



Space Reservations on Campus

POLICY: Reserving Space through Student Life and Learning


A benefit to being a registered student organization is the ability to reserve space on campus. Only student organizations registered with Student Life and Learning may be approved to reserve space on campus. Student organizations may only have two outdoor events per week non-consecutively (no Friday/Saturday followed by Sunday/Monday events).

Reservation Process:

The approval process for space reservations requires the following steps:

1. Complete an Event Registration Form online and agree to the terms described in the Space Reservations on Campus document. The form can be found online at <https://studentaffairs.indiana.edu/student-life-learning/space-reservation.shtml>.
2. Students submitting Event Registration Forms must be on the group roster for the organization sponsoring the event and the organization must be registered on **beInvolved** for the academic year during which they want to reserve space.
3. Once these steps are completed, if the space is:
 - a. **Indoor:** SLL will send the form to the appropriate office based on the requested location. You should expect an email confirmation from the appropriate scheduling office once the reservation is confirmed. Please submit **at least 10 business days (2 weeks) prior to the event**.
 - b. **Tabling:** SLL will verify that the location is available for the requested date and time and reserve the space. SLL will email you to confirm approval of your tabling event. A tabling, flyering, canning, and membership solicitation event that does not include food, security/crowd control, amplified sound, electricity, or children can be approved as a tabling event. Please submit **at least 24 hours in advance**.
 - c. **Small Outdoor Events:** SLL will review the Event Registration Form and the submitted checklist items and submit the event information to the Campus Space Committee (CSC) for approval. If more information is requested, the primary contact will be emailed. The primary contact will be notified via email once the request is approved. Please submit **at least 10 business days (2 weeks) in advance**.
 - d. **Medium Outdoor Events:** SLL will review the Event Registration Form and determine if the event is a Medium event. Medium events include but are not limited to dances, rallies, festivals, sporting events, and small concerts. Event Registration Forms and Confirmation of Venue Availability for Medium Events must be submitted **at least 30 business days (6 weeks) in advance**.
 - i. The **Event Checklist** must be completed by the student organization after the submission of the Event Registration Form. The primary contact will meet with SLL to discuss the items required for approval. All required items on the Event Checklist must be submitted **at least 15 business days (3 weeks) in advance**. After the submission of the Event





Checklist, the CSC will review the event and request any additional information required to approve the event. SLL will then email the primary contact confirming the approval or denial of the event request.

- e. **Large Outdoor Events:** SLL will review the Event Registration Form and determine if the event is a Large event. Large events include but are not limited to dances, concerts, 5k runs/walks, and any event taking place during Welcome Week, Homecoming, and Little 500.
 - i. The deadlines to submit an Event Registration Form for Large events are:
 - Fall semester events: **April 15th***
 - Spring semester events: **November 15th***

*If the 15th is on a weekend or a major holiday, the deadline will be on the next business day.
 - ii. A **preliminary Event Checklist** must be completed by the student organization by the Large Event Registration Form deadline. The primary contact will meet with SLL to discuss the items required for approval. Organizations sponsoring Large events must meet with the CSC following the submission deadline for event review. After this meeting, SLL will email the primary contact confirming the approval or denial of the event request. If able to continue planning the event, the final Event Checklist must be completed **at least 25 business days (5 weeks) before event.**

POLICY: Restrictions for Student Organization Events during Welcome Week

Student organizations are prohibited from hosting events, tabling, chalking or distributing flyers or other materials for the express purpose of membership recruitment and or social activities involving first year students during Welcome Week through the end of the IU Guides Program without prior approval from the Campus Space Committee. After the second day of school (the conclusion of the formal Welcome Week and IU Guides programs) groups may begin to have recruitment and social events.


Welcome Week and the early transition period for new students at Indiana University is a part of the orientation process. This policy is in place to allow the University to provide an optimal matriculation experience.

Please note, there are often official volunteer opportunities for student groups to participate in Welcome Week and IU Guide Programs. Please contact FYE for more information on ways groups can formally participate.

