedestrian or vehicular traffic.
- Leaflets or handbills discarded on the ground in the general area of distribution are to be picked up by the sponsoring group.
- The distribution of material is not allowed in an area reserved by another organization nor can it impede another scheduled activity or event.
- Postings shall not be attached to vehicles in any way.

## **CHALKING**

Chalking is permitted, if it complies with the Posting Policy in addition to the following:

- Chalking may be utilized by registered student organizations and university departments and is only allowed on ***outdoor concrete sidewalk*** areas that are exposed to the weather and can be easily washed away by rain. Do not chalk on steps or other vertical surfaces.
- Chalk must be water-soluble, washable, non-toxic and clearly identified as sidewalk chalk.
- Chalking must be clear and legible and must bear the name of the student organization (if applicable). Chalking is not allowed within 10 yards of building entrances, on steps, any vertical surfaces, landscaping or brick.

## **YARD SIGNS**

Registered clubs and organizations, as well as campus departments requesting placement of yard signs on campus must contact the Special Events Office regarding placement. Signs must not be an obstacle to the grounds crew, or interfere with underground computer or sprinkler lines.

Approval will be granted for two (2) weeks at a time depending upon the timeliness of the request as well as the number of other requests for the same time period.

- Small yard signs may be placed two (2) feet from the sidewalks.
- Signage must be removed the morning after the event.

*Questions about this policy can be directed to the Gateway Information Center Manager at (574) 520-5005.*

## **SECTION 18**

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### **PROGRAMS INVOLVING CHILDREN**

Indiana University has adopted a Programs Involving Children Policy (PIC) (PS-01) that **must** be followed for any campus program or event designed to include children under 18 years old.

The PIC policy was created to ensure the overall protection and safety of children involved in Indiana University programs through the use of background checks, program registration, a mandate for program-specific guidelines, and an emphasis on the legal duty to report suspected child abuse and neglect.

Customers who have signed a Facilities License Agreement for the event, or the campus department sponsoring the event, must ensure and maintain proper supervision over such individuals. A Release of Liability may be required from the customer for each underage individual

The policy, along with additional resources and information concerning the policy, can be found at:  
<https://protect.iu.edu/police-safety/policies/programs-children/index.html>

## SECTION 19

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### SHOWING MOVIES ON CAMPUS

This policy is intended for campus events involving the showing of films, *not for use in a classroom for instructional purposes*. Any public showing of a film requires that public performance rights be obtained. In many cases, there are costs and additional restrictions. Please ask before assuming your club or organization can host a public viewing of a film, even if the film is available through the campus libraries. Permission to show the film must be obtained prior to the showing.

*Any movie shown in a public place (including an auditorium or meeting room) is considered a public performance whether or not admission is charged. Proof of copyright approval must be sent to the University Information Technology Services (UTIS) event consultant at [jblangst@iusb.edu](mailto:jblangst@iusb.edu).*

#### **What is the film you want to show and how is it obtained?**

If through the library, confirm that the library has purchased public performance rights. **Not all films available through the library in either DVD format or streamed content come with public performance rights.** Contact the library at (574) 520-4441 to confirm.

If the film is not available through the library with public performance rights, you must obtain public performance rights. **If you have not obtained public performance rights, you are breaking the law and putting the university and yourself at risk of lawsuit and fines.** (See Copyright at Indiana University web page at <http://copyright.iu.edu/>).

#### **Rental fees:**

In most cases, there will be a fee or cost to obtain the rights to show a film publicly. Licensing fees average \$200 to \$500 but may be higher. Contact the Office of Student Life at (574) 520-5533 or [sblife@iusb.edu](mailto:sblife@iusb.edu) for possible financial assistance.

#### **Securing Public Performance Rights:**

Contact any of these vendors to secure public performance rights. Information on how to contact the company can usually be found on the company's website. For more details on how to secure permission, see the permissions page of the Columbia University Libraries Copyright Advisory Office at <http://copyright.columbia.edu/copyright/permissions/>. 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.

The copyright holder may request information regarding the name of the organization which will be 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.

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/>)

#### **Purchasing Procedure:**

Whenever paying an outside vendor, as in the case of obtaining public performance rights, Indiana University purchasing procedures must be followed.

If the company or producer does not give permission for the public showing, you may not show the film. Contact the library for assistance in finding an alternative film to show.

#### **Questions:**

Contact the Dean of Library Services (574) 520-4448, the Scholarly Communications Librarian at (574) 520-4209 or Director of Collection Services at (574) 520-5500 for additional information.

## SECTION 20

### SOCIAL EVENTS POLICY

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Dances and late night 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 typically take place after normal operating hours and specific procedures outlined in this policy must be followed. See Appendix D for the *Event Planning Checklist*.

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.

#### 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.*

#### LATE NIGHT SOCIAL EVENTS AND DANCES

Dances are primarily designed for socialization among college students and members of the IU community (students, faculty, staff and alumni). Guests must be accompanied by an IU student. 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. ***Guests are the responsibility of the host student and sponsoring student organization. The sponsoring student organization retains the right to deny entry. A list of names of all guest attendees must be submitted to IU Police Department (IUPD) at the conclusion of the event.***

Liability for the hosting organization is limited to the reserved space. IU Police Department (IUPD) and building management assumes all other responsibility including parking, outdoor and egress areas and non-reserved spaces in proximity to the rented facility.

*Dances are not open to the public.*

#### 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. **NOTE: Event coordinator MUST be present for the entire 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 twenty-one (21) days prior to an event will not be considered.

