

# IU East Facilities and Support Request Form

*For External Organizations Only*

This form is to request the use of Indiana University East campus facilities. This form is for external organizations. If you are an IUE employee, please fill out the internal request form.

**Important: This form should be completed at least one month prior to the event date. Failure to complete the form on time may cause cancellation of your event. For non-University sponsored event, both rental and service fees will be charged. Visit <http://www.iue.edu/administration/it/reserve.shtml> for a copy of the policy and fee schedules. IU East instructional programs have the priority to all campus facilities.**

When completed, please mail or fax to IUE Welcome Center. The Welcome Center will coordinate with various parties. Every attempt will be made to respond to the requestor within two business days. Once the request is confirmed with all parties, a confirmation letter (with payment information) will be mailed to the requestor. If you need assistance on completing the form, please contact IUE Welcome Center at 765-973-8200 (phone), 765-973-8237 (fax), or [ewelcc@indiana.edu](mailto:ewelcc@indiana.edu).

## I. General Information

Today's Date	
Event Name	
Event Date(s) & Time(s)	
Event Description	
Sponsor(s)	
Mailing Address	
Phone Number	
Email Address	

## II. Event Information

Expected Attendance Size	
Open to the Public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Available Space with Capacity Limit (Check all you need)	<input type="checkbox"/> Vivian Auditorium (300) <input type="checkbox"/> Graf Center (80) <input type="checkbox"/> Community Room (50) <input type="checkbox"/> Classroom (20-90) <input type="checkbox"/> Conference Room & Lounge (10-30) <input type="checkbox"/> Lobby (100-200) <input type="checkbox"/> Campus Ground Food and beverage consumption are restricted to the Community Room (50), DAR Conference Room (24), and 2 <sup>nd</sup> floor Hayes Hall Lounge (30).
Classroom, Conference Room, Lobby, and Campus Ground (please specify)	

- Please specify the need for campus police support, if any.

- Please specify the need for computing equipment and service support, if any.

- Please specify the need for furniture and facility service support, if any.

Feel free to provide any additional information that will help us understand your needs: