

Campus Space Reservations

IUB Campus and University Policies
for Registered Student Organizations

IUB Campus, Reserving Campus Space

A benefit to being a registered student organization is the ability to reserve space on campus. Only Registered Student Organizations (RSO) with Student Life and Learning (SLL) may be approved to reserve space on campus. The following IUB campus policies are designed to create safe and successful student organization events. ***Please note SLL's Space Reservation staff will assist you in event planning and help you meet these campus requirements!***

Timing of Event Registration Policy (Campus Space Committee)

The approval process for space reservations requires the following steps and timelines:

1. Students submitting Event Registration Forms (ERF) must be registered on beINvolved for the academic year during which they want to reserve space. In addition, student organizations submitting the ERF must have a current student organization membership roster on file in beINvolved for the organization sponsoring the event.
2. To access IUB space, Registered Student Organizations (RSO) must fill out an Event Registration Form (ERF) 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-reservations/student-organizations-and-departments.shtml>.

Please note:

By reserving any indoor or outdoor space for an event, the student reserving the space and the affiliated organization both accept responsibility for any problems that may arise regarding the event. The student and the affiliated organization agree to cooperate with the Indiana University and/or officials acting in their capacity.

SLL will review all the Event Registration Form requests in the order in which they are submitted. SLL may determine if other information or checklist items are necessary for campus approval. If so, they will submit the event information to the Campus Space Committee (CSC) for their collective approval. If additional information is requested by CSC, then the primary student organization contact will be emailed. Once the request is given final approval, the primary student organization contact will be notified via email. The following are deadlines that help facilitate this process.

Please note the following deadlines for requesting campus space based on the type of event:

Small Events (1-199 people attending) require 10 business days (2 weeks) in advance.

Examples of small events include but not limited to:

Student organization meetings, small gatherings, invitation-only events, tabling, flyering, canning, and membership solicitation events with a planned attendance from **1 to 199 people**.

Please note that if an event requires any of the following it will must be planned **30 business days (6 weeks) in advance:**

Food, security requirements, crowd control, amplified sound, electricity, or any event that involves children.

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Student organizations may only have two outdoor events non-consecutively *per week* (No Friday/Saturday followed by Sunday/Monday events).

Medium Events (200 to 499 people attending) require two deadlines:

- **30 business days (6 weeks) in advance to reserve the space and**
- **15 business days (3 weeks) in advance to complete an Event Checklist**

Examples of medium events include but are not limited to:

Dances, rallies, festivals, sporting events, and small concerts with a planned attendance from **200 to 499 people**.

Please note that Medium events require an additional Event Checklist after the submission of the Event Registration Form. The Event Checklist is a customized list of requirements based on the details of the event which help SLL ensure a student organization event is safe and successful. The checklist may include but not limited to: Robust event description, security plans, campus Food approvals, amplified sound plans, health and safety plans, etc.

Large Events (500+ people attending) require the following five steps and deadlines, all of which must be completed in their entirety to reserve campus space:

- **Event Registration Form Deadline:**
 - On or before 5pm of April 1st for the following fall semester events
 - On or before 5pm of November 1st for the following spring semester events
- **Preliminary Event Checklist Deadline:**
 - On or before 5pm of April 1st for the following fall semester events
 - On or before 5pm of November 1st for the following spring semester events
- **Presentation to the Campus Space Committee (CSC)**
 - Individual appointment after April 1st for the following fall semester events
 - Individual appointment after November 1st for the following spring semester events
- **Final Event Checklist Deadline:**
 - 30 business days (6 weeks) before event date

Examples of large events include but are not limited to dances, rallies, festivals, sporting events, concerts, 5k runs/walks, and any event taking place during Welcome Week, Homecoming, and Little 500 with a planned attendance from **500 plus people**. Large events require four steps:

- **Event Registration Form**
- **Preliminary Event Checklist**
 - A customized list of requirements based on the details of the event.
- **Presentation to the Campus Space Committee (CSC)**
- **Final Event Checklist**
 - A customized list of requirements based on the details of the event. Event Checklist requirements include, but are not limited to: Robust event description, Security plans, Insurance Requirements, Staging and Lighting Requirements, Plans to keep events drug and alcohol free and other requirements to ensure a safe a successful event.

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Student organizations sponsoring large events must present their program and completed Event Checklist to the Campus Space Committee (CSC) for approval. Student organization are prohibited to signing any contracts until the CSC has approved the event plans and checklists have been completed.

Please note SLL's Space Reservation staff will assist you in event planning and help you meet these campus requirements.

IUB University Food Policy

<https://policies.iu.edu/policies/ps-ehs-05-food-protection/index.html>

All student organizations events having food for consumption are subject to approval by 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: <http://ehs.iu.edu/topics/food-protection/temp-event-food-service-form.shtml> at least 5 business days (or one week) before the event. EHS will give final approval.

No food is permitted in classroom spaces and events serving alcohol must adhere to the liquor policy as specified by Insurance, Loss Control, and Claims.

IUB Campus Amplified Sound Policy (Campus Space Committee)

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

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.

IUB Campus Staging & Lights Policy (Campus Space Committee)

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.

IUPD & Private Security

All events sponsored by student organizations that have large attendance, pose security risks to the student organization, campus, or University, or are open to the public are required to have security per the Space Reservation policy. 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. IUPD and approved security presence does not relinquish the student organization's responsibility for primary intervention in the event of any problems, except when a crime is imminent, is being committed or has taken place, or when confrontation could lead to physical harm.

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IUB Campus Insurance Policy (Office of Insurance, Loss Control, and Claims)

Select student organizations and select student organization events based on size and scope of the event, and 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.

IUB University Programs Involving Children Policy

<https://policies.iu.edu/policies/ps-01-programs-involving-children/index.html>

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

IUB University Non-Solicitation Policy

<https://policies.iu.edu/policies/fin-pur-21.0-non-solicitation-campus/index.html>

This policy places certain restrictions on commercial solicitation within buildings and facilities as well as on the grounds of Indiana University campuses or under the operating authority of the University to ensure that university employees and students have the opportunity to perform their duties free from intrusions. This policy does not apply to official, University-supported solicitations that are intended to address the University's broader mission to serve the community.

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 the Campus Space Committee. The student organization primary contact and advisor must submit a letter requesting the outside organization in order to reserve campus space. The CSC will review and approve or deny the request. Please note all campus space reservations timelines and deadlines.

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.

University Student Organization Policy specifically regarding For-Profit Agents (Student Life and Learning)

<https://policies.iu.edu/policies/stu-01-student-organizations/index.html>

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 vendor, the outside vendor will be asked to leave campus space/property. The student organization may also be subject to sanctioning through the Student Organization Ethics Board.

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.

University Student Organization Policy specifically regarding Outside Organizations (Student Life and Learning)

Updated as of 10/3/2017

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A member of the sponsoring organization must be present while the outside organization is set up on campus, and do so for the duration of the event 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. If asked to leave due to no sponsor present, the student organization may also be subject to sanctioning through the Student Code of Conduct and the Student Organization Ethics Board.

IUB Campus Restrictions for Student Organization Events during Welcome Week Policy (First Year Experience and Student Life and Learning)

Welcome Week at Indiana University is a part of an invaluable orientation process and early transition period for new students. As such, the university wants to provide an optimal matriculation experience during that first week before classes begin.

Therefore, 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 it is formally considered the conclusion of the Welcome Week and IU Guides programs. At that time student organizations may begin to have recruitment and social events.

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.