#### TIMELINE

21 days in advance	<p><b>Event location</b> must be requested at least twenty-one (21) days in advance. Contact the campus Special Events Coordinator to confirm the date and receive a copy of the Special Events Manual containing the <i>Event Planning Checklist</i>.</p> <p>Your event is not approved until it is confirmed by the Special Events Office. Requestor, advisor/department representative, IU Police Department and Director of Student Life will be notified by e-mail.</p> <p><b>NOTE: Event is confirmed only when all paperwork is approved.</b></p>
30 minutes before event	<p><b>Event Kickoff Meeting</b> held between sponsoring organization event coordinator(s), IU Police Department officers and other security personnel (if applicable).</p>

## REQUIREMENTS

- **Monitors:**  
The sponsoring organization (student club) must have four (4) monitors at the dance. These monitors must be clearly identified and understand their role in helping to keep the event a success.
- **Time Restrictions:**  
No admittance after midnight. All guests must leave by 1:00 a.m. Venues **must** be cleared by 1:15 a.m.  
*Event time will be adjusted accordingly for any events not scheduled to end at midnight.*
- **Alcohol:**  
No alcohol is allowed at student events. This includes parking lots. (Section 6)
- **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.
- **Coat Check:**  
Coats, book bags and inanimate objects are not allowed into dances. Coat racks will be provided in the Fireside Rooms. If the sponsoring organization chooses to provide an attended coat check, they are responsible for staffing. The sponsoring organization has the option of charging a fee.
- **Decorations:**  
It is the responsibility of the sponsoring organization to clean up decorations after their event. Any clean up or damage will result in a charge to the sponsoring organization.

## 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, will 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. An hourly rate will be charged to the sponsoring club or department. A minimum of **two (2)** IU Police Officers are required for events with an expected attendance of up to 300 persons. An additional one (1) IU Police Officer is required for each 100 persons beyond 300. The role of IU Police 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 Officers 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 guests within 15 minutes of the event end time, but no later than 1:15 a.m., and may ask for IU Police Officers for support as necessary. *If shift changes are needed, new volunteers must introduce themselves to the facility staff and IU Police Officers.* The event coordinator must train additional volunteer staff on their responsibilities as discussed in the event kickoff meeting.

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.

## SECTION 21

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### SUPPORT SERVICES

#### GENERAL GUIDELINES FOR EVENTS SPONSORED BY A CAMPUS DEPARTMENT OR CLUB

- The Special Events Office takes room reservations and setup requests (tables, chairs, podiums, easels, etc.) and submits work orders.
- Support Services requires seventy-two (72) hours (3 working days) notice for any room setup requests during normal business hours (7:00 a.m. – 3:30 p.m., Monday – Friday). Room setup 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.
- Events requiring setup outside of normal business hours (before 7:00 a.m. and after 3:30 p.m., Monday - Friday) must receive prior approval from the Support Services supervisor or designee and may require a fee to cover associated costs.
- Facilities staff are the only people authorized to open or close the Fireside walls.
- Nonstandard setups should be coordinated with the Special Events Office prior to approval and may require an additional fee to cover associated costs.
- All setups must comply with fire code room capacity and egress requirements. All events must meet the Americans with Disabilities Act (ADA) accessibility guidelines.

*It is a violation of Fire Code 1004.7 to add chairs or to stand in any room with fixed seating. Doing so endangers attendees and puts your event at risk of being cancelled immediately without being rescheduled.*

- Support Services uses its equipment for setups and is not responsible for setting up, resetting, moving or securing items/equipment belonging to other organizations. ***Support Services does not mix rented equipment with university furnishings*** such as tables and chairs or pieces of stage. 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 setup/tear-down agreement using the vendor's staff.
- Facilities staff handles set-ups on the gym floor of the Student Activities Center.
- **Rental Companies:** Outside rentals must be approved in writing at least one (1) week prior to delivery by the Special Events Office. Name of the rental company, date and time of delivery and pick-up, and name of person authorized to sign must be provided. A pre-delivery meeting is required.

#### GENERAL GUIDELINES FOR EXTERNAL GROUPS

- Campus support services will be used unless otherwise agreed upon. All provisions outlined above apply unless addressed separately in this section.
- Custodial and setup fees will be added according to the Facilities Management Event Charges. (Appendix I).
- When scheduling an event outside normal business hours (7:00 a.m. – 3:30 p.m., Monday - Friday) or when an event requires a special setup, the equipment request must be placed at least two (2) weeks prior to intended use.
- It is the responsibility of the external group to contract for rental equipment.

## SECTION 22

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### VIDEO RECORDING AND PHOTOGRAPHY ON CAMPUS

This section clarifies what is allowed on the Indiana University South Bend campus and its properties.

#### Definitions include:

**Campus Image:** A still or moving image that can be readily identified by the public as IU South Bend property such as architecture, landmarks, signage, the presence of prominent individuals, logo clothing or athletic uniforms.

**Filming:** Capturing moving or still images of IU South Bend property by any means on any media now known, or that may be invented in the future. This includes, but is not limited to, film, videotape, digital disk or any electronic transmission to another medium or to the Internet.

**Photography:** Capturing still images onto any compatible medium, or posting to the Internet, by any means or devices now known or that that may be invented in the future. This includes, but is not limited to, film cameras, digital cameras, electronic devices such as personal computers, mobile phones or personal digital assistants.

#### General Guidelines:

Noncommercial filming and photography is permitted on IU South Bend property, provided such activity does not interfere with the educational, research and normal program functions or scheduled events of the university, does not pose a security or safety risk to the university community, and does not violate individuals' reasonable expectations of privacy.

Generally, filming on IU South Bend property requires prior approval. To request approval, the form at Appendix E should be completed and submitted to the Special Events Office. The approval process helps keep everyone safe, the university running smoothly, and avoid situations that could create legal problems or harm the reputation of the campus.

Under certain circumstances, prior approval will not be required. Those circumstances are limited to the following:

- Incidental, unobtrusive noncommercial filming or photography by visitors or tourists to the campus. Any such filming or photography may not be used for commercial purposes at any time without the express written permission of the Office of Communications and Marketing.
- Incidental filming or photography by IU South Bend campus faculty or staff creating work to be used for non-commercial, educational or administrative purposes. It must be done unobtrusively and without interruption to campus programs, classes or activities, and not require any special campus services (security, traffic, etc.).
- Students are free to record video/film assignments on campus without prior approval if it is done as part of a class project. However, the instructor must make it clear to students that the project must adhere to these guidelines.

