

# **Guidelines and Procedures for Requesting Facility Use**

## **January 2018**

### **Preface**

*The following guidelines and procedures describe the terms, conditions, and operating criteria for the use of all university facilities and space with the exception of the Kovalchick Convention and Athletic Complex.*

*Procedures for scheduling, usage, and rental of the Kovalchick Convention and Athletic Complex shall adhere to the operations guidelines specifically developed for that facility and the process independently administered by the designated complex manager under the direction of the IUP vice president for Administration and Finance or his/her designee. Contact information for booking events at the Kovalchick Complex is available at [www.kovalchickcomplex.com](http://www.kovalchickcomplex.com).*

## **GENERAL TERMS and CONDITIONS**

### **Welcome**

Indiana University of Pennsylvania (IUP) endeavors to ensure that spaces at the Indiana, Northpointe, and Punxsutawney campuses, as well as other spaces controlled by IUP, continue to be available for faculty and staff members and students. To this end, some facilities may be held in reserve at various times of the year for the exclusive or priority use of the campus community. Campus facilities will be available for use in accordance with the following guidelines. Reservations will be made on a first-request basis, subject to the need of the facility for a higher-priority university use.

### **Priority Assignment of Facility Use**

1. IUP-sponsored university uses involving undergraduate and graduate instruction and testing with associated costs paid through a university cost center
  2. IUP-sponsored university research and grant activities with associated costs paid through a university cost center
  3. Other scholarship activities sponsored by IUP for university students and faculty and staff members with associated costs paid through a university cost center
  4. IUP-sponsored extracurricular and professional development activities exclusively for IUP students and faculty and staff members with associated costs paid through a university cost center
  5. Extracurricular and professional development activities hosted by IUP personnel or outside organizations with non-IUP participants, administered by IUP Conference Services
  6. Uses hosted by nonprofit groups and organizations with a community service purpose, administered by IUP Conference Services
- Although some facilities were constructed primarily for the use of certain constituencies, the university reserves the right to schedule any facility in a manner which best serves the interests of the entire university community.

### **Prohibited Uses in All University Facilities**

IUP is committed to public service and is proud to offer its facilities and space for activities in accordance with these guidelines and procedures. While there may be multiple reasons why the use of a facility may be denied, there are a few activities that are expressly prohibited in university-controlled facilities. In no case will the use of university facilities be approved when the purpose for use includes any of the following:

1. Activities for the purpose of advancing a single political candidate or party
2. Illegal, inherently dangerous, risky, or hazardous activities. This determination shall be made by the IUP director of Public Safety.
3. Intended sale of alcohol to attendees
4. The use of any form of tobacco

### **Set-up, Cleanup, Access, Safety and Security**

In addition to rental fees assessed for the use of the facilities, the user may be charged fees for custodial services, set-up, special security, parking, and overtime. It is the sole responsibility of the IUP director of Public Safety to determine and require payment for costs relating to additional security at certain events. It is the sole responsibility of the IUP Facilities Operations director to determine and require payment for additional costs relating to event set-up, tear down, and custodial services.

To gain access to a facility on the weekends or outside of normal hours of operation (8:00 a.m.–4:30 p.m.), arrangements must be made through submission of a work order to the IUP Department of Facilities Operations. It is the sole responsibility of the IUP Facilities Operations director to facilitate access outside of regular hours of operation and to determine and require payment for costs, if any, associated with opening and closing activities. The requester is solely responsible for arranging for the opening and closing of the facility.

The unauthorized use of outside contractors and rental agencies for event-related support is strictly prohibited.

### **Safety of Minors**

All individuals accessing university facilities, including university employees; outside organizations; and the employees, volunteers, invitees, and guests of the university or the organization must adhere to all university policies and operating guidelines and all registration requirements relating to the safety of minors. Please reference the university policy and guidelines pertaining to the protection of minors at <http://www.iup.edu/humanresources/policies/protection-of-minors/>.

### **Food, Alcohol, Tobacco**

The use of an outside food services provider is strictly prohibited without the express written consent of the exclusive university food service provider. With university approval, the university's food services provider may, but is not required to, waive its exclusive right to serve food and beverage products for a specific event. Any such waiver must be obtained by the requester in writing, including the explicit approval of the university's food services provider

Alcohol may not be sold under any circumstances. The requester or sponsor of record for the use of the facility is responsible for ensuring compliance. Alcohol may be served (without sales) ONLY when approved in advance by the appropriate university vice president.

Use of any form of tobacco within all university facilities is strictly prohibited.

