



INDIANA UNIVERSITY  
BLOOMINGTON

## Space Reservations Systems on Campus

### Indoor Campus Events

Only student organizations registered with Student Activities may be approved to reserve indoor space on campus. For most spaces, student organizations must:

1. Fill out an Indoor Campus Event Registration Form or an Event Registration and Responsibility form (for residence hall space) for space reservations.
2. A copy of the Indoor Campus Event Registration Form can be obtained from Student Activities (check <http://sao.indiana.edu> for forms and processes).
3. If using space at a residence hall, a copy of the Event Registration and Responsibility must be picked up at each residence center desk.
4. After submission of the appropriate form, the student will be directed to the proper location for final approval of the space reservation.

Multiple dates may be requested on the same space application form providing each event is similar (all group meetings, etc.). Multiple rooms, however, must each have their own space application form.

### Indiana Memorial Union Space

Rooms in the IMU can be reserved by student organizations free-of-charge if the attendees are IU faculty, staff, and students. For events open to the public, including dances or events needing use of tables, chairs, or other equipment, a charge may be applied. The IMU also provides selected audio-visual equipment for rent. See *the IMU Meeting Rooms and Reservations office, located on the Mezzanine Level across from the Frangipani Room, for more information on rooms, cost, and availability.*

#### Commons Literature Desk Policy

- This area is a large table located in a high traffic area in the Union. Student groups use this space to promote events, showcase organizations and fundraise. Be sure to bring along plenty of flyers and friendly people that don't mind approaching strangers! The use of facilities in the IMU for soliciting, recruiting and selling is restricted by Student Organizations, with prior approval from Student Activities. Organizations may reserve space at the Commons Literature Desk (Mezzanine level, near the Commons) in advance.
- One Commons Literature space reservation per organization, per day, totaling two days per week at the beginning of each semester, may be approved based on availability.
- Failure to claim the reserved space within one (1) hour of the scheduled starting time may cause the space to be released to other qualified groups on a first come, first serve basis.
- All areas must be staffed by students from the sponsoring group at all times. Persons working the area MUST stay behind the counter at all times. Individuals MAY NOT work in the public spaces or hallways. Any outside vendor soliciting or selling must have a member from the Sponsoring Student Organization behind the counter with them at all times.
- You must use the space that has been assigned to you. Your space should only be occupied for the assigned time and no organization or department may transfer control of its space to any other organization or department.
- Any student organization or university department who enters into a contract with an outside vendor or for profit organization will be charged the current rate for the space reserved. The charge will be levied to the organization or department reserving the space. Current Rate is \$125.00 plus tax per day, per distribution area. Payment must be made prior to the usage of the space. Failure to pre-pay for the Commons Literature Desk will result in the cancellation of the reservation.
- Posters, banners, or sign may be attached to the bulletin board behind the counter. NO STAPLES PLEASE. The size of your poster or signs should not extend beyond the area you are assigned. If there is material on the bulletin board behind you, you may cover the already posted material for the time you occupy the space. Please remove your poster or signs when you leave the area. Displays are not to be in the public corridor.
- If you have any questions or comments you may contact Meeting Rooms and Reservations at 855-1808.

#### Student Activities

900 E. 7<sup>th</sup> Street, Indiana Memorial Union room 371, Bloomington, IN 47405  
(812) 855-4311 • <http://sao.indiana.edu> • [sao@indiana.edu](mailto:sao@indiana.edu)



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### Business Lobby Table Space (per the Kelley School of Business)

Table space in the lobby of the Business school will be allocated on a first come, first serve basis through Business Room #141. Standing reservation requests for no more than two days every week per semester will be permitted (except pizza sales; they are permitted one day per week). Reservations are made through Student Activities and are subject to the following guidelines and for reasons of Fire & Safety and student noise complaints in classrooms BU 109 and BU 111, the following policies apply for groups using the School of Business lobby.

To have use of the lobby area you will need to contact Student Activities, Indiana Memorial Union, Suite 371, for University Approval. To check the availability of tables contact Business Support Services, Bu 141, at 855-4149.

The following is a list of rules and regulations for use of the School of Business lobby:

- Only 3 groups will be approved to have use of the lobby each day. NO TABLES ARE TO BE SHARED! One table per group, only tables provided may be used.
- Location is limited to the West side of the 1st floor lobby. (Between the doors to Classroom 109 & 111)
- Electrical cords cannot be used if they crossover in front of classroom entries. (ALL ELECTRICAL DEVICES ARE SUBJECT TO INSPECTION). UNSAFE ITEMS WILL NOT BE ALLOWED.
- All classroom entries should be kept clear of any group equipment such as chairs and carts.
- Groups are responsible for any noise complaints from the classrooms.
- After approval from Student Activities, the final approval can only be obtained in School of Business, Rm. 141 between 8:00 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m.
- Purpose of function needs to be specific, especially regarding food items to avoid duplicate functions. **HOMEMADE FOODS MAY NOT BE SOLD** due to Environmental Health & Safety policies.
- NOTE: NO CORPORATE SOLICITATION ALLOWED! ONLY students may use this space.