Spaces that Require Pre-Approval

The following indoor and outdoor locations must begin the reservation process with pre-approval by Student Life and Learning:

Indoor:

- Ballantine Lobby
 - Classrooms
 - Indiana Memorial Union space
 - Jordan Hall Atrium
 - Kelley School of Business
 - Neal Marshall A201
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Spaces that Require Pre-Approval (continued)

Outdoor: Event Locations

- 13th and Fee Parking Lot
- 17th and Fee Field
- Bell Tower Field
- DeVault Alumni Center Field
- Dunn Meadow*
- Kinsey Hollow
- McCalla Field
- Neal Marshall Courtyard
- Roadside- 8th Street/Tennis Court Drive
- Roadside- Circular Drive between Jordan parking garage and SoE
- Roadside- Outside Chemistry Hall
- Rose Well House**
- Tailgate Field
- Willkie Tennis Courts

Outdoor: Tabling Locations

- 10th and Fee at Arboretum
- 10th and Jordan Bus Stop
- Arboretum Mall Sidewalk
- Auditorium – Northside Walkway
- Ballantine Courtyard
- Clock between Rawles hall and Swain East
- Neal Marshall Clock
- Outside Ballantine
- Sample Gates***
- Walkway between School of Public Health & Art Museum
- Wells Library Landing
- Wells Library Bus Stop
- Woodburn Clock

*Review the **Dunn Meadow Usage and Guidelines** for policies and practices specific to Dunn Meadow.

Review the **Rose Well House Usage and Guidelines for policies and practices specific to Rose Well house.

***Sample Gates—Mobile signs and displays are allowed, however no tables, tents, or stationary objects may be used at Sample Gates. All activities must stay on the west side of Sample Gates.

Additional Campus Locations

The following locations can be pre-approved through Student Life and learning but confirmation of the space is done independently through the location's reservation process:

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.

If you have more questions feel free to browse the RPS website at <http://www.rps.indiana.edu> or call IU Conference Services at 855-4661 or e-mail meet@indiana.edu.





Additional Campus Locations (continued)

Campus Recreational Sports facilities/fields

Contact Campus Recreational Sports to reserve space in the Student Recreational Sports Center (SRSC), the School of Public Health/Wildermuth Intramural Center (SPH/WIC) or Woodlawn Field. Both indoor and outdoor facilities accommodate activities ranging from sporting events to tournaments. Reservations are restricted to short term use at a fee. To reserve a space, submit a Facility Use Application, available at the SRSC or WIC Member Services Suites. Facility Use Applications are reviewed weekly and need to be submitted in advance of the reservation. Application deadlines are: small events (less than 100 participants) - one month in advance, Medium events (100-300 participants) – two months in advance, and large events (over 300 participants) – four months in advance.

Virgil T. DeVault Alumni Center

Student organizations may 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 the Alumni Center at iualumni@indiana.edu or 855-4822.

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, or 856-7469.

Wells Library

The Wells Library welcomes student groups and they offer several locations designed for collaborative work, no reservation needed. The 1st, 4th, and 5th floors of the West Tower as well as the lobby are great for group work. Other areas of the building require silence or limited talking and groups should avoid these areas out of respect to their student colleagues.

Presidents Hall

Organizations hosting events in the Presidents Hall in Franklin Hall must contact Katie Spohr, kspohr@indiana.edu at the IU Auditorium for reservation.

Office Space in the Indiana Memorial Union (IMU) Activities Tower

All registered student organizations are eligible to apply for office space in the IMU. The application process typically starts in March and consists of a paper application and a brief interview with union Board representatives (the landlord). Leases run from May to May of each year and cost \$1 per square foot. Contact the Union Board president at ubpres@indiana.edu or 855-4682 for more information and an application.

Sustainability

Make your event more sustainable by incorporating the principles of green events from the IU Office of Sustainability. Green Events take into consideration the environmental impact made by hosting events. The IU Office of Sustainability has identified the categories of food, transportation, venue, and purchasing as potential avenues of change for making events more “green.” Students and organizations may apply to have their events “Green Certified” by the IU Office of Sustainability. Contact greenevents@indiana.edu or go to the Green Events website to certify your event.





POLICY: Use of Campus Spaces

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. The student and the affiliated organization agree to cooperate with the University and/or officials acting in their capacity.

Food

All student organizations events having food for consumption are subject to approval by Student Life and Learning and the Department of Environmental Health and Safety (EHS). Along with the Campus Event Registration Form, the student organization must submit the Temporary Food Service Application form online at:

<https://www.iu.edu/~ehsweb/applications/food-service/> at least 5 business days (or one week) before the event.

EHS will give final approval.

No food is permitted in classroom spaces.

Events serving alcohol must adhere to the liquor policy as specified by Insurance, Loss Control, and Claims.