### **Sponsor/Host Responsibilities for University Groups**

The position identified as Sponsor or Host is a position of responsibility for the proper care and use of the university facility. The Sponsor or Host is responsible for all aspects of the space or facility being used, including financial responsibility for any costs incurred from the use of the facility or space. The Sponsor or Host must do the following:

- **Be in attendance for the entire event and have in his or her possession an approved request form for that particular space.** The absence of a Sponsor or Host during any portion of the event is grounds for immediately stopping the event until the Sponsor or Host returns to monitor the event.
- Ensure that space users adhere to the policies and procedures established for the use of that particular facility or space.
- Provide proof of compliance, as required, within the university's Protection of Minors Policy.
- Make all arrangements for desired services including but not limited to custodial, set-up/tear down, audio-visual equipment, parking, security, and food service.
- Make arrangements with the facility manager or space steward during regular hours of operation and IUP Department of Facilities Operations during non-regular hours of operation or weekends for access to the requested facility or space; the Sponsor or Host is also responsible for ensuring that the facility or space is secured at the close of the event or activity in the same manner.
- Assure that funds are available for any costs incurred because of the use of the facility or space by providing a valid university cost center.

## **PROCEDURES for FACILITY USE by UNIVERSITY GROUPS**

For spaces that have an assigned space steward in Table 1, university personnel may contact the space steward directly to request the space. All other requests should be made through the University Registrar's Scheduling Center (Scheduling Center). Please note that each facility or space may have differing rules of use, and requesters are advised to ensure those particular rules and associated costs are acceptable. In general, there is no fee charged for the use of the space for sponsored university uses involving undergraduate and graduate instruction; sponsored research and grant activities; other scholarship activities of the university; and sponsored service, extracurricular, and professional development activities for IUP students and faculty and staff members. Other charges may apply.

The following guidelines and procedures may help the university requester when considering the use of university facilities and/or space:

1. A completed and approved reservation form is necessary before a reservation can be confirmed. For spaces that have an assigned space steward in Table 1, university personnel may contact the space steward directly to request the space. All other requests should be made through the University Registrar's Scheduling Center (Scheduling Center).
2. Adherence to the university's Protection of Minors Policy, including all Program Registration Requirements as noted in that policy, is required.
3. A confirmed room reservation does not guarantee additional event support, including but not limited to: audio visual/technology support, special room set-up, food and beverage services, etc. The event sponsor is responsible for making arrangements for all support services and for the provision of a valid cost center for associated costs.
4. Confirmed reservations cannot be transferred to another group. A new request from the appropriate Sponsor or Host is required to ensure the reservation of the space.
5. Requests from student groups or organizations officially recognized by the university must bear the signature of the organization's advisor as the event sponsor, acknowledging the activity will be closely supervised by the advisor and by other representatives of the organization and assuming responsibility for control of the activities, and costs associated with the activity, including any damage to the facility.
6. Student organizations charging an admission fee or requesting a donation for a recognized charitable organization must secure authorization from the director of the Center for Multicultural Student Leadership and Engagement before beginning the scheduling process.
7. To the extent possible, users should submit their requests for the use of facilities to the Scheduling Center or the facility steward before the beginning of each academic session, but in any event at least 10 working days before the scheduled event.
8. Work orders for the Facilities Operations Department must be submitted a minimum 10 working days before the scheduled event.
9. If an event must be canceled, the Scheduling Center or facility steward should be notified at least two working days in advance of the scheduled event; failure to provide the specified advance cancellation notice may result in billing for associated event costs.

10. For events that require a special set-up (chairs, lectern, tables, etc.), arrangements must be made with the Department of Facilities Operations through a work order. Time before and after the event should be allotted for set-up and cleanup and should be reserved in addition to the time reserved for the event itself.  
For events that require food service, arrangements must be made through IUP Dining Services. For events that require security, arrangements must be made with the IUP Campus Police Department. For events with special parking requirements, arrangements must be made with IUP Parking Services. The user is responsible for notifying IUP Department of Facilities Operations, IUP Dining Services, IUP Campus Police, and IUP Parking Services. A valid IUP cost center must be provided to support event associated costs.
11. If any university person or group requests a facility for a fee-bearing activity whereby off-campus persons or groups are involved (e.g., a regional, state, or national conference), this request must be approved, scheduled, coordinated, and billed through the IUP Office of Conference Services.
12. A university person or group may not act as a sponsor for a non-university organization for the purpose of avoiding the fee payment as outlined on the list of charges for non-university users. Any known violation of this policy will result in a fee assessed to the individual reserving the facility. Future use of a university facility may be denied.
13. The university reserves the right to deny repeat access to any facility.
14. The reservation for university facilities or space may be rescinded for just cause. This action will be discussed with the Sponsor or Host as soon as possible. If appropriate, the university will attempt to offer another space for the requesting party.
15. Specific policies exist concerning the use of Breezedale, the Sutton Hall Blue Room, Fisher Auditorium, and Gorell Recital Hall and are detailed later in this document.
16. The IUP director of Public Safety, as directed by the IUP vice president for Administration and Finance, is solely responsible for evaluating safety and security requirements for each event and evaluating the viability of holding the event on IUP-controlled property based on these safety and security concerns.