Regardless of whether prior approval is required, all filming on campus should adhere to the following principles and restrictions:

- The use or re-use of the filming or photography output must be consistent with the interests of the policies of Indiana University.
- Providing Notice: You must use reasonable methods to inform individuals in the area that filming is taking place. For example, a verbal announcement would suffice for a small setting. For a larger setting, a notice posted at the perimeter of the filmed area is acceptable. The purpose of the notice is to provide individuals who do not wish to be photographed, recorded, or appear in the film the opportunity to leave the area or to pass by without being filmed.
- Compliance with University Policies: Use of electronic recording/streaming devices such as webcams, netcams, video or audio recorders, etc. must comply with existing university policies and practices, including, but not limited to the university Video Surveillance Policy PS-02, the university Sexual Harassment Policy, the Student Code of Conduct, University Academic Policies, the IUSB Academic Handbook, and other applicable policies and laws. See new policy on *Unmanned Aircraft (Drones and Model Aircraft)*.  
<http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-05.shtml>

Filming may not put the safety of people at risk; put university property at risk; interfere with the normal operation of the university, interfere with the rights of others on campus, including their reasonable expectations of privacy, restrict pedestrian or vehicle traffic on or around campus, or reflect negatively on the image of the mission of the university.

## APPENDICES

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### **Appendix A**

Approval for Alcohol Service on Campus Form

### **Appendix B**

Ernestine M. Raclin School of the Arts Information and User Request Forms

Campus Auditorium

Louise E. Addicott and Yatish J. Joshi Performance Hall

Art Gallery

Upstage

### **Appendix C**

Certificate of Liability Insurance Sample Form

### **Appendix D**

Event Planning Checklist

### **Appendix E**

Event Recording Guest Release Form

### **Appendix F**

Filming on IU South Bend Campus Request Form

### **Appendix G**

Hospitality Policy and Sales Tax Frequently Asked Questions and Hospitality Request Form Links

### **Appendix H**

Housing and Residence Life at River Crossing Community Center Room Reservation Information Form

### **Appendix I**

Room Reservations and Rental Information

Administration Building

Student Activities Center

Education Arts Building

Northside Hall

Wiekamp Hall

Elkhart Center

Additional/Optional Rental Charges

Information Table for Outside Organizations and Businesses

Summer Housing at River Crossing

Facilities Management Event Charges Guidelines

University Information Technology Services

Computer Classroom Lab Use

### **Appendix J**

University Information Technology Services

Audiovisual Equipment

Event Technology Checklist

- **APPROVAL FOR ALCOHOL SERVICE ON CAMPUS FORM**

## APPROVAL FOR ALCOHOL SERVICE ON CAMPUS

Departments requesting alcohol at a university event must submit this form to the Special Events Office at least two (2) weeks prior to the event date for Chancellor approval and confirmation with the alcohol provider.

**RESERVATION INFORMATION:**

Name of Event: \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Describe anticipated audience (for example, university staff/faculty, community members):

Anticipated number of guests: \_\_\_\_\_

What beverages are you requesting? \_\_\_\_\_ Beer \_\_\_\_\_ Wine \_\_\_\_\_ Pop \_\_\_\_\_ Dasani \_\_\_\_\_ Full Bar

Requestor – Print Name: \_\_\_\_\_

Requestor – Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**EMERGENCY CONTACT DAY OF EVENT:** \_\_\_\_\_

**CELL PHONE NUMBER:** \_\_\_\_\_

Request approved \_\_\_\_\_  
Chancellor Terry L. Allison

Request denied \_\_\_\_\_  
Date

<b>For Office Use Only</b>	
Event confirmed with alcohol provider by: _____	Date: _____
Event confirmed with requestor by: _____	Date: _____

## APPENDIX B

### ERNESTINE M. RACLIN SCHOOL OF THE ARTS INFORMATION AND USER REQUEST FORMS

Campus Auditorium

Louise E. Addicott and Yatish J. Joshi Performance Hall

Art Gallery

Upstage

- ON-CAMPUS USER INFORMATION AND REQUEST FORM
- OFF-CAMPUS USER INFORMATION AND REQUEST FORM

## Ernestine M. Raclin School of the Arts

### Request for the Campus Auditorium

Louise E. Addicott and Yatish J. Joshi Performance Hall,  
Art Gallery or Upstage

### ON-CAMPUS USER

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 Demaree Dufour-Noneman at least six (6) weeks before the proposed event.** Staff needed for each event will be determined by the Ernestine M. Raclin School of the Arts production staff. Events requested less than six (6) weeks in advance may incur a 15% surcharge on total fees.

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)	Facility Fees	
Stage Technician: \$30.00/hour	Campus Auditorium, no balcony: \$250	Upstage Theatre: \$100
Student Stage Hand: \$15.25/hour	Campus Auditorium, w/balcony: \$325	Art Gallery: \$115
House Manager: \$20.50/hour	Addicott/Joshi Performance Hall: \$190	EA 1103: \$62.50
Usher/Cashier: \$15.25/hour		
Gallery Attendant: \$20.50/hour		

### Selling Tickets

Indiana University utilizes Archtics, a Ticketmaster system, to ticket all non-sporting events on the campuses of IU. If you plan to sell (or provide free) tickets for your event, you must contact Demaree Dufour-Noneman to distribute those tickets through the Ernestine M. Raclin School of the Arts Box Office.

Ticketing fees cover box office expenses including ticket stock, licensing, and credit card fees. Fees are as follows:

Ticket set-up fee: \$75

Online sales add-on: \$25

Free events and events in non-arts venues: \$1 per ticket distributed

Paid events in School of the Arts venues: 10% of gross ticket revenue

Please refer to the Ernestine M. Raclin School of the Arts Events Policy Manual for complete information on box office and event policies and procedures.

To begin the process of reserving space, please complete the following form and return to:

Demaree Dufour-Noneman  
Arts Production Coordinator  
Ernestine M. Raclin School of the Arts  
IU South Bend  
Northside 017  
P.O. Box 7111  
South Bend, IN 46634  
(574) 520-4561 (phone)  
(574) 520-4317 (fax)  
ddufourn@iusb.edu

**On-Campus User Request Form for the Campus Auditorium  
Louise E. Addicott and Yatish J. Joshi Performance Hall, Art Gallery or Upstage**

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: \_\_\_\_\_

Setup time: \_\_\_\_\_ Start Time: \_\_\_\_\_ Proposed End Time: \_\_\_\_\_

Will admission be charged? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Intended Audience:  
(Who?) \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_  
(How many?)

