

Campus Center Policy Manual

Indiana University – Purdue University
Indianapolis

2011 – 2012

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Welcome to the IUPUI Campus Center

The IUPUI Campus Center opened to the public on January 7, 2008. The Campus Center is the place on campus where students, faculty, and staff can meet on common ground. Opportunities abound for involvement with various activities and events.

A college union's goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's union is the gathering place of the college. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

The union serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that cultivates enduring loyalty to the college.

Adopted by the Association's general membership in 1996, this statement is based on the Role of the College Union statement, 1956 for the Association of College Unions International (ACUI).

The Campus Center is a managed facility that provides an environment that fosters socializing and community development, a comfortable place to relax, office and retail space to a variety of campus departments. This facility is an integral part of the campus, providing space for co-curricular, cultural, and social programming.

The Campus Center supports the mission of IUPUI by providing space for co-curricular and cultural programs and events, but it is not an academic building. Academic classes and on-going academic mentoring or tutoring organized by departments will not be scheduled to take place in the Campus Center. The Campus Center is a non academic building supporting the academic mission of the institution.

Public spaces are open to all IUPUI students, faculty, staff, and invited guests of the University. Meeting spaces are primarily used by IUPUI departments and registered student organizations. There is limited meeting space available to non-University organizations. Reservations for campus based organizations are filled on a first come, first served basis. Failure to comply with any policy established by the Campus Center Administrative Office or requests by administrative staff may result in action by the staff to deny privileges and/or assess and appropriate charges.

The Campus Center includes a variety of campus offices and services including: food services and catering, the campus bookstore, a cultural arts gallery, a credit union, meeting spaces, and campus card services.

Information about the Campus Center can be found on our website at www.life.iupui.edu/campus-center

BUILDING DIRECTORY

Theater Level

Bookstore Book Buy Back & E-Commerce Pick Up
CFS Zone 4 Offices
Game Room
Music Department Offices (2)
Office of Veteran's and Military Personnel
TV Lounge
Music Practice Rooms (3)
Theatre and Music Rehearsal Space (Under Development)

First Floor

Barnes & Noble Bookstore and Starbucks Café
Campus Center Information Desk
Citizens Commons and Food Court
Meeting Room - 148
Outtakes Convenience Store
Food Court and Citizens Commons Seating Area
Patio on Vermont Street

Second Floor

Admissions Center (Undergraduate Admissions)
Campus Center Administrative Offices
Caribou Coffee
Commons Seating Area
Cultural Arts Gallery
Indiana Members Credit Union
Jag Tag / Campus Card Services
Meeting Rooms - 264, 268
Mondo Subs
Registrar's Office
Student Financial Services
Campus Center Student Health

Third Floor

Meeting Rooms – 305, 306, 307, 308, 309, 310
Office of Student Involvement
 Multimedia Production Center
 Student Organizations Center
Student Life / Dean of Students Suite
Student Media Center

Fourth Floor

Meeting Rooms – 405, 406, 409, 450 A, B, C
Pre-Function Lounge
4th Floor Terrace

OPERATING POLICIES

The Campus Center is a managed facility. Specific policies have been developed to assist the Campus Center management team with the daily operations of the facility. These policies are not all-inclusive and do not limit the management team from making decisions or establishing additional policies based upon unique needs and/or circumstances. All policies were created with the intent to provide for the long-term care and maintenance of the facility, as well as provide fair access to event spaces and other resources. No policy in this manual will have more authority than University policy.

Failure to comply with any policy or guideline outlined in this manual and/or any verbal or written requests from Campus Center Management Team may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

Requests for exceptions to any of the Campus Center policies should be referred to the Director of the Campus Center, or their designee.

Alcohol

Alcohol is not permitted in the Campus Center, except during approved events catered by IUPUI Food Service. Very specific Indiana University policies must be strictly followed:

- Alcohol may only be served and consumed in specific areas of the building, where the event is held.
- No alcoholic beverages may be served for any group of undergraduate students, or for any function where it is reasonable to expect consumption by persons under the age of twenty-one (21).
- IUPUI Police security may be required at the expense of the sponsoring organization, at any event where alcohol is served.
- Schools/departments are solely responsible for contacting the Indiana University Risk Management Office to ensure that all University policies are being followed and to understand the liability involved in hosting an event where alcohol is served. Go to <http://129.79.26.55/orm/SiteMap2.cfm?todo=alcohol> to view the policy.

Individuals that are intoxicated will be asked to leave the facility and risk arrest. Students will be referred to the Dean of Students Office for disciplinary action. Faculty and staff are subject to human resources policy 5.4 on maintaining a substance-free workplace.

Animals

Only service or therapy animals, which should be properly identified, with a collar, bandana, or harness, are permitted in the building. No other animals or personal pets are permitted in the building at any time.

