# Room Use Request

**Organization Name:**

**Mailing Address:**

**Contact Name:**  
**Phone Number:**

**Email Address:**

**Event Date Requested:**  
**Event Time Requested:**

**Setup Time Needed:**  
**Tear Down Time Needed:**

**Describe Activity and Audience:**

**Estimated Attendance:**

**Event Open To (Choose all that apply):**
- [ ] Students
- [ ] Campus Community
- [ ] Businesses
- [ ] General Public
- [ ] Minors
- [ ] Other

Please choose from the following room arrangements:
- [ ] Conference U – Chairs and tables arranged in a U shape
- [ ] Hollow Square – Chairs and tables in a square shape with chairs around the outside
- [ ] Classroom Style – Tables and chairs in rows facing front of room
- [ ] Theatre Style – Chairs in rows facing front of room

Equipment needed (please check box if needed):
- [ ] TV with DVD/VCR
- [ ] Multimedia (Data) Projector
- [ ] Overhead Projector
- [ ] CD/Tape Player
- [ ] Microphone – [ ] Standard  [ ] Lapel  [ ] USB
- [ ] Podium – [ ] Full Length  [ ] Desktop

*The attached Room Use Policy must be 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 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, 8:00 a.m. to 9:00 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday, and 8:00 a.m. to noon on Saturday. Groups can have access to space reserved for 8:00 a.m. at 7:30 a.m. (Hours vary for the Crawfordsville, Frankfort, downtown Lafayette, and Monticello campuses). The Lilly Rooms (1106, 1112, 1114, 1120) and the NCHS Auditorium on the Lafayette campus are available on a first-come first-serve basis under the following conditions:

1. All requests must be approved by the College Engagement Committee or a sub-group of that committee.
   a. Requests for rooms in Ivy Tech Crawfordsville, Kaspar Hall in Frankfort, Renaissance Center in downtown Lafayette and the White County Instructional Center in Monticello are approved by the respective Center Director.
2. All advertisements or publicity promoting events must be approved by the Executive Director of Marketing and Communications prior to posting or distribution.
3. Rooms for outside groups can be booked no more than six (6) weeks in advance and no less than three (3) weeks in advance. Rooms cannot be booked during the two (2) weeks prior to or following a semester or during the last week of 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 nor 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 trainers/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 of the Chancellor.
8. College facilities shall not be used by 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 signatures is permitted without permission of the Vice Chancellor of Student Affairs.
10. Children 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. The College does not assist with the set-up or use of non-college equipment.

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13. 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 Lilly Rooms only. Food and beverages are not permitted in the Auditorium.

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

15. The College does not supply flip charts, copy services, 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.

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

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

18. 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.

19. Use of alcohol and other intoxicants, illegal drugs, firearms or weapons is prohibited on College property. All college buildings and campuses are tobacco free; use of all forms of tobacco products is prohibited.

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

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

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

23. The Renter confirms that it does not and will not discriminate and/or segregate patrons because of race, religion, color, sex, age, national origin, handicap, marital status or sexual orientation.

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)