Equipment Needs: \_\_\_\_\_

Does the presenter have a technical rider? Yes \_\_\_\_\_ (please include with your submission) No \_\_\_\_\_

Account to be charged: \_\_\_\_\_

Account Manager Signature: \_\_\_\_\_

**For Office Use Only**

Received: \_\_\_\_\_ Confirmed: \_\_\_\_\_ Payment Received: \_\_\_\_\_

Approved Date, Time and Facility: \_\_\_\_\_

Necessary Staff: \_\_\_\_\_

Event Cost Estimate: \_\_\_\_\_

## Ernestine M. Raclin School of the Arts

### Request for the Campus Auditorium or Louise E. Addicott and Yatish J. Joshi Performance Hall, Art Gallery or Upstage

#### OFF-CAMPUS USER

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 made by an IU South Bend faculty or staff member and submitted in writing to Demaree Dufour-Noneman at least six (6) weeks before the proposed event.** Staff needed for each event will be determined by the Ernestine M. Raclin School of the Arts production staff. Events requested less than six (6) weeks in advance may incur a 15% surcharge on total fees.

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

Staffing, facility, equipment and box offices policies and fees will apply. Some fees are summarized below. Please refer to the Ernestine M. Raclin School of the Arts Events Policy Manual for complete information on box office and event policies, procedures and fees.

Staffing Fees (not to exceed these rates)	Facility Fees	
Stage Technician: \$30.00/hour	Campus Auditorium, no balcony: \$1,000/day	Upstage Theatre: \$400/day
Student Stage Hand: \$15.25/hour	Campus Auditorium, w/balcony: \$1,300/day	Art Gallery: \$450/day
House Manager: \$20.50/hour	Addicott/Joshi Performance Hall: \$750/day	EA 1103: \$250/day
Usher/Cashier: \$15.25/hour	NS 026: \$225/day	NS 013: \$225/day
Gallery Attendant: \$20.50/hour	Other arts classrooms: \$100/day	

#### Selling Tickets

Indiana University utilizes Archtics, a Ticketmaster system, to ticket all non-sporting events on the campuses of IU. If you plan to sell (or provide free) tickets for your event, you must distribute those tickets through the Ernestine M. Raclin School of the Arts Box Office. Fees are as follows:

Ticket set-up fee: \$75

Online sales add-on: \$25

Box Office service fee: \$1 per ticket or 10% of gross ticket revenue, whichever is larger

To begin the process of reserving space, please complete the following form and return to:

Demaree Dufour-Noneman  
Arts Production Coordinator  
Ernestine M. Raclin School of the Arts  
IU South Bend  
Northside 017  
P.O. Box 7111  
South Bend, IN 46634  
(574) 520-4561 (phone)  
(574) 520-4317 (fax)  
ddufourn@iusb.edu

**Off-Campus User Request Form for the Campus Auditorium  
Louise E. Addicott and Yatish J. Joshi Performance Hall, Art Gallery or Upstage**

**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:** \_\_\_\_\_

**Setup time:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **Proposed End Time:** \_\_\_\_\_

**Will admission be charged?** \_\_\_\_\_ **If yes, how much?** \_\_\_\_\_

**Intended Audience:**  
(Who?) \_\_\_\_\_

**Anticipated Attendance:** \_\_\_\_\_  
(How many?)

**Equipment Needs:** \_\_\_\_\_

**Does the presenter have a technical rider?** Yes \_\_\_\_\_ (please include with your submission) No \_\_\_\_\_

**Would you like the event recorded?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, recording format? :** \_\_\_\_\_  
(Media must be provided)

**For Office Use Only**

**Received:** \_\_\_\_\_ **Confirmed:** \_\_\_\_\_ **Payment Received:** \_\_\_\_\_

**Approved, Date, Time and Facility:** \_\_\_\_\_

**Necessary Staff:** \_\_\_\_\_

**Event Cost Estimate:** \_\_\_\_\_

**FLA Sent:** \_\_\_\_\_ **FLA Signed:** \_\_\_\_\_ **COI Received:** \_\_\_\_\_ **EWC:** \_\_\_\_\_

**APPENDIX C**

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**CERTIFICATE OF LIABILITY INSURANCE SAMPLE FORM**

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

- **CERTIFICATE OF LIABILITY INSURANCE SAMPLE FORM**  
***NOTE HIGHLIGHTED WORDING REQUIRED BY INDIANA UNIVERSITY***

ACORD™ CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY)	
PRODUCER Insurance Company		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 Legal Name of Insured		INSURERS AFFORDING COVERAGE		NAIC #	
		INSURER A:			
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			
<b>COVERAGES</b>					
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.					
INSR ADDL LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below  <b>OTHER</b>				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$
<b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS</b> The Trustees of Indiana University, its Officers, Agents and employees are named as additional insured					
<b>CERTIFICATE HOLDER</b>			<b>CANCELLATION</b>		
The Trustees of Indiana University PO Box 7111 South Bend, IN 46634-7111			SHOULD 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		

ACORD 25 (2001/08)

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## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

**\*\*\* PLEASE SEND AN ENDORSEMENT WITH THE CERTIFICATE OF INSURANCE \*\*\***

ACORD 25 (2001/08)

**APPENDIX D**  
**EVENT PLANNING CHECKLIST**

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# Event Planning Checklist

## For Club and Department Event Requests

Complete for large campus meetings and events and e-mail to [mmuldoon@iusb.edu](mailto:mmuldoon@iusb.edu)  
Not necessary to submit for regular meetings

**YOUR EVENT IS NOT SCHEDULED UNTIL YOU RECEIVE AN E-MAIL CONFIRMATION  
FROM THE SPECIAL EVENTS OFFICE**

### Event Information . . .

Name of the Event: \_\_\_\_\_

Day of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location Requested: \_\_\_\_\_

*I understand that it is a violation of Fire Code 1004.7 to add chairs or to stand in any room with fixed seating. Doing so endangers attendees and puts my event at risk of being cancelled immediately without being rescheduled.*

Description of Activity or Event:

Name of the Sponsoring Club **OR** Department: \_\_\_\_\_

Expected Number of Attendees (if unknown, estimate): \_\_\_\_\_

Is the event open to the public?       Yes       No

Is there a registration fee for the event?       Yes       No

Will cash be handled on site?       Yes       No      If yes, please explain:

### Did you . . .

Reserve space with:

Special Events Office       Registrar's Office       Other \_\_\_\_\_

Review the 2018-19 Special Events Manual in planning this event, and understand campus policy regarding:

Maximum Room Capacity       Hospitality Form       Catering Arrangements

Posting Policy       Cash Handling

Registering your event on Titan Atlas

Showing movies on campus  
\_\_\_\_\_ copyright approval attached or \_\_\_\_\_ through Kanopy

Discuss security issues we need to be aware of

*For example: controversial speaker or topic, reported threats, trouble at other venues:*

Yes       No      If yes, please explain:

☐ Contact the Office of Purchasing and Contracts at [purhelp@indiana.edu](mailto:purhelp@indiana.edu) if a contract is required for assistance with the requisition process.

