



INDIANA UNIVERSITY SOUTH BEND

Special Events Manual

Contact: Maureen Muldoon
Special Events Coordinator

Indiana University South Bend
1700 Mishawaka Avenue
009 University Center
South Bend, IN 46634-7111

mmuldoon@iusb.edu
Phone (574) 520-5111
fax (574) 520-5002
www.iusb.edu/special-events

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July 1, 2016

Dear Campus Colleagues,

I am pleased to present the 2016-17 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 are 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. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Terry Allison". The signature is written in a cursive, flowing style.

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's of setting up your meeting or event.

Where can I find a copy?

On the Special Events Office website (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 service on campus. Homemade food, food from another caterer, restaurant, grocery store or vendor is not allowed.

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, setup and catering 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 Moira Dyczko in the Arts.

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

Refer to Section 21, 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.

CAMPUS EVENTS COMMITTEE

Chair – Maureen Muldoon, Special Events Coordinator

Accounting Services – Kathleen Pizana

Admissions – Tabitha Kingsbury

Alumni – To be named

Arts – Moira Dyczko and Alex Blatt

Athletics – Sports Information & Facilities – Tom Norris

Campus Police – Morrie De Geyter

Career Services – Thomas Brown

Communications and Marketing – Allison Smith

Education – Theresa Tepe

Elkhart Center – Gale Wood-Ward

Environmental Health and Safety – Kellene Quillen

Facilities – Mike Prater and Doug Thompson

Gateway – Scotty Myers

Housing and Residence Life – Nicole Micolichek

Indiana Small Business Development Center – Betsy Jaffee

International Student Services – Torrey Wang

Parking – Helene Cooper

Purchasing – Debbie Richards

Sodexo – Andrew Vardell

Student and Community Engagement – Sharon McFarland

Student Affairs – Rick Dennie

Student Life – Scott Strittmatter

UCET – Cathy Dale

University Information Technical Services (UITS) – Jason Sykes and John Howell

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STATEMENT OF PURPOSE

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 (AV) and other technology
- Arrange for parking
- Arrange for invoice

Support from all campus departments is essential in this effort.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

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

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 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.

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.***

University Information Technical Services (UTIS)/Media Services

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

Invitations

Invitation lists are generated by the sponsoring department. Invitations 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. 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. 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/Videotaping/Photography

See Section 21 and Appendix E for information on videotaping/filming/photography on campus.

Honorariums and Payments

Contact Purchasing for assistance at least four (4) weeks in prior to your event.

SECTION 2

HOW TO RESERVE A ROOM

Contact: Maureen Muldoon, Special Events Coordinator
Special Events Office (574) 520-5111
University Center 009
mmuldoon@iusb.edu

Events in locations A through E 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 N.

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 reservation subject to change upon university requirements

A. Administration Building

Alumni Room Fireside A and B
Boardroom and Boardroom Reception Area University Grill
Chancellor's Dining Room

B. Outside

Courtyards, Campus Mall, Green Lawn, Pavilion

C. Student Activities Center Meeting Rooms

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

D. Northside East and Northside West Lounges

E. Education and Arts Lobby

F. Classrooms

Contact the Registrar's Office at (574) 520-4452

G. Education and Arts

Art Gallery (Appendix A)
Classrooms: Contact the Registrar's Office at (574) 520-4452

H. Housing and Residence Life Community Center (Appendix H)

<https://www.iusb.edu/housing/index.php>
living@iusb.edu

I. Library Administration

Library Conference Rooms: Contact Angie Huff at (574) 520-4404
<https://www.iusb.edu/library/i-need-to/conferenceroom.php>

J. Natatorium

Contact Director of Student and Community Engagement at (574) 520-4243

K. Northside Hall

Campus Auditorium and Louise E. Addicott and Yatish J. Joshi Performance Hall and Upstage (Appendix B)
NS 376: Contact Linda Knefely at (574) 520-4335
NS 300: Contact Linda Knefely at (574) 520-4335
NS 415/417: Contact Nursing at (574) 520-4571
NS 0049H: Contact UITs

L. 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)

M. Wiekamp Hall

DW 1001 Wiekamp Auditorium: Contact the Registrar's Office at (574) 520-4452

DW 2170: Contact Teresa Andrade at (574) 520-4334

DW 3260: Contact Victoria Pontius at (574) 520-4491

DW 3160: Contact McKenzie Tozan at (574) 520-4304

DW 3001: Faculty Lounge: Contact Catherine Page-Vanore at (574) 520-4267

Wiekamp Bridge: Contact Catherine Page-Vanore at (574) 520-4267

N. Elkhart Center: Contact the Elkhart Center at (574) 520-4000

*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

PROPER USE OF CAMPUS FACILITIES

Indiana University supports free speech as a right and a value and wants to ensure students, faculty, and other members of the university community the opportunity to meet, and to hear and exchange ideas and views, however controversial.

