Ivy Tech Community College – Frankfort
Room Use Request for
Community Groups/Organizations

Upon completion, return this form to:
Ivy Tech Community College, Attention: Anna Marcum, 251 E. Clinton St. Frankfort, IN  46041
Fax: 765-659-4695   Ph.: 765-659-4687   Email: amarcum18@ivytech.edu

Room Use Request
(To be completed by requesting organization or its representative)

<table>
<thead>
<tr>
<th>Organization Name:</th>
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<tbody>
<tr>
<td>Mailing Address:</td>
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<td>Contact Name:</td>
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<td>Phone Number:</td>
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<td>Date Requested:</td>
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<tr>
<td>Start Time:___________ am/pm   End time:__________ am/pm</td>
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<tr>
<td>Describe Activity and Audience:</td>
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<td>Estimated Attendance:</td>
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<td>Event Open To:</td>
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<tr>
<td>☐ Students    ☐ Campus Community    ☐ Businesses    ☐ General Public    ☐ Other</td>
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Equipment needed (Please check all that apply):

- Our Computers ☐ YES ☐ NO (HOW MANY? _______)
- ELMO ☐ YES ☐ NO
- OVERHEAD PROJECTOR ☐ YES ☐ NO
- DESKTOP PODIUM ☐ YES ☐ NO

Food and drinks are only permitted in the NHK Conference room and Kasper Hall Rooms 115 & 126 and have to be described in full. **ABSOLUTELY NO FOOD AND DRINKS ARE ALLOWED IN COMPUTER LAB ROOMS 116 & 117.**
Please describe the food and drink to be approved with this request in the space below.
The following Room Use Policy must be read, signed, and returned with this request.

Room Use Policy

The purpose of this policy is to ensure that all facilities operated by the college are reserved primarily for education use. All requests must be appropriate to the mission and values of the college, and contribute to the educational purposes of the college.

Assemblies and convocations focused on political or controversial matters of interest to the student body and the general public must be intended as a means of augmenting curriculum offerings and enriching the cultural background of the students. Such assemblies must include partisan and non-partisan subjects and leaders to insure a balance of views. Facilities will not be made available for advocacy directed to inciting or producing imminent lawless action, or which is likely to incite or produce such action.

Events must begin and end during normal College hours, 8:30 am to 8:30 pm, Monday through Thursday, 8:30 am to 4:30 pm on Friday. The Kaspar Hall rooms have the following seating maximum due to seating and fire code:

Rooms 115, 117 and 126 seats 24
Room 116 seats 22
The NHK Conference Room has a 30 person maximum

The Kaspar Hall rooms above and the NHK Conference Center are available on a first-come first-serve basis under the following conditions:

1. Requests for rooms at Ivy Tech Community College-Frankfort are approved by the Site Director.
2. All advertisements or publicity promoting events must be approved by the Executive Director of Marketing and Communications prior to posting distribution.
3. Rooms for outside groups can be booked no more than six weeks in advance and no less than three weeks in advance. Rooms cannot be booked during the two weeks prior to or following a semester.
4. Rooms may not be booked to accommodate recurring events, and the College may not be advertised as an organization’s location or principal meeting place.
5. Use of facilities shall not impede or interfere with College operations. Organizers agree to comply with all college rules and policies.
6. College facilities are not to be used by groups that are competitors to the College, or when the event creates a conflict of interest with college programs or initiatives. The only training events that are permissible are those provided by organizations exclusively for their own employees and conducted by employee trainer/instructors. The College determines what constitutes a conflict.
7. Groups may not charge entrance fees, sell merchandise, solicit sales, or otherwise raise funds, even though the funds are for public benefit. College premises shall not be used for benefit events, charitable or otherwise, except with special approval by the Chancellor.
8. College facilities shall not be used for private citizens or organizations for political campaigns.
9. Groups and organizations may distribute partisan literature and solicit signatures for petition under the college’s Distribution of Literature and Petitions Policy. No distribution of printed materials or solicitation of signature is permitted without permission of the Vice Chancellor of Student Affairs.
10. Children and young adults under the age of 18 must be accompanied by a parent or guardian at all times. College facilities may not be used for childcare.
11. Applicants shall be responsible for the activities and attendees of the event, and for leaving the facility in good condition.

12. We take pride in our facility, and we ask that you leave the room in the same condition in which you found it. This is in regard to the furniture location and the overall cleanliness of the room. Disregard for the facility will result in the loss of future use.

13. The College does not assist with the set-up or use of non-college equipment.

14. The College does not supply food, coffee machines, dishes, etc. Groups may use an outside caterer or supply their own refreshments and related items in the Conference room only. Food and drinks must be approved with the room request before the schedule use. Food and beverages are NOT permitted in the computer lab rooms.

15. The use of latex balloons is not permitted on the campus. Lit candles are not allowed inside buildings.

16. The College does not supply flip charts, copy service, or other presentation supplies, or signs. Whiteboard markers and erasers are available. Under no circumstances should tape be used to secure signs or any other item. Anything that has been taped to any surface will be removed immediately.

17. The College does not supply skirting or clothes for tables.

18. The College will supply Wi-Fi access to a Public network. The College will not support or supply a physical network connection.

19. Damage to property, theft or loss of equipment and supplies arising from the occupancy of any portion of the facility shall be charged to the applicant/organization. The user shall return all equipment used to the original location.

20. The use of alcohol and other intoxicants is prohibited. All college buildings and campuses are tobacco free; use of all forms of tobacco products is prohibited.

21. The activities of the organization shall be restricted to the areas indicated on the request.

22. If the College is closed for any emergency, all scheduled use of campus facilities will be automatically cancelled. College closings are broadcast throughout the local media.

23. The College reserves the right to refuse use of its facilities to any group for any reason.

I hereby certify that the above listed organization: (a) shall be responsible for any damage sustained by the College due to occupancy of College premises by our organization; (b) shall be responsible for any injury to a person using said facilities; and (c) shall hold the College harmless from any liability. I hereby certify that I have read and fully understand the policy governing the use of the facilities and agree to abide by and strictly enforce this policy.

By: ___________________________________________ Date: ________________________________

(Representative Name) (Title)