

Guidelines and Procedures for Requesting Facility Use

November 2020

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.

Prohibited Uses in All University Facilities

IUP is committed to

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:

- Ø **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.
- Ø Ensure that space users adhere to the policies and procedures established for the use of that particular facility or space.
- Ø Policy.
- Ø Make all arrangements for desired services including but not limited to custodial, set-up/tear down, audio-visual equipment, parking, security, and food service.
- Ø 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

PROCEDURES for FACILITY USE by UNIVERSITY GROUPS

To reserve a space, a request can be entered through the 25 Live system <https://25live.collegenet.com/pro/iup#!/home/availability>. 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. Questions about space reservations and events can be made to the space steward in Table 1.

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 event reservation form should be submitted on-line through the 25 Live system portal. <https://25live.collegenet.com/pro/iup#!/home/availability>.
2. 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

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 491.95 Tm0 MServiW* nQ EMC /P A/CID 5792 F1 12 Tf1 0 0 1 402.79 505.75 Tm0 g0 G(f)-6(a)

Facility/Space	Cap	A/V	Food	Steward	Cost
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

Sutton Blue Room		N		Office of University Events	\$100/hr
Sutton Board Room	20	Y			\$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		Athletic Facilities office	\$100/hr
Zink Gym B		N		Athletic Facilities office	\$100/hr
Zink Pool		N		Athletic Facilities office	\$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 University Operations and Administrative Services**
Table 1. The list above contains facilities/spaces, which can be scheduled directly in the 25 Live system. 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

Requests from student groups/organizations must be made by the accompanying advisor, and by making a request for use you are acknowledging and agreeing to the terms and conditions for use of the facilities.

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 within the request form in the 25 Live system
2. For events that require food service, arrangements must be made with IUP Dining Services.
3. Events held must be finished by midnight (exceptions can be made for university groups such as Relay for Life, etc.)
4. 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 1,442, 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 through the 25 Live portal. Upon approval by the Technical Director, email confirmation will be sent.
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