All individuals and groups must agree to the following:

- **Programs Involving Children Policy (PS-01):** When individuals under the age of 18 participate in an event, the customer who has signed the Facilities License Agreement for the event, or the campus department sponsoring the event, must ensure and maintain proper supervision over such individuals. Release of liability may be required from the customer for each underage individual. The Programs Involving Children policy must be followed. <http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-01.shtml>
- **Firearms and Weapons Policy (PS-03):** 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. <http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-03.shtml>
- **Tobacco Free Policy (PS-04):** 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. <http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-04.shtml>
- Possession or use of illegal drugs is forbidden on university properties.
- Alcoholic beverages (Section 6)
- Food and beverages are not allowed in the Campus Auditorium, Performance Hall, DW 1001 or EA 1011.
- Overnight events are not permitted on campus.
- All areas used must be left in the same condition as at the start of the event. Teardown of an event must occur in a timely manner. If the event is 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 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).***
- Abide by university policy regarding drawings, raffles, poker tournaments and other games of chance.

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 14)
- Illegal events or activities.
- IU South Bend reserves the right to ***restrict and/or refuse*** use of its facilities to a non-university group.
- Events or sales that advance the personal or financial benefit of any individual.

SECTION 4

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 5.

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

- **Campus Event Planning Checklist:** The *Campus 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, IUPD and Director of Student Life (if applicable) are notified by e-mail.* **Departments must also submit the Campus Event Planning Checklist to the Special Events Office for event approval.**
- **Copy services:** The Copy Center is located in the basement of Northside Hall (0028) and is open Monday through Friday from 8:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:00 p.m. Copy service is not available at the Elkhart Center.
- **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 nightly, 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 Building** 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 5

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.

Subject to IU South Bend's Use and Priority Policies, the university permits rental of its facilities and services to non-university users engaged in legal activities. Applicable rental fees will apply to all non-university sponsored events.

A Room Pricing Guide is included in this manual. (Appendix I)

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.

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

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. Office of 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
 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
 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.

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 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.

- 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.

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

- Off-campus groups with an approved IU South Bend affiliation can rent a meeting or conference room at a reduced room rate. (Appendix I)
- Off-campus organizations or customers who charge an admission fee, or sell tickets to an event, must communicate this to the Special Events Office when requesting the facility.
- All events sponsored by non-university constituents must conclude no later than 12:00 a.m. Events in the Student Activities Center must begin and end in compliance with SAC operating hours. You will be notified by the Special Events Office as to the current operating hours, as these hours are subject to change.
- 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 its facilities by a non-university group.

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

SECTION 6

ALCOHOLIC BEVERAGES

Contact the Chancellor's Office 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).

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.

- Any 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 date of the event.
- 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.***
- ***These same rules apply if the function is held off campus. All alcohol must be purchased and served by a licensed caterer.***

SECTION 7

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 to Indiana University permission to record. This form is not necessary for anyone employed by Indiana University. (Appendix E)

Events held in the Campus Auditorium, or the Louise E. Addicott and Yatish J. Joshi Performance Hall, audiovisual equipment, setup, and staffing are provided by the Ernestine M. Raclin School of the Arts. For all other events, University Information Technical Services (UITS) will provide audiovisual staffing and equipment contingent upon availability.

Requests for audiovisual equipment for events other than scheduled academic classes are made through the Special Events Office. After making the initial request through the Special Events Office, a representative of UITS may contact the customer to confirm and/or discuss the request. The availability of equipment and staffing must be confirmed before a contract is approved and signed with the customer.

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

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

It is the responsibility of the university sponsor to ensure that university audiovisual and technology equipment is used in accordance with laws related to the display of motion pictures and/or other copyrighted material. (Section 21)

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. This form is not necessary for anyone employed by Indiana University. (Appendix E)

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

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

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. Without notice, UITS may deny services.