*Note: The Procurement Card (P-Card) cannot be used for rental or other incidental expenses related to a campus event unless it is approved in advance by the campus P-Card administrator.*

**USING OUTSIDE RENTAL COMPANIES:** The use of outside rental must be approved in writing at least one (1) week prior to delivery by the Special Events Office. The name of the rental company, date and time of delivery and pick-up, and name of person authorized to sign must be provided. *A pre-delivery meeting is required.*

**CAMPUS CHARGES:** No rental, service or parking fees will be applied unless events requiring campus services are outside of normal business operations. These may require a fee to cover associated costs. The Special Events Office may ask for a second approval from the vice chancellor level if the event's relationship to the university is unclear.

**DRAW A DIAGRAM OF YOUR SET-UP REQUEST:** Be as specific and include audiovisual needs. The work order will be submitted from this information. (Use back side if necessary.)

*Signatures .....*

---

Requestor – **Print Name** \_\_\_\_\_ Phone Number \_\_\_\_\_

---

Requestor – **Signature** \_\_\_\_\_ Date \_\_\_\_\_

E-mail: \_\_\_\_\_

---

Club/Organization Advisor **OR** \_\_\_\_\_ Phone Number \_\_\_\_\_  
Department Representative – **Print Name**

---

Club/Organization Advisor **OR** \_\_\_\_\_ Date \_\_\_\_\_  
Department Representative – **Signature**

E-mail: \_\_\_\_\_

**EMERGENCY CONTACT DAY OF EVENT:** \_\_\_\_\_

**CELL PHONE NUMBER:** \_\_\_\_\_

Vice Chancellor Signature (if necessary): \_\_\_\_\_

Date: \_\_\_\_\_

Special Events Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX E**  
**EVENT RECORDING GUEST RELEASE FORM**

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**UNIVERSITY INFORMATION TECHNOLOGY SERVICES (UITS)  
EVENT RECORDING GUEST RELEASE FORM**

Permission is hereby given to IU South Bend to record the following event.

Recording Type:  Video  Audio  Web Stream

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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 IU 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.
- 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):*

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 UITS/Media Services prior to recording the event.



**FILMING  
ON IU SOUTH BEND CAMPUS**

Today's Date: \_\_\_\_\_

Complete and return this form **at least twenty-one (21) days prior** to your projected filming date to the Special Events Office, Administration Building 105.

*You will be notified by e-mail with the decision. Call (574) 520-5111 if you audiovisual any questions.*

**BY SIGNING THIS FORM YOU AND YOUR FILM CREW AGREE NOT TO FILM ANYTHING THAT IDENTIFIES INDIANA UNIVERSITY, OR IU SOUTH BEND (BUILDINGS, SIGNS, THE BRIDGE, HOUSING, ETC.)**

**CONTACT INFORMATION:**

Requestor (club/class/individual): \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Signature: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Are You a Student?  Yes  No

**Advisor/Instructor's Name:** \_\_\_\_\_

Signature: \_\_\_\_\_

E-mail: \_\_\_\_\_

**RESERVATION INFORMATION:**

Name of Event: \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_

Setup Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Desired Facility: \_\_\_\_\_

Description of Filming (be detailed – props to be used, type of action, number of crew members, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only**

Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_ By: \_\_\_\_\_

Additional Parties Contacted:

Facilities: \_\_\_\_\_ IU Police Department: \_\_\_\_\_ Parking: \_\_\_\_\_ Other: \_\_\_\_\_

## APPENDIX G

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### HOSPITALITY POLICY

- HOSPITALITY POLICY AND SALES TAX FREQUENTLY ASKED QUESTIONS
- HOSPITALITY REQUEST FORM LINK  
<https://www.iusb.edu/fiscalaff/docs/Hospitality%20Form%20IUSB.pdf>
- REQUEST FOR EXEMPTION TO HOSPITALITY POLICY LINK  
<https://www.iusb.edu/fiscalaff/docs/Exception%20to%20Hospitality%20Form.docx>

# HOSPITALITY POLICY AND SALES TAX FREQUENTLY ASKED QUESTIONS

**What is hospitality?** Hospitality is food, meals, drinks (nonalcoholic), snacks, buffets, catered meals, meals at a restaurant, all of which must serve a bona fide university purpose.

**Who can get hospitality?** Allowable hospitality expenses have been divided into three general categories:

- Meals or refreshments served during off-campus business meetings
- Meals for prospective employees, visitors, guests or donors, i.e., search and screen activities
- University receptions, i.e., functions for which the primary purpose is the attendance and benefit of students or potential students

**When do I request hospitality?** Requests for on-campus events must be made fourteen (14) days in advance of the event. If you have an off-campus dinner or meeting, the request must be in Accounting Services no later than twenty-four (24) hours after the event so it can be billed in a timely manner.

**How do I request hospitality?** The event host or organizer submits a request to their account manager on an approved *Hospitality Request Form*. If the account manager authorizes the event, they sign the form and submit it to Accounting Services for review.

**Why do I have to request hospitality in advance?** The *Hospitality Request Form* provides information to Accounting Services about the event: you plan to host an event, who will attend, who authorized it, the purpose of the event, where and when the event will be held, and it also describes how you intend to pay for it. Submitting your *Hospitality Request Form* on time allows the campus Fiscal Officer time to review the event for compliance with IU and IU South Bend policies on events. Often, an event cannot be approved as submitted, but the Fiscal Officer will offer suggestions on how to modify the event to meet campus policy.

