

INDIANA UNIVERSITY EAST
USE OF CAMPUS FACILITIES
BY COMMUNITY ORGANIZATIONS

As part of its mission to serve the citizens of east central Indiana and western Ohio, IU East welcomes requests from community organizations to use its facilities. IU East facilities can be made available when their use is not required for normal University activities or for activities sponsored or supported by the University or its personnel. In return, it is understood that IU East may make available literature promoting its programs and services. **Facilities covered by this policy include auditorium, classrooms, conference rooms, lobbies, and campus ground. Note that computer and science labs are, in general, not available for rental. Use of computer and science labs must be co-sponsored by IU East academic divisions.**

Rental and one-time custodial fees will be charged for the use of campus facilities (see Appendix). If activity in any way requires additional custodial, security, information technology, or physical plant services, then the costs of such additional labor will be charged to the user. In addition, parking fees may be charged if the activity requires the scheduled use of facilities over an extended period of time.

The Indiana University Board of Trustees has established policies on the use of University facilities. They specify that non-University groups may not use University facilities for commercial activities involving direct sale for profit of goods or services. Profit corporations, however, may rent space at IU East for purposes of staff training or for informational or educational programs for the general public.

Advertising of activities for which IU East facilities have been engaged must clearly state the sponsor and purpose of the activity. Use of IU East's name, other than for location, should be discussed with the Office of the Marketing.

Application forms for the use of facilities, available from the IU East Welcome Center (Whitewater Hall, Room 100) or [click here](#) for online application, must be filled out prior to approval. To be given adequate consideration, applications must be submitted at least one month prior to the scheduled event. Because facilities are in great demand and are granted first come, first serve, potential users should file applications as far in advances as possible.

Procedural Notes:

1. The approval process will begin following the completion of the reservation form and additional information as required. Every attempt will be made to respond to the request within two business days.
2. Any requests involving fund raising activities will need to provide further information regarding project and purpose.

3. Functions involving food and beverage consumption are restricted to certain areas as specified in the application form.
4. IU East welcomes the opportunity to discuss co-sponsorship of appropriate events.
5. All requests submitted by IUE employees on behalf of external organizations, will be subject to same procedures for approval and determination of fees.
6. Any equipment and facility repair and replacement costs as the result of the event must be borne by the sponsor.
7. Approval of requests and determination of fees, rest with the Vice Chancellor for Information Technology and the Director of Physical Plant. In the absence of either, or if circumstances warrant, either can act on behalf of the other.

Indiana University East
Campus Facilities Fee Schedule
For Community Organizations
Effective July 1, 2004

- **Weekday:** Monday-Thursday 8am-9pm; Friday 8am-5pm.

Mandatory Custodial Fee: \$30

	Space Rental (hourly)
Vivian Auditorium	\$50.00
Graf Center	\$50.00
Community Room	\$40.00
Conference Room	\$25.00
Classroom	\$25.00
Lobby	\$40.00
Campus Ground	Please call for pricing

Optional Service Charge:

Service	One-time Setup Fee per Facility	Hourly Rate per Person
Custodial	\$0	\$10
Facility	\$80.00	\$10
Info. Tech.	\$40.00	\$30
Campus Police	\$0	\$25

- **Weekend:** Friday 5pm-9pm; Saturday 8:30am-5pm; Sunday 8:30am-5pm.

Mandatory Custodial Fee: \$40

	Space Rental (hourly)
Vivian Auditorium	\$50.00
Graf Center	\$50.00
Community Room	\$40.00
Conference Room	\$25.00
Classroom	\$25.00
Lobby	\$40.00
Campus Ground	Please call for pricing

Optional Service Charge:

Service	One-time Setup Fee per Facility	Hourly Rate per Person
Custodial	\$0	\$15
Facility	\$80.00	\$15
Info. Tech.	\$40.00	\$40
Campus Police	\$0	\$35