Non-university constituents will be assessed an equipment fee. (Appendix J). External groups will be charged for the contracted equipment if UITS is not notified of the cancellation at least twenty-four (24) hours in advance of the event.

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 18)

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

External Events:

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

If AV 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 8

CATERING

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

- **Place your catering order on-line or by phone:** The catering menu and on-line form are available at www.iusb.edu/dining 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.**
- **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, and 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.
- **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 \$30.00 is charged on all caterings delivered after 5:00 p.m. A service charge of \$25.00 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 funds. The form must be completed and forwarded to Accounting Services at least fourteen (14) days prior to the event. See Appendix F 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 foundation or revenue generating 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 clean-up.
- **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.**

SECTION 9

DECORATIONS AND EQUIPMENT

- The Special Events Office has the right of approval for all decorations.
- The use of helium-filled balloons in the Student Activities Center is restricted to the meeting rooms. Helium-filled balloons are 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 15).***
- **Platform, Stage and/or Dance Floors:** An outdoor event with a stage request should provide as much notice as possible but ***no less than three (3) weeks*** for appropriate review.

Inside stage and/or dance floors must be a type that does not damage the floor surface and must be approved by the Director of Facilities. All rental company requests must be approved, in writing, by the Special Events Coordinator at least one week prior to rental. You must provide the name of the rental company, date and time of delivery and pick-up, and name of person authorized to sign for delivery. The requestor is responsible for making the reservation and payment.

- All temporary stages are subject to inspection by University personnel or qualified persons hired by the University. Lack of proper staging is cause to close down an event. All costs caused by such closing shall be paid by the group coming on campus. see: <http://inlocc.webhost.iu.edu/index.cfm#>
- **Tents** – For the use of tents on campus see: <http://inlocc.webhost.iu.edu/SiteMap2.cfm?what=tents>
- 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/Cotton Candy Machines:** The Office of Student Life schedules use of these machines. Note that the popcorn/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.
- **Wheelchairs:** Are available through IU Police in the following locations:

Administration Building	Rooms 193 and 294
Purdue Technology Building	Front Lobby (Secretary's Office)
Student Activities Center	Health and Wellness Center
Wiekamp Hall	Room 1000 (Custodial Service)

SECTION 10

FUNDRAISING/INFORMATION/DRIVES

TABLES FOR STUDENT CLUBS AND CAMPUS DEPARTMENTS

- Check with the Special Events Coordinator for approval for information and fundraising tables. IU South Bend student clubs and organizations must be registered with the Director of Student Life. Designated areas for Information and Fundraising Tables are:

Northside Hall – Along windows in NS 158 corridor and bottom of stairs adjacent to vending machines

Student Activities Center – Mall entrance

University Center – White presentation wall in University Grill

Wiekamp Hall – IU wall by exit to parking garage

Education and Arts – Tables, chairs, “drive” barrels and coat racks are not allowed in building or hallways due to egress issues

Outside Areas – Scheduled at the discretion of the Special Events Office depending upon the type of event.

- The group will need a cash box depending upon the event. There should be two people at the table at all times. Checks are preferable to cash and should be made payable to the official name of the student club or organization or Indiana University South Bend. Contact the Office of Student Life for a cash box.
- A cash reconciliation sheet will be completed after the event and sent with the checks and cash to the Office of the Bursar for deposit to the club account. A copy 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)
- Full cost rental fees to outside groups (Appendix I) are to be levied for fundraising public performances and for *admission free* events if a collection is taken.
- Advertising and printed tickets of any kind for a fundraising event must carry the name of the sponsoring organization. (Section 1)
- Tables must be cleared nightly or items will be disposed of by facilities staff.

DRIVES (Clothing, Food, Book, etc.)

- Drives can last a maximum of two weeks and containers must be removed the morning after the final collection day.
- Date and locations will be confirmed by the Special Events Office.
- ***Submit the name of the drive, contact information of the club, drive organizer and what will be collected.***
- Clubs, Organizations, or Departments must provide their own containers. The maximum size will not exceed 3’x3’x3’ and must be emptied nightly (Facilities will toss contents left overnight).
- Containers must be marked with club name and what items are being collected.
- Storage is not available on campus. Each club, organization or department is responsible for storing items collected.
- Tables must be cleared nightly or items will be disposed of by facilities staff.
- Available locations: Same as fundraising locations listed above.

