



INDIANA UNIVERSITY

STUDENT LIFE AND LEARNING

Division of Student Affairs
Bloomington

****Office Use Only****

Received by: _____ Date: _____ Documented: _____

Processed by: _____ Date: _____ Approved: _____

Campus Event Registration Form

Student Organization or Department: _____

Student name: _____ E-mail: _____ Phone number: _____

Organization E-mail (optional): _____@indiana.edu Advisor name (optional): _____

Name of event: _____ EVENT DATE: _____ \ _____ \ _____

Time: _____ AM/PM to _____ AM/PM Is this event reoccurring? Y / N Dates: _____ Expected Attendance: _____

Open to: Sponsoring group only Campus Public

| | |
|--|--|
| Type of Event | <input type="checkbox"/> Business meeting <input type="checkbox"/> Speaker <input type="checkbox"/> Discussion/Rally <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other: _____ <input type="checkbox"/> Call-out meeting <input type="checkbox"/> Dance <input type="checkbox"/> Run/Walk <input type="checkbox"/> Sporting Event <input type="checkbox"/> Membership solicitation <input type="checkbox"/> Performance <input type="checkbox"/> Festival <input type="checkbox"/> Concert |
| Locations: Indoor | INDOOR <input type="checkbox"/> Ballantine Hall <input type="checkbox"/> Ballantine Lobby Preferred Room Number: <input type="checkbox"/> Woodburn Hall <input type="checkbox"/> Kelley Lobby [1] _____ <input type="checkbox"/> Business School <input type="checkbox"/> IMU Room/ Lit Desk [2] _____ <input type="checkbox"/> Other: _____ |
| Description of Event: Indoor | Please provide a detailed description of your event: _____ _____ _____ |
| <p>The student responsible and the sponsoring organization understand:</p> <ol style="list-style-type: none"> 1. They are liable for any problems that occur regarding this event, and will cooperate with the University and/or other officials acting in their capacity. 2. The possession or use of alcoholic beverages on any University property is contrary to law; the possession or use of alcoholic beverages in any undergraduate residence supervised by the University; or the use of conscious possession of alcoholic beverages in any property of the University frequented by the public is against University regulations. No food or beverage is permitted in Classroom Scheduling locations. <p>Signature of Student _____ Date: _____</p> <p>The undersigned in connection with and as part of the above application certifies that he/she is a student currently enrolled in Indiana University and that the information listed is correct to the best of her/his knowledge and belief. Also that he/she has read and initialed the Indiana University Space Reservations Policies.</p> <p style="text-align: center;">****Office Use Only ****</p> <p>Student Life and Learning confirms that this group has met the criteria for being a registered student organization and that a SLL staff member has checked for a valid ID. By: _____</p> <p>Confirm by Reservation Office <input type="checkbox"/> bhflex@indiana.edu <input type="checkbox"/> BU 141 <input type="checkbox"/> Student Services <input type="checkbox"/> IMU Meeting Rm & Res <input type="checkbox"/> SRSC 115 <input type="checkbox"/> Other _____</p> <p>Space Reserved, Room: _____</p> <p style="text-align: right;">Time(s): _____ Date: _____</p> <p style="text-align: right;">Approved by: _____ Date: _____</p> | |

PLEASE REFER TO THE SPACE RESERVATIONS POLICIES ON PAGES 3-4 FOR DEADLINES AND TO COMPLETE THIS FORM

STUDENT LIFE AND LEARNING, IMU 371 BLOOMINGTON, IN 47405 812-855-4311 iusll@indiana.edu

| | | | |
|--|--|--|---|
| Locations: Outdoor Please see the list of policies attached for specific location guidelines | OUTDOOR | | |
| | <input type="checkbox"/> Outside Ballantine <input type="checkbox"/> Woodburn Clock <input type="checkbox"/> 10 th and Fee <input type="checkbox"/> Sample Gates <input type="checkbox"/> Neal Marshall Clock <input type="checkbox"/> Tailgate Lot <input type="checkbox"/> Rose Well House <input type="checkbox"/> Dunn Meadow* | <input type="checkbox"/> Willkie Tennis Courts <input type="checkbox"/> 13 th and Fee Parking Lot <input type="checkbox"/> 17 th and Fee Field <input type="checkbox"/> Wells Library Bus Stop <input type="checkbox"/> Wells Library Landing <input type="checkbox"/> Arboretum Mall Sidewalk <input type="checkbox"/> Bell Tower Field <input type="checkbox"/> McCalla Field | <input type="checkbox"/> Walkway between Sch. of Public Health & Art Museum <input type="checkbox"/> Neal Marshall Courtyard <input type="checkbox"/> North Side of Auditorium Walkway <input type="checkbox"/> Clock between Rawles Hall and Swain East <input type="checkbox"/> Field behind DeVault Alumni Center <input type="checkbox"/> Ballantine Courtyard <input type="checkbox"/> Other: _____ |
| <i>*If in Dunn Meadow, do you need:</i> <input type="checkbox"/> Vehicular access to the stage <input type="checkbox"/> Electricity – time power on ____ am/pm; time power off ____ am/pm <input type="checkbox"/> Tables and chairs (20 chairs and 50 tables are available) | | | |

