IVY TECH COMMUNITY COLLEGE - MONTICELLO
FACILITIES USE REQUEST FOR COMMUNITY GROUPS/ORGANIZATIONS

Upon completion, return this form to: Ivy Tech -Monticello, 1017 O'Connor Blvd, Monticello IN 47960
FAX: 574-583-5836 / Phone: 574-583-4891

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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<tr>
<td>Contact Name:</td>
<td>Phone Number:</td>
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<td>Email Address:</td>
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<td>Date Requested:</td>
<td>Time Requested:</td>
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<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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<td>☐ Students ☐ Campus Community ☐ Businesses ☐ General Public ☐ Other</td>
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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):

- ☐ Portable DVD/VCR
- ☐ Multimedia (Data) Projector
- ☐ Overhead Projector
- ☐ Desktop Podium

Food and drinks are only permitted in the Community Rooms and have to be described in full.
ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED IN COMPUTER LAB. Please describe the food and drink to be approved with this request in the space below.

By: ___________________________________________ Date: ___________________
(Representative Name) (Title)

Approvers Initials: ______________

Rev. 11/2013
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. There is a 50 person maximum due to seating and fire code regulations.

Rooms are available on a first-come first-serve basis under the following conditions:

1. All requests at Ivy Tech Community College – Monticello must be 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 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.
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 all 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 Community Rooms only. Food and drinks must be approved with the room request before the scheduled use. Food and beverages are not permitted in the Auditorium.
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 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.

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. 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.

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

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

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

24. 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 for 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)

Approvers Initials: _____________