YARD SIGNS

- Small yard signs may be placed 2’ from the sidewalks.
- Signage must be removed the morning after the event.

SECTION 11

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 15 ft. from all buildings and 10 ft. 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 should be called. If IU Police or another university official sees violations occurring in the grilling area they will ask everyone to leave and may hold the approved griller responsible for violations.

SECTION 12

INSURANCE REQUIREMENTS

Contact the Purchasing Office for the complete policy.

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

SECTION 13

PARKING

- IU South Bend Parking Services charges a parking fee for external organizations meeting on campus. The location of parking for such events may be designated by Parking Services.
- 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. The location of parking for such events may be designated by Parking Services.

Parking fee Monday through Thursday: \$2.00 per vehicle

Parking fee Friday through Sunday: \$1.00 per vehicle

There is no reduction for hourly or partial-day parking.

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

Parking charge will be coordinated through the Special Events Office as part of the event planning. Parking fees will be billed to either 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

Spouses and alumni may purchase a monthly parking permit and park in the SAC parking lot.

Monthly parking permits are issued at the Parking Services Office or may be purchased online at <https://parking.iu.edu>

Visitors

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

SECTION 14

POLITICAL EVENTS GUIDELINES

As a state-supported public university with a tax exempt status under sections 115 and 501 (c) (3) of the U.S. 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.

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*.

<http://policies.iu.edu/policies/categories/administration-operations/public-affairs-government-relations/political-activities.shtml>

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:

Use the public sidewalks that border campus: (Note: interior sidewalks are restricted to students, faculty and staff)

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

No additional action is required.

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 entry ways.
- If this involves an event, club members must be involved with the planning and must be in attendance.

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

- Table rental is \$100.00 per day, or any portion of a day, for 1 – 6' table and 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 AV, custodial, etc. may apply. A Facilities License Agreement must be signed and on file with Indiana University.

SECTION 15

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.

Materials to be posted on campus must be submitted for approval to the Gateway Information Center (main lobby, Administration Building) to be stamped for posting by Gateway personnel. To post at the Elkhart Center see the Operations Manager. 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

The university provides ample space for postings. Campus postings will only be allowed in designated areas as described in this policy.

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 marking.
- ***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 have contact information on them.
- 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 on painted 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 cannot impede another scheduled activity or event.
- Posting shall not to 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 and 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.

Questions about this policy can be directed to the Gateway manager at (574) 520-5005.

SECTION 16

PROGRAMS INVOLVING CHILDREN

The University has adopted a policy entitled *Programs Involving Children* that **must** be followed for any campus program or event designed to include children under 18 years old. 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 17

SECURITY

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 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 an 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

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 19)

Wheelchairs are available through IU Police at the following locations:

Administration Building	Rooms 193 and 294
Purdue Technology	Front Lobby (Secretary's Office)
SAC	Health and Wellness Center
Wiekamp Hall	Room 1000 (Custodial Service)

IU SOUTH BEND BUILDING SAFE LOCATIONS

Administration: University Center Basement Halls

Education and Arts: First Floor Restrooms, Rooms 1010, 1229 and 1231

Elkhart Center: Basement, First Floor Restrooms

Fine Arts: Restrooms, Rooms 120, 130 and 140

Northside Hall: Basement Halls

Purdue Technology: Restrooms, Interior Hallways, Rooms 120 and 152

River Crossing Community Building: Restrooms

Schurz Library: Ground Floor Tunnel, Lounge Area, Rooms 005 and 009

Student Activities Center: Lower-level Locker Rooms

Wiekamp Hall: First Floor Restrooms, Rooms 1001, 1105, 1125, 1205, 1225 and Basement

SECTION 18

SHOWING MOVIES ON CAMPUS

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

Any movie shown in a public place (including an auditorium or meeting room) is considered a public performance whether or not admission is charged.

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

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

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

For more information, see the Copyright at Indiana University web page available at: <http://copyright.iu.edu/>

How to Secure Performance Rights

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

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

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

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

² For questions regarding the showing of movies in distance learning classes, please contact the Dean of Library Services at (574) 520-4448. For general information about the use of copyrighted works in distance education, please see <http://copyright.iu.edu/>.