Amplified Sound

In order to prevent disruption to businesses, offices, and classes, amplified sound can be included in approved events during permitted times:

- No earlier than: 6PM, Monday thru Friday, or 12PM, Saturday thru Sunday
- No later than: 9PM or sunset (whichever is earlier), Sunday thru Thursday, or 10PM or sunset (whichever is earlier), Friday thru Saturday

If you are having an outdoor event that involves stage, lighting, or sound equipment to support bands, DJs, music artists, spoken word artists, etc., you **MUST** hire Stagehands Local Union 618 to set-up, manage, and tear-down the equipment (per IU Board of Trustees agreement). Contact Mark Sarris at msarris@indiana.edu to make arrangements for your event.

All events involving the use of amplified sound must add a standard clause on all contracts stipulating the permitted sound hours and giving the student organization the right to request the music provider to reduce the volume output to be in compliance with University Policies.

Security

All events sponsored by student organizations that are open to the public, have high attendance and/or pose security risks to the student organization, campus, or University 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 Life and Learning and the Campus Space Committee, **NOT** the student organization.





Security (continued)

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.

Programs Involving Children

Student organizations oftentimes host or are involved in activities that include minors (i.e. individuals under age 18). If your organization is working with children, please be aware of the following:

1. Indiana state law requires **any person** who has reason to believe that a child is a victim of child abuse or neglect has an affirmative duty to make an oral report to Child Protective Services (CPS) **1-800-800-5556** or to their local law enforcement or to the IU Police department. Failure to report may result in criminal charges.
2. In addition to notifying CPS and/or local law enforcement under IN law and IU policy you must notify the University Director of Public Safety Jerry Minger of the suspected child abuse or neglect (Tel: (812) 855-4296 or e-mail: jminger@iu.edu).
3. You **MUST** report if your activity involves children by checking the appropriate box on the indoor/outdoor space reservation form submitted to Student Life and Learning.
4. Any student organization event, on or off campus, that involves children should be registered via the Protect IU OneStart service at <https://onestart.iu.edu/my2-prd/portal/162134>.
5. Programs involving children will require your organization to perform background checks on some or all adult participants. For more information on whether or not your program or event may require a background check, please visit <http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-01.shtml>. Please email Nick DauSchmidt at ndauschm@indiana.edu if you need help determining whether or not your organization needs to perform background checks.
6. The process for obtaining background checks on adult participants can be found at http://www.indiana.edu/~uhrs/employment/bkgchk_PIC.htm.

More information about IU's Policy on Programs Involving Children can be found at <http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-01.shtml>. Please review the policy's FAQ at <https://protect.iu.edu/publicsafety/policies/PS01/faq> or email Nick DauSchmidt, Office of Public Safety, at ndauschm@indiana.edu with questions or concerns.

POLICY: Sponsorship of Outside Organizations

A non-IU, outside organization may use campus space only if they are sponsored by a registered student organization or IU department. Requests to reserve campus space can only be made by a member of the sponsoring student organization, will be limited to certain campus locations, and will be reviewed by Student Life and Learning. The student organization must submit a letter of approval from the student organization leadership and from the student organization advisor endorsing the sponsorship.

All non-IU, outside organizations must provide proof of general liability insurance to the office of Insurance, Loss Control, and Claims at inlocc@iu.edu in order to provide services or products for a campus event.

Solicitations and partnerships with for-profit entities are prohibited during the Student Involvement Fair.





Students acting on behalf of their student organization AND employed by a for-profit company may not reserve campus space for their employer. A student organization unaffiliated with the vendor should act as sponsor. While the outside vendor is set up on campus, a member of the sponsoring organization MUST be present with the outside vendor in order to facilitate adherence to University Policies. If a student organization sponsor is not present with the outside organization, the outside organization will be asked to leave campus space/property. The student organization may also be subject to sanctioning through the Student Organization Ethics Board.

According to the Personal Gain Clause to which all registered student organizations agree, individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization. Profits from partnerships must be distributed to the organization itself.

Please refer to the Non-Solicitation on Campus policy for details related to partnerships with outside vendors and for-profit entities: <http://policies.iu.edu/policies/categories/financial/purchasing/FIN-PUR-21.0-non-solicitation-on-campus.shtml>.

Please note the following limitations placed on the types of vendors or entities your organization may partner with for a campus event:

- NO credit card companies.
- In the event that IU has a contract for a specific product or service with a vendor, your organization may NOT sponsor other vendors who offer that same service or product.