## **PROCEDURES for FACILITY USE by NON-UNIVERSITY GROUPS**

The following guidelines and procedures may help the non-university requester when considering the use of university facilities and/or space. Scheduling and the coordination of all arrangements for facility use by Non-University Groups are the sole responsibility of the IUP Office of Conference Services: [www.iup.edu/conferenceservices](http://www.iup.edu/conferenceservices), 724-357-2227

1. Scheduling of campus venues and coordination of event details including but not limited to campus dining, housing, custodial, parking and security needs, and billing of facility rent, housing costs, dining, overtime, and related operating costs will be arranged and billed through the IUP Office of Conference Services.
2. A deposit or series of deposits may be required immediately following confirmation of the space reservation. Failure to pay deposits as scheduled will result in the cancellation of the reservation and the loss of paid deposits.

3. A charge for the facility requested will be assessed based on the fee structure appearing in **Table 1**. In addition, the user may be charged fees for overtime, access, custodial services, set-up, parking, and special security. Collection of all charges will be through the IUP Office of Conference Services.
4. Before a request is given final approval, the prospective user must sign the university's facilities use agreement including but not limited to the following:
  - A "Hold Harmless" statement releasing the university from all liability which may occur pursuant to the use of the facility by the non-university group.
  - Proof of adherence to the university's Protection of Minors Policy, including meeting event registration requirements and providing all required information and assurances.
  - Showing proof of a minimum amount of liability and property damage insurance of \$250,000 for each person and \$1,000,000 for each occurrence for bodily injury and property damage naming the university as co-insured, which covers both the user and the university for the specific period of use.
5. The following users may be granted a 50 percent reduction of the rental fees outlined in this document:
  - Elementary and secondary public schools
  - Charitable organizations for events at which no fee is required
  - Local, state, and federal government agencies
6. Final confirmation of use of Breezedale, Sutton Hall Blue Room, and Gorell Recital Hall may not be made until one month before the scheduled event. The university reserves the right to cancel reservations up to that time, based on its determination of need for these facilities.

<b>Facility/Space</b>	<b>Cap</b>	<b>A/V</b>	<b>Food</b>	<b>Steward</b>	<b>Cost</b>
Breezedale: Building		N		Director, Alumni Relations	\$300/hr; \$600 Min
Breezedale: First Floor				Director, Alumni Relations	\$200/hr; \$400 Min
Breezedale: Second Floor and Library				Director, Alumni Relations	\$100/hr; \$200 Min
Breezedale: Parlor				Director, Alumni Relations	\$75/hr; \$150 Min
Breezedale: Dining Room; Mack and Bonya Meeting Rooms				Director, Alumni Relations	\$50/hr; \$100 Min
Breezedale: Snell and Filcik Meeting Rooms				Director, Alumni Relations	\$40/hr; \$80 Min
Standard Classroom	20-30			Registrar, Scheduling Center	\$25/hr \$50 Min.
Eberly: Atrium				ADean, ECOBIT	TBD
Eberly: G.G. Hill		Y		ADean, ECOBIT	\$30/hr
Eberly: S&T		Y		ADean, ECOBIT	\$30/hr
Eberly Auditorium	450	Y		Registrar, Scheduling Center	\$100/hr
Fisher Auditorium	1450	N		Fisher Technical Director	\$100/hr
Live/Learn Centers		Y		Housing and Residence Life	TBD
MFH Aux		N		Athletic Facilities Office	\$100/hr
MFH Main	2000	N		Athletic Facilities Office	\$100/hr
MFH Pool		N		Athletic Facilities Office	\$100/hr
Athletic Fields, Excluding Miller Stadium	N/A	N		Athletic Facilities Office	\$100/hr \$500 Min
Miller Stadium /Track/Cignetti Field	N/A	N		Athletic Facilities Office	\$500/hr \$2,500 Min
Oak Grove*	N/A	N		Associate VP for Facilities Management	TBD
Outdoor Areas: Excluding Athletic Fields, Student Housing & Grant Street Park Student Mall*	N/A	N		Associate VP for Facilities Management	TBD
Student Housing Outdoor Areas	N/A	N		Housing and Residence Life	TBD
Grant Street Park Student Mall	N/A	N		Housing and Residence Life	TBD
PAC		N		Fisher Technical Director	\$100/hr
Pratt Auditorium	275	Y		Registrar, Scheduling Center	\$50/hr
Sprowls: McVitty	300	Y		Registrar, Scheduling Center	\$50/hr
Stouffer: Beard	300	Y		Registrar, Scheduling Center	\$50/hr
Sutton: Gorell Recital Hall	250	N		Office of University Events	\$100/hr
Sutton: Museum		N		Dean, Fine Arts	\$50/hr