The websites of these companies provide the information to request necessary rights. Because of the quantity of films IU South Bend shows, it is sometimes possible to get a discounted rate. For more information about this or for assistance in obtaining films, contact Office of Student Life at (574) 520-4587 or sblife@iusb.edu.

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

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

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

For more details about how to secure permission, see the Permissions page of the Columbia University Libraries Copyright Advisory Office at <http://copyright.columbia.edu/copyright/permissions/>

Please remember that whenever paying an outside vendor, as in the case of obtaining public performance rights, purchasing procedures must be followed. Contact Purchasing.

Questions? Please contact the Dean of Library Services at (574) 520-4448. When necessary, the Dean will contact University Counsel for final decisions.

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

SECTION 19

SOCIAL EVENTS POLICY

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 B 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 IUPD at the conclusion of the event.**

Liability for the hosting organization is limited to the rented venue. IUPD and building management assumes all other responsibility including: parking, outdoor, and egress areas and non-rented spaces in proximity to the rented facility.

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>Event location 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 Planning Manual containing the Event Planning Checklist.</p> <p>Your event is not approved until it is confirmed by the Special Events Office. Requestor, advisor/department representative, IUPD and Director of Student Life will be notified by e-mail.</p> <p>NOTE: Event is confirmed only when all paperwork is approved.</p>
30 minutes before event	<p>Event Kickoff Meeting held between sponsoring organization event coordinator(s), IU Police Department officers and other security personnel (if applicable).</p>

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.
- **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 it. 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 20

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.) must receive prior approval from the Support Services supervisor or designee and may require a fee to cover associated costs.
- 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 setups 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 through 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 21

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 that 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 avoids 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 or not, 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: Any 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)
<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

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 Community Center Information and Room Reservation Form

Appendix I

Room Reservations and Rental Information

Administration Building

Student Activities Center

Wiekamp Hall

Northside Hall

Elkhart Center

Summer Housing at River Crossing

Facilities Management Event Charges

UITS Computer Classroom Lab Use

Appendix J

University Information Technology Services (UITS)

Audiovisual Equipment

Event Technology Checklist

ADDITIONAL POLICY WEBSITE ADDRESSES

Drawings, Games and Prizes –VII-4

<http://policies.iu.edu/policies/categories/financial/miscellaneous-osvpcfo-policies/VII-4-drawings-games-and-prizes.shtml>

Fundraising

<http://policies.iu.edu/policies/categories/financial/miscellaneous-osvpcfo-policies/VII-4-drawings-games-and-prizes.shtml>

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>

APPENDIX A

APPROVAL FOR ALCOHOL SERVICE ON CAMPUS

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



Approval for Alcohol Service on Campus

Units requesting to serve alcohol at an on-campus event should submit this form to the campus Provost or Chancellor before entering into any contractual arrangements for the event.

Units must complete this form and submit it at least two weeks prior to the date of the event.

Campus:

Unit:

Event name:

Event date:

Event location:

University contact person:

Event description:

Name of proposed alcohol vendor:

Has the vendor been approved by the Office of Insurance, Loss Control, and Claims (INLOCC) to serve alcohol? Alcohol service will not be approved by the Provost/Chancellor if the vendor has not been approved by INLOCC.

- Yes
 No

Is this an IU event or is IU entering into an arrangement allowing an outside entity to use IU facilities?

- IU event
 Outside entity is using IU facilities

Describe the anticipated audience and participants for this event (for example, University staff/faculty, graduate students, undergraduate students, community members):

What is the anticipated size of the audience for this event?

- Request approved
 Request denied

Signature of Provost/Chancellor

APPENDIX B

ERNESTINE M. RACLIN SCHOOL OF THE ARTS INFORMATION AND USER REQUESTS

Campus Auditorium

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

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

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

Staffing Fees (not to exceed these rates)

Stage Technician:	\$30.00/hour
House Manager:	\$20.00/hour
Usher/Cashier:	\$15.25/hour
Gallery Attendant:	\$15.25/hour

Selling Tickets

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

Please complete the following form and return to:

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

**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?** _____

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

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): _____

Account to be charged: _____

Account Manager Signature: _____

Internal 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 submitted in writing to Production Coordinator Moira Dyczko at least four (4) weeks before the proposed event.*** Staff needed for each event will be determined by the Ernestine M. Raclin School of the Arts production staff.