**I was just notified I did not submit a Hospitality Request Form for my event. Do I still have to submit one?** Yes. All events must be documented by a *Hospitality Request Form* if the event is paid for with IU or IU Foundation funds. However, since your form is late, it requires the additional approval of your department's Dean or Director, along with an *Exception to Hospitality Policy* form.

**What happens if I just do not submit the Hospitality Request Form?** If you do not submit the request in a timely manner, you run the risk of having funding for your event denied.

**What is a Request for Exception to Hospitality Policy?** Any time an event is not documented as required by IU and IU South Bend policy, it requires a statement of justification from the department Dean or Director. This confirms that the Dean or Director understands the event did not obtain all mandatory approvals before it occurred.

**Can campus hospitality be used to purchase alcoholic beverages?** Alcohol cannot be purchased with General Funds. Any alcohol purchase must be paid for separately from donor funds held at the IU Foundation. See Section 6 regarding permission needed to serve alcohol.

**How do I pay for hospitality?** There are three basic sources of funding for hospitality expenses. The first source is a campus account (General Funds – either your account or the Campus Hospitality account). The second source is the IU Foundation. If no students are in attendance, you **MUST** use IU Foundation funding. Finally, you can always pay for it yourself with cash or check if it does not qualify for any other hospitality funding.

**Does it matter how I pay for hospitality?** It makes no difference if the purchase is made via purchase order, direct billing, cash or personal credit card for reimbursement. If you are buying meals or refreshments with university or IU Foundation funds, you must get hospitality approval by submitting the form. Please remember that a detailed receipt must be obtained for any meal in addition to any charge card receipts. In addition, you should write the names of all participants on the receipt. If you are dealing with a very large group, note the group on the receipt and attach a list of names to the reimbursement form.

***Why does sales tax appear on my order or invoices? I thought IU was tax-exempt.***

- A transaction is only tax exempt when the transaction complies with IU's tax-exempt purposes, which are education and research.
- An event must fall under some very specific rules in order to be tax exempt. Generally, the event must be for the direct benefit of a students or group of students to qualify. For example, advisory boards, sponsorship meetings, departmental meetings, staff seminars, staff orientation, consortium meetings, search and screen events, teacher development classes, programs for parents, accreditation activities, faculty forum, round tables, etc., are all subject to sales tax.
- Additional examples may apply. Contact Accounting Services for details.

***I represent a not-for-profit entity. Why were we charged sales tax?*** If you believe you should not be taxed, you may submit a *Form ST-105, Indiana Department of Revenue General Sales Tax Exemption Certificate*, for our review. We compare the tax-exempt purpose of your organization and the nature of your event to *Sales Tax Information Bulletin #10* to determine if the event qualifies for exemption. In most cases, meals and space rentals are not exempt from Indiana sales tax.

***Can I use my Procurement Card (P-Card) to pay for hospitality?*** No, you cannot use an IU Procurement Card. P-cards are tied to General Fund accounts.

***Does each event require its own hospitality approval?*** If you have a speaker in and they are dining with one group of students at lunch and another at dinner, you need to request two (2) hospitality approvals. If you are hosting meals for search and screen activities, each meal requires a separate hospitality approval.

***What are examples of times when a Hospitality Request Form is required?***

- Any event that includes students, such as a speaker presentation or receptions and the host wants to serve snacks and beverages for the class or other group of students, the visitor, and faculty/staff in attendance. The key element in hospitality is ***student involvement***.
- Open event inviting students to join a club and refreshments are served.
- Professor invites students and a guest to lunch or dinner for the purpose of discussing internships.
- Students are hosted by a professor or director for a welcome-back event, meal associated with a class, recruiting event etc. (For the purposes of hospitality, students could be prospective students as well as enrolled students.)
- Search and screen activities for prospective faculty or staff candidates.
- Additional examples may apply. Contact Accounting Services for details.

***What are examples of times when a Hospitality Request Form is not needed?***

- If you are taking up a collection for department snacks there is no need for a hospitality approval. You only need hospitality approval when spending IU or IU Foundation funds.
- When you are taking your staff out to lunch, and will pay for it with your own personal funds, you do not need hospitality approval.
- Additional examples may apply. Contact Accounting Services for details.

***What examples of unallowable uses of Hospitality?*** Hospitality is not allowed for holiday luncheons or parties, gifts, staff birthdays, Administrative Professionals Day, employee meals or snacks, on-campus department or staff meetings, personal memberships in social organizations, and flowers (unless used for an allowable event). It is also not allowed for alcohol, charitable donations, or IU Foundation fundraising events. Additional examples may apply. Contact Accounting Services for details.

***Are Fund accounts (example: 23 accounts) exempt from the IU Hospitality Policy?***

- No on-campus funds are exempt from review under the policy. Please submit a hospitality form for events funded by any campus or IU Foundation accounts.
- Accounts funded by external sales are allowed to incur ***promotional hospitality expenses*** as necessary and appropriate for the revenue generating activity of that account. Check with Accounting Services to make sure your promotional expense would qualify.
- Accounts funded by Student Activity Fees are allowed to incur approved student activity hospitality expenses.
- Additional examples may apply. Contact Accounting Services for details.

***When is hospitality approval a gray area?*** If a student or students are included in an event but they are in a distinct minority, hospitality may or may not be allowed. In these situations, it is better to fill out the *Hospitality Request Form* and have an authorized University Fiscal Officer make the call. They will look at both the purpose of the event and the ratio of students to nonstudents in determining whether an approval can be given.

***Are hospitality expenses subject to mandatory reporting?*** The Hospitality Policy does not apply to expenses that are:

- Subject to mandatory reporting under the *Honest Leadership and Open Government Act of 2007 (HLOGA)* or
- Official business of the Director of Federal Relations. HLOGA covered expenses must be approved ahead of time by the IU Office of Federal Relations. Failure to do so may result in nonpayment of such expenses.

The *Hospitality Request Form* can be found at:

<https://www.iusb.edu/fiscalaff/docs/Hospitality%20Form%20IUSB.pdf>

**APPENDIX H**  
**HOUSING AND RESIDENCE LIFE AT RIVER CROSSING**  
**COMMUNITY CENTER ROOM RESERVATION INFORMATION FORM**

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# HOUSING AND RESIDENCE LIFE AT RIVER CROSSING

## COMMUNITY CENTER ROOM RESERVATION INFORMATION

The Office of Housing and Residence Life offers the opportunity for all faculty, staff and registered student organizations to reserve the Great Room, Study Room A and Study Room B in the River Crossing Community Center.