| | |
|--------------------------------------|--|
| Description of Event: Outdoor | Please provide a detailed description of your event: _____ _____ _____ _____ _____ _____ |
|--------------------------------------|--|

| | | |
|------------------------|-------|-----------------------------|
| Amplified Sound | Y / N | Please provide description: |
| Security | Y / N | Please provide description: |
| Food | Y / N | Please provide description: |
| Children | Y / N | Please provide description: |
| Electricity | Y / N | Please provide description: |

Indiana University Space Reservation Policies

A guideline of campus-wide policies on reserving indoor or outdoor space for registered student organizations

By initialing to the left, you confirm that you have read and acknowledged the following space reservation policies. Please submit this along with your Campus Space Reservation form to Student Life and Learning.

— **Deadlines**

- *Small* events on campus that involve one or more of the following: food, amplified sound, security or electricity and/or in event locations not described as instantly approvable
Deadline: a minimum of **7-10 business days**
- *Medium* events such as dances, rallies, festivals, sporting events and walk/runs must follow the appropriate policy guidelines covering attendance, planning and safety
Deadline: a minimum of **60 days in advanced**
- *Large* events such as concerts must follow the appropriate checklist covering requirements including insurance security and crowd control, site map and layout and electric and sound plans
Deadlines:
For Fall semester events: **April 15th**
For Spring semester events: **November 15th**

— **Amplified Sound**

In order to prevent disruption to businesses, offices, classes, and neighboring residential areas, programs on campus involving amplified music are subject to the following curfews:

No earlier than:

6 pm: Monday – Friday

Noon: Saturday – Sunday

No later than:

9 pm or sunset, whichever is earlier: Sunday – Thursday

10 pm or sunset, whichever is earlier: Friday – Saturday

Organizers must contact Stagehands Local 618 at (812) 327-4262 for outdoor events involving amplified sound.

— **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 the Campus Space Committee in consultation with Student Life and Learning.

— **Food**

All student organization events involving food distribution are subject to approval by Student Life and Learning and the Department of Environmental Health and Safety (EHS). In order to have food at your event, you will need to fill out the Food Application online at:

<http://ehs.iu.edu/topics/food-protection/temp-event-food-service-form.shtml>

— **Children**

You MUST report if your event involves children by indicating so on the space reservation form submitted to Student Life and Learning. 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> and must provide proof of completion to SLL when submitting the Space Reservation Form.

— **Liability**

By reserving any indoor or outdoor space 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.

— **Outside Vendors, For-Profit Entities, and Credit Card Companies**

An outside vendor or for-profit entity may use campus space only if they are sponsored by a registered student organization or IU department. Students acting on behalf of their student organization AND employed by a for-profit company may not reserve campus space for their employer. Individual members may not receive compensation directly from for-profit companies as a representative of a student organization. Credit card companies are prohibited from soliciting on campus and may not partner with student organizations to utilize University resources.

— **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.

— **Dunn Meadow**

- No vehicles are allowed onto Dunn Meadow.
- Tables and chairs are located in the outdoor closet off the southwest corner of the IMU. These are free of charge as long as the student organizations move them in/out of the closet themselves.
- If tents are to be erected, the preferred method is barrel tie-downs. If tent stakes are necessary, a utility locate permit through Physical Plant is needed prior to installing stakes. Contact 855-3551 at least five (5) business days prior to event.
- No fences in or around Dunn Meadow may be erected.
- Electricity is available free of charge at three places in Dunn Meadow: Email MEETING@indiana.edu for access
- Campus Division will deliver up to two (2) trash barrels and bag liners to Dunn Meadow free of charge. . Groups are responsible for picking up trash after events and will be billed if clean-up is needed. Contact 855-2038 to request barrels and/or receive a cost estimate for additional barrels.
- The University reserves the right to cancel or relocate any events in Dunn Meadow due to extreme weather conditions or other public safety considerations.
- Dunn Meadow closes at 2 am.
- *Special Note regarding Dunn Meadow's large Burr Oak tree:*
The large Burr Oak tree just north of the IMU Commons area, at the foot of the long staircase from the IMU, is one of the oldest trees in the State of Indiana. It is considered protected by the University. Only foot traffic is allowed in this area in order to protect the root system of this historic tree.

For more information on specific reservation policies, please refer to complete guideline lists provided by Student Life and Learning, or the Student Organization Handbook found on our website

<http://studentaffairs.iub.edu/sll/files/2013/08/Student-Organization-Handbook-2013-20141.pdf>.