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

Rental Fees

Campus Auditorium Rental:	\$1,300.00/day
Louise E. Addicott and Yatish J. Joshi Performance Hall Rental:	\$ 500.00/day
Art Gallery:	\$ 450.00/day
Upstage:	\$ 400.00/day

Staffing Fees (Not to exceed these rates)

Stage Technician:	\$30.00/hour	4 hour minimum
House Manager:	\$20.00/hour	3 hour minimum
Usher:	\$15.25/hour	3 hour minimum
Gallery Attendant:	\$15.25/hour	3 hour minimum

Please complete the following form and return to:

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

**Off-Campus User Request From 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): _____

Internal Use Only

RECEIVED: _____ CONFIRMED: _____ PAYMENT RECEIVED: _____

APPROVED DATE, TIME and FACILITY: _____

NECESSARY STAFF: _____

EVENT COST ESTIMATE: _____

APPENDIX C

CERTIFICATE OF LIABILITY INSURANCE SAMPLE

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

- **CERTIFICATE OF LIABILITY INSURANCE SAMPLE FORM**

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:	

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

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <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 - COM/OP AGG \$
	AUTOMOBILE LIABILITY <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) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 The Trustees of Indiana University, its Officers, Agents and employees are named as additional insured

CERTIFICATE HOLDER The Trustees of Indiana University PO Box 7111 South Bend, IN 46634-7111	CANCELLATION 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
---	--

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

Event Planning Checklist

For Club and Department Requests

Complete for large campus meetings and events. Not necessary for regular meetings

*Return to the Special Events Office
at least twenty-one (21) days prior to event date*

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

Event Information . . .

Name of the Event: _____

Day and Date of Event: _____

Start Time: _____ End Time: _____

Location: _____ Maximum Room Capacity: _____

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 _____

Confirm set-up with **Maureen Muldoon, Special Events Coordinator** (574) 520- 5111:
 Setup needs -- including Audiovisual – **diagram your set-up on page 2**
 Parking and Event Parking Signs Needed? Yes _____ No _____

Receive a copy of the 2016-17 Special Events Manual to use in planning this event, and understand campus policy regarding
 Posting Policy Cash Handling Catering Arrangements Hospitality Form
 Showing movies on campus _____ copyright approval attached or _____ through Kanopy

Contact: **Purchasing at purhelp@indiana.edu**
 To locate a contract manager for contract review and signature and/or 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.**

Draw diagram of your set-up request. Be as specific as possible **and include Audiovisual needs**. Work order will be submitted from this information. (Use back side if necessary.)

Are there 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

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. Name of 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.***

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.

Signatures

Requestor – Print Name Phone Number

Requestor – Signature Date

E-mail address: _____

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

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

E-mail address: _____

EMERGENCY CONTACT DAY OF EVENT: _____

CELL PHONE NUMBER: _____

Vice Chancellor Signature (if necessary): _____

Date _____

*Special Events Office: _____ Date: _____
Special Events Office * 009 Administration Bldg. * (574) 520-5111*

APPENDIX E
EVENT RECORDING GUEST RELEASE FORM

EVENT RECORDING GUEST RELEASE FORM

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

Title of Event: _____

Presenter's Name: _____

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

The recording of your presentation will be used for educational and archival purposes only and will not be reproduced, redistributed, nor broadcast in any manner other than indicated below. Please indicate below how you would like the recording to be used at 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 below*):

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

Signature _____ Date _____

A copy of this form must be delivered to IU South Bend 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: Special Events Office, University Center 009.

You will be notified by e-mail with the decision. Call (574) 520-5111 if you have 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: _____ Parking: _____ Other

APPENDIX G

HOSPITALITY POLICY FORM

- 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 didn't 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 don't submit the Hospitality Request Form? If you don't 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 don't 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, including 23—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 doesn't 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
COMMUNITY CENTER ROOM RESERVATION FORM

HOUSING AND RESIDENCE LIFE COMMUNITY CENTER ROOM RESERVATION INFORMATION

The Office of Housing and Residence Life is pleased to offer the opportunity to reserve the **Great Room, Study Room A** and/or **Study Room B** for use in our Community Building located at River Crossing housing complex. This opportunity is extended to all faculty, staff, administrators and student organizations at Indiana University South Bend. For any student organization registered with the Student Government Association and Student Activities Center, who is in good standing, you may request space in our Community Center.