The policies for reserving space are listed below. All room reservations are at the discretion of the Office of Housing and Residence Life and Community Council who may restrict or deny reservations for reasons that they believe to be in the best interest of the Community Center.

Contact the Office of Housing and Residence Life at (574) 520-5805 or at [living@iusb.edu](mailto:living@iusb.edu).

The room request form can be found online at [https://www.iusb.edu/housing/resources/forms/community\\_center\\_space\\_reservations.php](https://www.iusb.edu/housing/resources/forms/community_center_space_reservations.php)

- All rooms are reserved on a first-come, first-served basis by completing and submitting the *Community Center Reservation Form*.
- An IU Police Officer must be hired at the standard hourly rate for all dances. Confirmation of the dance is not given until the *Event Planning Checklist* (Appendix D) has been approved by the Special Events Coordinator.
- The reservation form must be submitted at least seven (7) days prior to each function you plan to hold.
- No standing reservations will be accommodated for an entire semester without written consent from the Director of Housing and Residence Life or designee. Weekly events must be requested with this form and submitted **each week**.
- If the event is scheduled to exceed two (2) hours, approval may be granted on a case-by-case basis.
- An e-mail confirmation from the Office of Housing and Residence Life will be sent to you within two (2) business days from receipt of the properly completed form. Please allow an extra day if submitted on the weekend.
- All food must be ordered through Sodexo at [www.iusb.catertrax.com](http://www.iusb.catertrax.com) or (574) 520-4193.
- The event host is responsible for making sure that the room has been cleaned following the event, and that chairs, tables, couches, etc. have been returned to their original positions. Failure to clean the room after use or violations of any university or housing policies during the event may result in fines and/or loss of reservation privileges.
- If your event requires special set-up or additional tables and chairs, please contact the Special Events Coordinator at (574) 520-5111 or via e-mail at [mmuldoon@iusb.edu](mailto:mmuldoon@iusb.edu).
- Please review the Special Events Manual which provides further assistance on specific guidelines and policies required for scheduling and presenting an organized event on campus.
- All Housing and Residence Life facilities are drug and alcohol free areas.

The Community Center hours are listed below. If your event is outside normal hours, you must schedule an appointment to meet with either the Director or Assistant Director of Housing and Residence Life to discuss the details of the event.

### **Community Center Hours of Operations (Academic Year)**

Monday – Friday: 8:00 a.m. – 12:00 midnight

Saturday and Sunday: 12:00 noon – 12:00 midnight

### **Community Center Hours of Operations (Summer Hours)**

Monday, Tuesday, Thursday and Friday: 8:00 a.m. – 5:00 p.m.

Wednesday: 8:00 a.m. – 7:00 p.m.

Saturday and Sunday: Closed

# HOUSING AND RESIDENCE LIFE AT RIVER CROSSING

## COMMUNITY CENTER ROOM RESERVATION FORM

Community Center hours of operations may change when there are breaks, holidays, or the university is closed.

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Anticipated Audience Size: \_\_\_\_\_ Requested Set-up Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Are you serving food?  Yes  No Did you contact Sodexo?  Yes  No

Event Contact Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Reservation requests are CONFIRMED when you receive an e-mail confirmation  
From the Office of Housing and Residence Life.*

---

Event Description: (Please be specific)

Office of Housing and Residence Life contact information:  
Phone: (574) 520-5805  
E-mail: [living@iusb.edu](mailto:living@iusb.edu)

## **APPENDIX I**

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### **ROOM RESERVATIONS AND RENTAL INFORMATION**

- ADMINISTRATION BUILDING
- STUDENT ACTIVITIES CENTER
- EDUCATION ARTS BUILDING
- NORTHSIDE HALL
- WIEKAMP HALL
- ELKHART CENTER
- ADDITIONAL/OPTIONAL RENTAL CHARGES
- INFORMATION TABLE FOR OUTSIDE ORGANIZATIONS AND BUSINESSES
- SUMMER HOUSING AT RIVER CROSSING
- FACILITIES MANAGEMENT EVENT CHARGES GUIDELINES
- UNIVERSITY INFORMATION TECHNOLOGY SERVICES  
COMPUTER CLASSROOM LAB USE

## ROOM RESERVATIONS AND RENTAL INFORMATION

An administrative fee may be assessed to support meetings/events in locations not controlled by the Special Events Office.

It is a violation of Fire Code 1004.7 to add chairs or to stand in any room with fixed seating. Doing so endangers attendees and puts your event at risk of being cancelled immediately without being rescheduled.

Administration Building	Room Type	Charges	Seating Capacity
Alumni Room	Meeting/Conference Reception	\$220/day* or \$40/hour	50
Boardroom	Meeting	\$100/day* or \$20/hour	22+
Chancellor's Dining Room	Meeting/Conference Reception	\$100/day or \$20/hour	10
Fireside A & B	Meeting Reception/Banquet	\$100/day* or \$20/hour	20 - 60
University Grill	Meeting Reception/Banquet	\$300/day* or \$60/hour	299
Student Activities Center	Room Type	Charges	Seating Capacity
Room 225	Meeting/Conference Reception/Banquet	\$220/day* or \$40/hour	50
Room 223	Meeting/Conference Reception/Banquet	\$100/day* or \$20/hour	40
Room 221	Meeting/Conference Reception/Banquet	\$100/day* or \$20/hour	30
Rooms 225, 223 and 221	Meeting/Conference Reception/Banquet	\$400/day* or \$80/hour	120
Education Arts Building	Room Type	Charges	Seating Capacity
Room 1011	Theatre	\$250/day* or \$60/hour	124
Room 1100	Boardroom	\$100/day* or \$20/hour	14
Room 1101	Hollow Square	\$100/day* or \$20/hour	20
Northside Hall	Room Type	Charges	Seating Capacity
Room 113	Classroom	\$225/day**	97
All Classrooms	Classroom	\$100/day* Or \$20/hour	Varies
Wiekamp Hall	Room Type	Charges	Seating Capacity
Room 1001	Theatre	\$250/day* or \$60/hour	130
Wiekamp Bridge	Reception	\$40/day	92 (without furniture)
Computer Labs	Labs	\$350/day or \$70/hour plus \$25/hr. consultant fee	Varies