Sutton Blue Room		N		Office of University Events	\$100/hr
Sutton Board Room	20	Y		President's Office	\$50/hr
Sutton Room 218	12	N		Registrar, Scheduling Center	\$20/hr
Zink Dance Studio		Y		Dean, Fine Arts	\$100/hr
Zink Gym A		N		Dean, Health & Human Services	\$100/hr
Zink Gym B		N		Dean, Health & Human Services	\$100/hr
Zink Pool		N		Dean, Health & Human Services	\$100/hr

**\*Student Organization Requests for Oak Grove/Outdoor Areas through the Center for Multicultural Student Leadership and Engagement (MCSLE) pending approval of the Associate VP for Facilities Management**

**Table 1. The list above contains facilities/spaces, which can be scheduled directly with the noted steward. Costs listed are for non-IUP sponsored or outside events administered by IUP Conference Services, Additional costs may apply**

**Facility/Space Stewards – Contact Information;**

- **Director Alumni Relations, 724-357-7942**
- **Registrar, Scheduling Center, 724-357-2217**
- **Assistant Dean ECOBIT, 724-357-7967**
- **Housing & Residence Life, 724-357-2696**
- **Athletic Facilities Office, 724-357-7758**
- **Associate VP for Facilities Management, 724-357-2429**
- **Fisher Technical Director, 724-357-2548**
- **Dean, Fine Arts, 724-357-2397**
- **President's Office, 724-357-2201**
- **Dean, Health & Human Services, 724-357-2555**
- **Office of Conference Services, 724-357-2227**
- **Office of University Events, 724-357- 2145**

**Special Requirements for Facility Use**

Certain facilities incorporate special requirements for use depending on various circumstances. The following information is intended to aid the requester when determining which facility to request.

**Athletic Facilities**

The Varsity Athletic Facilities Department is responsible for accepting applications for use and for approval of use for various athletic facilities, such as Memorial Field House pool and playing fields.

To request use of an athletic facility, submit a paper or electronic request form to the Athletic Facilities Office in Memorial Field House, Room 107. Electronic forms may be found on the Athletics website ([www.iupathletics.com](http://www.iupathletics.com)) under the “Facilities” tab. Electronic forms must be signed by the entity requesting the use of the facilities upon approval.



Requests from student groups/organizations must be signed by the accompanying advisor acknowledging the terms and conditions for use of the facilities before the processing of the application.

Athletic facilities are intended for the use of varsity athletics. The Athletic Department reserves the right to cancel reservations based upon the need of the facility for the use of a university varsity athletic team. Athletic facilities may not be used for private parties, weddings, wedding receptions, or private non-university fund-raising events.

Requests to schedule athletic facilities will be considered on the basis of the following guidelines:

1. A complete description of the planned event, including time needed for set-up, for the actual event, and for cleanup, should be provided with the Athletics Facility Request Form submitted electronically or delivered to Memorial Field House, Room 107.
2. All equipment requests should be included on request form.
3. For events that require food service, arrangements must be made with IUP Dining Services.
4. Events held must be finished by midnight (exceptions can be made for university groups such as Relay for Life, etc.)
5. Facility fees are an estimate. Group will be invoiced for actual costs after the event.

### **Sutton Hall Blue Room**

The Sutton Hall Blue Room is regarded as the premier entertaining space on campus. It is intended for university events such as receptions, dinners, speakers, small group events, formal presentations, small concerts, and other prestigious entertainments. Priority in scheduling this space will be given to groups whose events include or benefit a cross-section of the university community. This space may not be used for weddings or wedding receptions, nor can it be used for private non-university fund-raising events.

Events to be held in the Sutton Hall Blue Room are scheduled through the University Events Office.