### Residence Halls

Residence halls have some rooms available to student organizations. To reserve space in a particular residence hall, call each residence hall or go to that residence hall center desk to pick up a form. Meeting in a residence hall requires your organization to follow the rules set by that hall. When scheduling a meeting or event, pay attention to the following:

- Quiet Hours: Sun –Thurs, 10p.m. – 9a.m. and Fri-Sat, 2a.m. – 10p.m.
- Academic Communities start quiet hours at 7p.m. Sun- Thurs.
- Center Desks provide information and services within each hall. If there is an issue with your space, they should be your –go to|| person.
- Food regulations must be followed depending on the size and function of the event. Please see the Food Policies and Guidelines section on page 18 for details.
- Door-to-Door sales or solicitation is not permitted but residents and student organizations may obtain permission to do so in the public areas of the residence hall.
- If you have more questions feel free to browse the RPS website at <http://www.rps.indiana.edu> or call Graham Shepfer at 855-8530, or e-mail [gshepfer@indiana.edu](mailto:gshepfer@indiana.edu).

### Classrooms

To reserve a classroom, fill out an Indoor Campus Event Registration Form. Upon confirmation of student organization status, students will be sent to Franklin Hall room 235 to finalize a reservation. Contact Franklin Hall 235 for more information on room availability and capacity.

### Health, Physical Education, and Recreation Building (HPER)/Student Recreational Sports Center (SRSC)

Space in the HPER and SRSC is reserved through those departments. Contact them for a list of spaces available to reserve. A copy of the Facility Use Application can be located at Student Activities or can be picked up at the Membership Service Suite, located in Room 115 of the SRSC or on the ground floor next to the basketball courts at the HPER. Applications for room reservations are reviewed each Tuesday.

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### Athletic Space

To reserve athletic space (apart from the HPER and SRSC), you must fill out an Outdoor Campus Space Reservation Form (<http://sao.indiana.edu>) and submit it to Student Activities. Once filled out and submitted, you will be notified by Student Activities as to whether your request was approved.

"The Department of Athletics based upon review and comment from University Counsel's Office does not permit any organizations, either student or public, to solicit on University property managed by Athletics, the expressed purpose for the property being to host intercollegiate athletic events and related supporting events such as parking and pre-game and post-game entertainment. This includes not permitting solicitation of people in vehicles coming to or leaving events hosted in Department of Athletics facilities based upon review and comment from area police agencies who do not want to have traffic unnecessarily stopped or to have safety issues with pedestrians in multiple driving lanes."

### DeVault Alumni Center

Student organizations may reserve space behind the DeVault Alumni Center, 1000 E. 17th St., for events. To do so, you must fill out an Outdoor Campus Event Registration Form and return it to Student Activities. You will be notified if your request is approved.

\*\*Student organizations may also reserve space inside the DeVault Alumni Center for special events. To do so, you must fill out the Virgil T. DeVault Reservation Agreement. To obtain a copy, contact Student Activities, 855-4311, or the Alumni Center, 855-7415.

### Neal-Marshall Black Culture Center

The Neal-Marshall Black Cultural Center has several rooms available to student organizations. To reserve space in the Neal-Marshall Black Culture Center, please visit the NMBCC website at <http://www.indiana.edu/~nmbcc> and click on "Room Reservations." For more information please contact the Neal-Marshall Black Culture Center at [nmbcc@indiana.edu](mailto:nmbcc@indiana.edu), or 855-9271.

### Ballantine Lobby

The Ballantine Lobby may also be reserved. Upon submission of an Indoor Campus Event Registration Form and confirmation of student organization status, students will be sent to Ballantine Hall room 002 to finalize the reservation. The Ballantine Lobby does permit credit card companies if approved ahead of time and sponsored by a student organization.

### Main Library

The Main Library has a few rooms available to student organizations. To reserve one of these spaces, fill out an Indoor Campus Event Registration Form and return it to Student Activities. You will then be directed to the Main Library, room #C2 – Administrative Offices, to finalize your reservation.

#### InfoShare Days at the Wells Library Fall 2009 / Spring 2010

As a popular destination and dependable source for trustworthy information, the Herman B Wells Library attracts thousands of students and other visitors daily. Groups affiliated with IU who wish to benefit from this high-visibility location may participate in InfoShare, a monthly information exchange for members of the academic community. Groups may, for example, promote an event, survey IU students, or recruit members.

InfoShare will be held in the Wells Library lobby the first Tuesday of each month during the academic year (January excluded).

Fall semester: September 1, October 6, November 3, December 1

Spring semester: February 2, March 2, April 6, May 4

- Groups must be affiliated with Indiana University.
- Student groups must be registered with Student Activities. Student groups are expected to adhere to the guidelines and policies described in the [Student Organization Handbook](#).
- Academic or administrative units of IU may partner with commercial enterprises, but the academic or administrative unit must be the primary sponsor.