The following are our policies in reserving the **Great Room, Study Room A** and/or **Study Room B**. Any questions, please do not hesitate to contact the Office of Housing and Residence Life at ext. 5805 or via e-mail at living@iusb.edu.

- 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 Building.
- All rooms are reserved on a first-come, first-serve basis by completing and submitting the form below.
- 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 Director of Housing and Residence life or designee. Any 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.
- If serving food or beverages, be sure to clean and dispose of all trash following the event.
- The event host is responsible for making sure that the room has been cleaned following the event, and that the 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 reservations privileges.
- If your event requires special set-up or additional tables and chairs, please contact Maureen Muldoon, Special Events Coordinator at 574-520-5111 or via e-mail at mmuldoon@iusb.edu.
- Please review in detail the [Special Events Manual](#) which will provide further assistance on specific guidelines and policies required for scheduling and presenting an organized event on campus.
- All Housing and Residence Life facilities to include the Community Building are drug and alcohol free areas.

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

Community Center Hours of Operations (Academic Year)

Monday – Friday: 8 am – 12 midnight
Saturday and Sunday: 12 noon – 12 midnight

Community Center Hours of Operations (Summer Hours)

Monday, Tuesday, Thursday and Friday: 8 am - 5 pm
Wednesday 8:00 a.m. – 7:00 p.m.
Saturday and Sunday: Closed

**HOUSING AND RESIDENCE LIFE
COMMUNITY CENTER ROOM RESERVATION FORM**

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

Office of Housing and Residence Life contact information:

Phone: (574) 520-5805

E-mail: living@iusb.edu

First Name: _____ Last Name: _____

IUSB E-mail Address: _____

Department/Organization: _____

Contact Office Number/Cell Phone Number: _____

Title of Event: _____

Date of Event: _____ Number of attendees expected: _____

Event Start Time: _____ Event End Time: _____

Will there be food? _____ Did you contact Dining Services? _____

Room Requested: _____

Event Description: (Please be specific)

*Reservation requests are **NOT** confirmed until you receive an e-mail confirmation
from the Office of Housing and Residence Life.*

APPENDIX I

ROOM RESERVATIONS AND RENTAL INFORMATION

- ADMINISTRATION BUILDING
- STUDENT ACTIVITIES CENTER
- WIEKAMP HALL
- NORTHSIDE HALL
- ELKHART CENTER
- SUMMER HOUSING AT RIVER CROSSING
- FACILITIES MANAGEMENT EVENT CHARGES
- UIT'S COMPUTER CLASSROOM LAB USE

ROOM RESERVATIONS AND RENTAL INFORMATION

Room	Room Type	Charges	Charges Affiliate	Seating Capacity
Boardroom	Meeting	\$100/day# or \$20/hour	\$50/day# or \$10/hour	24+
Alumni Room	Meeting/Conference Reception	\$220/day# or \$40/hour	\$110/day*# or \$20/hour	50
Chancellor's Dining Room	Meeting/Conference Reception	\$100/day or \$20/hour	\$50/day or \$10/hour	10
University Grill	Reception/Banquet	\$300/day or \$60/hour	\$150/day or \$30/hour	300
Fireside A & B	Meeting	\$100/day* or \$20/hour	\$50/day* or \$10/hour	20 - 60
Room	Room Type	Charges	Charges Affiliate	Seating Capacity
SAC 225	Meeting/Conference Reception/Banquet	\$220/day# or \$40/hour	\$110/day# or \$20/hour	50
SAC 223	Meeting/Conference Reception/Banquet	\$100/day# or \$20/hour	\$50/day# or \$10/hour	40
SAC 221	Meeting/Conference Reception/Banquet	\$100/day or \$20/hour	\$50/day or \$10/hour	30
All 3 Rooms	Meeting/Conference Reception/Banquet	\$400/day# or \$80/hour	\$200/day# or \$40/hour	120
Room	Room Type	Charges	Charges Affiliate	Seating Capacity
Wiekamp 1001 EA 1011	Theatre	\$250/day* or \$60/hour	\$125/day* or \$30/hour	130 124
Wiekamp Bridge	Reception	\$40/day	\$20/day	100
Room	Room Type	Charges	Charges Affiliate	Seating Capacity
NS 113	Classroom	\$225/day* or \$60/hour*	\$115/day* or \$30/hour*	97
All Classrooms	Classroom	\$100/day* or \$20/hour*	\$50/day* or \$10/hour	Varies
Computer Labs		\$350/day or \$70/hour plus \$10/hr. consultant fee	None	Varies

Add: \$100 Technology charge (Audiovisual equipment and/or microphone if needed)

* Classroom Technology charges in addition to room rental ---\$100 per day/ \$20 per hour

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.