\* Technology charges in addition to room rental (Audiovisual equipment, special networking needs) based upon requirements

## ROOM RESERVATIONS AND RENTAL INFORMATION STUDENT ACTIVITIES CENTER

To reserve Student Activities Center (SAC) space (except for Rooms 225, 223, 221 and 206), complete and submit the *Facility Reservation Form* at [http://www.iusbtitans.com/f/Student Activities Center/Facility Reservations.php](http://www.iusbtitans.com/f/Student%20Activities%20Center/Facility%20Reservations.php). Your request must be submitted at least fourteen (14) days prior to the reservation. If your event is outside normal SAC hours, the request must be submitted at least thirty (30) days prior to your event. Contact the Assistant Director of Athletics and Activities at (574) 520-4827 with questions.

Rental, service, and parking fees will not be applied to university events unless the events requiring campus services are outside of normal business operations. These may require a fee to cover associated costs.

### SHOE POLICY

Only non-marking rubber-soled shoes are allowed on the Student Activities Center varsity, recreational and racquetball courts. Hard-soled shoes and high heels will damage the floor and are not permitted. You or your institution will be held responsible for any or all damage that occurs.

### PHOTOGRAPHS AND VIDEO PROTOCOL

A member or guest wishing to take pictures/film our facility and its membership must audiovisual prior approval from the Executive Director of Athletics and Activities or another professional staff member. Requests will be accommodated when possible.

### Bleacher Seating Capacity – 1,600

Room	Group	Charges
<b>SAC Floor Rental</b>	Non-university groups	\$1,500 per day with floor covering* <b>or</b> \$1,000 per day without floor covering
<b>SAC Fitness and Aerobics Room</b>	Non-university groups	\$150/day <b>or</b> \$30/hour Double the charge with use of equipment

Staffing Fees	Group	After Hours Charges
<b>Staffing Fees</b>	Non-university groups	\$15/hour student staff** \$15/hour Titan Production technical assistant** \$25/hour professional staff** \$25/hour certified athletic trainer (group must provide own medical supplies)**

\* Includes one-time \$500 fee for proper taping of SAC 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

*An administrative fee may be assessed to support meetings/events in locations not controlled by the Special Events Office.*

## ROOM RESERVATIONS AND RENTAL INFORMATION ELKHART CENTER

Room	Room Type	Charges	Seating Capacity
EK 220 and 221	Meeting/Conference Reception/Banquet	\$220/day* or \$40/hour	Flexible
Classrooms	Classroom	\$100/day* or \$20/hour	Flexible
EK 105	Conference Room	\$100/day or \$20/hour	Seats 8

\* *Technology charges in addition to room rental (Audiovisual equipment, special networking needs) based upon requirements*

Custodial: \$11/hour

Security: \$11/hour

Rental, service, and parking fees will not be applied to university events unless the events requiring campus services are outside of normal business operations. These may require a fee to cover associated costs.

### ADDITIONAL/OPTIONAL RENTAL CHARGES

Item	Price
One (1) six-foot table and two (2) chairs	\$5
Table	\$3 each
Chair	\$1 each
Riser with steps (4' x 4' increments up to 12' x 16')	\$125 plus set-up charge
IU Police Officer	\$43.61 per hour

### INFORMATION TABLE FOR OUTSIDE ORGANIZATIONS AND BUSINESSES

- \$100 per day, or any portion of a day, for one (1) six-foot table and two (2) chairs.
- *Facilities License Agreement, Certificate of Liability Insurance*, and location of information table must be coordinated through the Special Events Office.

### SUMMER HOUSING AT RIVER CROSSING

Conference groups are invited to add apartment housing with their summer meeting room rental. Contact the Special Events Coordinator for additional information.

## FACILITIES MANAGEMENT EVENT CHARGES GUIDELINES

Attendees	Custodial No Food	Custodial With Food	Setup Charges
25	\$12	\$18	\$16
50	\$24	\$36	\$33
75	\$36	\$54	\$49
100	\$48	\$72	\$65
150	\$72	\$108	\$98
200	\$96	\$144	\$130
300	\$144	\$216	\$195
400	\$192	\$288	\$260
500	\$240	\$360	\$325

### UNIVERSITY INFORMATION TECHNOLOGY SERVICES (UTS) 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 \$25 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 outside of normal weekday (8:00 a.m. – 5:00 p.m.) business operations.

If the requester is not affiliated with IU or education, a fee of \$350 per day or \$70 per hour will be charged for use of the room, plus a \$25 per hour fee for a consultant who must be present for the session.

Labs are available for this use *only* when not scheduled for regular credit/noncredit classes, start-up sessions, UITS 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 Special Events Coordinator is also responsible for the paperwork, guest account creation, and coordination with the manager of the UITS Support Center for scheduling lab time and a consultant.

### CHARGES

#### IU- or Education-Related:

No charge for lab

\$25 per hour for lab consultant outside normal weekday hours

#### Community Rental:

\$350 per day or \$70 per hour

\$25 per hour for lab consultant

- **AUDIOVISUAL EQUIPMENT**
- **EVENT TECHNOLOGY CHECKLIST**

**UNIVERSITY INFORMATION TECHNOLOGY SERVICES (UTTS)  
IU SOUTH BEND  
AUDIOVISUAL EQUIPMENT**

UTTS maintains a limited pool of equipment to support academic needs and events on campus and some items may not be available at time of request. We make every effort to accommodate requests, however, requests for equipment should be made in a timely fashion.

UTTS will provide audiovisual staffing for routine needs only in campus spaces with permanently installed equipment during regularly scheduled work hours contingent upon the availability of staff. If needs go beyond the capabilities of UTTS, we will work with the event organizer and an outside rental agency to provide necessary services. These costs will be the sole responsibility of the event organizer and not Indiana University nor UTTS.

*Contact UTTS at [helpdesk@iusb.edu](mailto:helpdesk@iusb.edu) or (574) 520-5555 for technology capabilities or with questions.*