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- A [request form](#) should be submitted via e-mail before 5 p.m. on the Friday before the desired date and no more than one month in advance. Requests will be approved in order of receipt. Requests should not be considered approved until the contact receives e-mail confirmation.
- Groups may use the space any time during the 24-hour period of the day requested.
- The IU Libraries reserve the right to limit participation based on space constraints and/or demand.
- A table and two chairs will be provided for groups who request them. Tables will not be assigned. Groups may also bring their own tables.
- The Indiana State Department of Health prohibits service of home-prepared food at public events. (No bake sales.) Any food distributed at a public event must be prepackaged as individual servings.
- Groups should avoid playing music or creating loud noise. Disruptions that compromise the working environments of the East and West Towers of the Wells Library are unacceptable.
- See also: [Wells Library Lobby Policies](#)

### Leo R. Dowling International Center

The International Center has a few rooms available for rental for receptions or informal gatherings. The room rental rate is \$8/hour per room for groups less than 50 people, and \$16/hour per room for groups over 50 people. All reservations must be submitted two weeks in advance. For more information please contact [intlcent@indiana.edu](mailto:intlcent@indiana.edu).

### Outdoor Campus Events

Any outdoor event sponsored by a student organization on University property must be registered with and approved by Student Activities. Note: Student Organizations and Departments are allowed two locations each week depending on availability. *For a map and list of amenities of outdoor space that can be reserved, please visit <http://sao.indiana.edu>, click on "Resources and Forms," and then "Space Reservations."*

- An Outdoor Campus Event Registration Form, available at Student Activities, must be submitted to Student Activities a minimum of ten business days prior to the event.
- Some outdoor events may require security, paid for at the expense of the sponsoring organization. The Indiana University Police Department (IUPD), in consultation with Student Activities and the host facility staff, will determine whether such security considerations are required. See the section on Security (below) for more information.
- Any outdoor event that is providing/selling perishable foods must also submit a Temporary Food Service Request, to be submitted at least 7 business days prior to the event.
- Any person or organization hosting an event in Dunn Meadow is not able to park vehicles on Dunn Meadow, any of the sidewalks surrounding Dunn Meadow, or on the concrete stage on the west end. For vehicular access, please submit a request to Student Activities along with the Outdoor Reservation request.

### Sound

In order to prevent disruption to businesses, offices, and classes, programs on campus involving amplified music will begin no earlier than 6 p.m. on weekdays and 12 p.m. on weekends. All events must conclude by sunset or 9 p.m. (whichever is earlier) on weekdays and by sunset or 10 p.m. (whichever is earlier) on weekends.

Production Services Unit (PSU), a department of IU Auditorium, is Bloomington's leading provider of stage, sound and lighting for concerts and special events. PSU, staffed with veteran technicians and engineers, provides expert service for many on- and off-campus events each year including Dance Marathon, IU Ceremonies, Union Board concerts, Spirit of Sport, and Picnic with the Pops. With an extensive inventory, PSU can provide services for events of any size, from a free concert in Dunn Meadow, to a full-scale production for a national artist. For more information or an estimate for services, contact PSU by calling 812-856-3007, or emailing [sound@indiana.edu](mailto:sound@indiana.edu).

If you're having an outdoor event, and involving amplified sound (bands, DJs, music artists, spoken word artists, etc.), you MUST hire Local 618 for sound and lighting (per IU Board of Trustees agreement). Contact Mark Sarris at (812) 331-7472 to make arrangements for your event.

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All events involving the use of amplified music must add a standard clause on all contracts, which will give the sponsoring organization the right to request the music provider to reduce the volume output, so as to be in compliance with campus and/or University policies.

### Liability

By reserving any space, indoor or outdoor, for an event, the student reserving the space and the affiliated organization accept responsibility for any problems that may arise regarding the event. You also agree to cooperate with the University and/or officials acting in their capacity. For a sample of a liability waiver contact Student Activities at 855-4311.

### Security

All events sponsored by student organizations that are open to the public or that have high attendance may be subject to the requirements of having security.

- All decisions regarding security requirements or security waivers for events will be at the discretion of IUPD in consultation with Student Activities and host facility staff, NOT the student organization.
- Security requests and waivers must be submitted a minimum of 10 business days prior to the event. **FOR EVENTS RELATED TO LITTLE 500 OR ARE CLASSIFIED AS "MAJOR EVENTS" ALL PAPERWORK MUST BE SUBMITTED TO STUDENT ACTIVITIES 40 DAYS IN ADVANCE FOR CONCERTS AND 60 DAYS IN ADVANCE FOR DANCES.** Copies of both forms can be obtained in Student Activities.
- IUPD's presence does not relinquish the student organization's responsibility in confronting potential problems. The student organization is responsible for primary intervention in the event of any problems or potentially confrontational situations. IUPD officer(s) will assist when needed.
- In certain situations, student organizations may request a security waiver for their event. See the Major Events Checklist for the policies regarding security at events and conditions necessary for obtaining a security waiver.

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