ROOM RESERVATIONS AND RENTAL INFORMATION STUDENT ACTIVITIES CENTER

Please direct facility scheduling inquiries to the Assistant Director of Athletics and Activities at (574) 520-4827.

To reserve SAC facility 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.

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

Staffing Fees	Group	After Hours Charges
Staffing Fees	Non-university groups	\$15.00/hour Student Staff** \$15.00/hour Titan Production Technical Assistant** \$25.00/hour Professional Staff** \$25.00/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	Charges Affiliate	Seating Capacity
EK 220 and 221	Meeting/Conference Reception/Banquet	\$220/day* or \$40/hour	\$110/day* or \$20/hour	Flexible
Classrooms	Classroom	\$100/day* or \$20/hour	\$50/day* or \$10/hour	Flexible
EK 105	Conference Room	\$100/day or \$20/hour	\$50/day or \$10/hour	Seats 8

* Classroom Technology charges in addition to room rental \$100 per day or \$20 per hour

Custodial: \$11.00/hour

Security: \$10.00/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.

SUMMER HOUSING AT RIVER CROSSING

Groups are invited to combine housing with their summer meeting.

Reservations can be made from June 1 through August 1.

Contact the Special Events Coordinator for additional information.

OPTIONAL RENTAL CHARGES

Item	Price
1 – 6' Table and 2 chairs	\$5.00
Chair	\$1.00 each
Linen table covering	\$5.00 each
Tent without sides	\$170.00
Tent with sides	\$275.00
Riser with steps (4' x 4' increments up to 12' x 16')	\$125.00 plus set-up charge

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 (UITS) 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 \$20.00 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 \$350.00 per day or \$70.00 per hour will be charged for use of the room, plus a \$20.00 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 coordinator is also responsible for the paperwork, guest account creation, and coordination with the manager of the Support Center for scheduling lab time and a consultant.

CHARGES

IU- or Education-Related:

No charge for lab

\$20.00 per hour for lab consultant outside normal weekday hours

Community Rental:

\$350.00 per day or \$70.00 per hour

\$20.00 per hour for lab consultant

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

IU SOUTH BEND AUDIOVISUAL EQUIPMENT

UTTS maintains a limited pool of equipment to support academic needs and events on campus. 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. Charges for equipment and services are dependent on the event and application. UTTS will provide a quote for services after consultation with event organizer. 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 the UTTS event consultant at (574) 520-4599 for equipment availability and pricing.

UTS Event Technology Checklist

Event Name: _____

Event Date: _____ Start Time: _____ End Time: _____

Event Location: _____

Anticipated Audience Size: _____ Requested Set-up Time: _____

Lecture/Presentation: _____ Performance: _____ Presentation with Performers: _____

Event Contact Name: _____

Phone: _____ E-Mail: _____

AUDIO

UTS will determine if a portable POS system is needed based on the venue.

Microphone(s):	Wired:	How many? _____
	Wireless Handheld:	How many? _____ (limit 3)
	Wireless Lapel:	How many? _____ (limit 3)

Audio Playback: _____	Audio Recording of Event: _____
Format:	Format:
CD: _____	CD: _____
Providing MP3 player: _____	Digital: _____
Audio from computer/laptop: _____	

COMPUTER/VIDEO

Projection: Data/Video _____ Slide: _____

Computer: IUSB Provided: _____ Presenter Provided: _____ Video Playback: _____
Format Required: MAC _____ Windows: _____
(If presenter is providing a MAC, please bring video adapters)

Internet Access Needed: _____ Videotaping of Event: _____
Format:
DVD: _____
Digital: _____ (QuickTime is our standard)

NOTE: Presenters must submit a required signed release form to UITS prior to any recording event. IU personnel are exempt from this requirement.

In the event technology capabilities do not meet event needs, UITS can work with outside vendors to rent necessary equipment at requestor's expense.

Contact the UITS event consultant at (574) 520-4599 for technology capabilities or with questions.