Requests to schedule the Sutton Hall Blue Room will be considered on the basis of the following guidelines:

1. A complete description of the planned event, including time needed for set-up, the actual event, and cleanup, should be provided to the University Events Office. An online form with this information is available through the Office of University Events (724-357-2145).
2. For events that require food service, arrangements must be made with IUP Dining Service. Catering functions in the Blue Room must conform to certain proscribed standards, Tier 1 and 2, which can be found in the Contract for Provision of Dining Services to Indiana University of Pennsylvania, Catering Addendum A. A copy of these standards is available upon request from the University Events Office.
3. Events held in the Blue Room must conclude by 11:00 p.m.
4. Efforts will be made to prevent an event scheduled in Gorell Recital Hall from disrupting an event scheduled in the Sutton Hall Blue Room, and vice versa.

The university reserves the right to cancel reservations for the Sutton Hall Blue Room based upon the need of the facility to host official university events.

### **Breezedale**

Breezedale is available for special meetings, university receptions, and other appropriate events. Based on the availability of parking and food service, it may be possible to schedule two groups simultaneously.

Events in Breezedale are scheduled through the Alumni Relations Office. No private family events, such as wedding or baby showers, wedding rehearsal dinners, weddings, or receptions are permitted.

The following provisions govern the scheduling of events:

1. Events held in Breezedale will be directly supervised by the individual sponsoring the events. A trained facility assistant will be assigned by the Office of Alumni Relations for all events held during nonbusiness hours.
2. All requests for seating arrangements or special set-ups of events in which food is not involved must be made through the Maintenance Office at least 10 working days before the event. Depending on the circumstances, there may be a fee for the set-up effort.
3. For events that require food service, arrangements must be made with IUP Dining Services. In this case, IUP Dining Services will include any set-ups required.

4. Breezedale Library is designated for special use only, i.e., receptions, formal meals, and other more formal events.

### **Fisher Auditorium**

Fisher Auditorium is designed for large performing arts events (theater, music, and dance) or lectures. Since the auditorium has a seating capacity of 1,450, estimates of attendance well below this figure should preclude use of the facility. The need to use the auditorium's technical resources and equipment, such as the large staging area, rigging system, and high voltage power source may justify exceptions for smaller events in the facility. The Fisher Auditorium technical director will determine appropriate use of the auditorium.

Priority for scheduling the auditorium will be given to events which meet the above criteria, are sponsored by an office or department of the university, and are open to the entire academic community.

Fisher Auditorium is neither designed for, nor recommended as, a location for academic testing. Requests for such use will be considered only if other locations are unavailable.

Requests to schedule Fisher Auditorium will be considered in accordance with the following guidelines:

1. All requests to schedule the auditorium are to be made to the Fisher Auditorium Technical Director. Upon approval by the Technical Director, copies of the reservation form will be forwarded to the Scheduling Center for assignment of rental fees and notification of required personnel.
2. A complete description of the planned event must be provided to the Fisher Auditorium Technical Director. Technical support requirements for a given event must be discussed with the Technical Director before the request can be approved. Included in the discussion will be all work required to prepare the auditorium for the event. The Technical Director will make the necessary arrangements for all equipment specific to the auditorium and will advise the user regarding other required arrangements. Information will be made available to the user to assist with acquiring equipment from Media Resources or other departments.
3. Requests not supported by appropriate attendance estimates (see above) and/or the necessity to use the technical resources and equipment in Fisher Auditorium may be rejected by the Fisher Auditorium Technical Director. The request may be reconsidered only after attempts to schedule the event in question in some other university facility have failed.
4. The Fisher Auditorium Technical Director is to assess the need for providing technicians to supervise the use of all technical resources and equipment in Fisher Auditorium. If a supervising technician is deemed necessary, the scheduling group may not use any of Fisher's resources and equipment unless this is approved by the on-site supervising technician. Violation of this section of the procedures may result in the rejection of future facility requests by the sponsoring group.
5. The use of food and beverages is restricted to the lobby and mezzanine areas of the auditorium.

## **Gorell Recital Hall**

Gorell Recital Hall is designed primarily for music activities. Therefore, first priority in scheduling the hall is given to the Department of Music. Second priority is given to the Department of Theater and Dance for theatrical productions. Representatives of these departments meet in the spring to schedule dates for the following academic year. These dates are then submitted to the University Events Office for review and approval.

Requests to schedule Gorell Recital Hall will be considered in accordance with the following guidelines:

5. A complete description of the planned event, including time needed for set-up, for the actual event, and for cleanup, should be provided to the University Events Office when a request is made to utilize Gorell Recital Hall. An online form with this information is available through the Office of University Events (724-357-2145).
1. Once completed, the form should be submitted online for approval.
2. No food or beverage will be permitted in the hall at any time.
3. Efforts will be made to prevent an event scheduled in the Sutton Hall Blue Room from disrupting an event scheduled in Gorell Recital Hall, and vice versa.