Amplified Sound

Amplified sound (use of microphones and/or audio speakers) will only be permitted at specific times:

Citizens Commons:

Monday – Friday	11:00am – 2:00pm and after 6:00pm
Saturday and Sunday	Anytime

Atrium (space outside bookstore entry):

Monday – Friday	12Noon – 1:00pm and after 6:00pm
Saturday	After12Noon
Sunday	Anytime

Although amplified sound is permitted during specific hours, the sound level will need to be controlled within allowable limits. If noise complaints are received from building tenants, or if the sound can be heard inside the 3rd floor quiet lounge or any closed meeting rooms, the noise level will need to be reduced. No more than four (4) exceptions will be granted per academic year by the Campus Center director or their designee.

Atrium Usage

The first floor atrium lounge space, outside Barnes & Noble Bookstore, was not designed to be a designated programming space. It is designed to be a space for individuals to meet, relax, and enjoy the facility. Exceptions can be made for events that occur at designated times and do not interfere with the normal operations of the facility or the operations of any department, especially those offices adjacent the atrium space. Atrium space will be permitted to be reserved on case-by-case basis under the following conditions:

- An event proposal and a room request form must be submitted as least 14 business days in advance of the event. All requests for use of this space must be approved in advance by Campus Center Event Services.
- The event proposal must include all details of the event, and rationale for use of the atrium as the best event location. Requests must be for public events in which the visibility of the activities is deemed necessary for the success of the program by the sponsoring organization.
- The event must be sponsored by a registered IUPUI student organization or IUPUI department.
- No amplified voice or music sound will be permitted in the Atrium during the following hours: Monday – Friday, 8:00am - 12Noon and 1:00pm – 6pm; and Saturday 9am – 12Noon. A limited number of events will be permitted from 12Noon – 1:00pm Monday – Friday with close monitoring of sound levels.
- The space must be used as is. The orange lounge chairs may be moved to the side, but will not be removed from the area. All sofas and area rugs must remain in place. No event may interfere with the normal flow of traffic of guests entering or exiting the facility or with the operations of any department.
- Fixed information displays can be permitted at times outside the designated hours as long as they do not interfere with the normal flow of traffic on guests entering or exiting the facility or with the operations of any department, and there is absolutely no amplified sound.

Audio-Visual Technology Policies

- The request for all audio-visual technology equipment that is not standard equipment in the individual meeting rooms requires a request be placed a minimum of five (5) business days in advance of the event. Requests made with less advance notice may not be honored. See our room profile lists for information about equipment that is standard in each room.
- Any equipment (staging, lighting, cocktail tables, etc.) that must be rented from a third-party vendor is the financial responsibility of the sponsoring organization. The Event Services staff and the sponsoring organization will work together to arrange for delivery of the appropriate equipment.
- Do not assume that the Campus Center has the same equipment available that is often found in full service conference or banquet facilities. Discuss all your event needs with the Event Services staff early in the planning stages. If signing contract with a performer, please share the specific audio visual requirements for the event with the Event Services staff prior to signing any contract.

Bicycles and Scooters

Bicycle racks are provided outside the building. Bicycles, and recreational motorized scooters, may not be chained to any other outside railings, furniture or displays. Bikes may not be left in any public or private area where they will impede traffic flow into the building. Bicycles and recreational motorized scooters (including Segway) are not permitted to be used in the building. IUPUI staff with offices in this facility may park bikes or motorized scooters inside their assigned private office space.

Building Hours

<u>Fall/Spring Semester (when classes are in session)</u>		<u>Summer Sessions and Break Periods</u>
Monday – Friday	7:00am – 10:00pm	7:00am – 6:00pm
Saturday	8:00am – 11:00pm	8:00am – 5:00pm
Sunday	12Noon – 9:00pm	12Noon – 5:00pm (closed June and July)

Building hours will be shorter during student break periods (spring break, fall break, semester break). Check with the Campus Center Administrative office for more detailed information.

Candles / Pyrotechnics / Fog / Smoke / Fire

Equipment or substances that produce a pyrotechnic explosion, fog, smoke, or fire are prohibited inside and around the Campus Center facility.

Candles and other open flame may only be used in approved event spaces for events that are catered, setup, and managed by IUPUI Food Service.

- Catering staff must be able to be present in the room during the event, and all necessary safety precautions must be made in advance.
- Events using the Food Works Delivery or Food Works Pick-up menus may not use candles or any open flame during the event, due to a lack of setup and management by catering staff during the event.
- Any damages caused by wax dripping on tables tops, carpeting and/or wood flooring will be repaired and/or replaced at the expense of the event sponsor.
- Event sponsors must notify the Campus Center Event Services staff at least 2 business days in advance if they plan to have candles as decorations in an event that is catered, setup, and managed by Chartwells-Four Course Catering.
- Events that receive a waiver to bring in food from ANY source other than IUPUI Food Service are NOT permitted to use candles or any type of open flame as part of the event due to a lack of appropriate supervision of the event.

Campus Center Administrative Office

This office is responsible for the overall management of the Campus Center facility.

Staff work with campus based organizations and non-university groups to reserve meeting rooms, information tables, table tents, and banner space within the Campus Center. They also assist with opening and closing the building each day, and with management of the Information Desk and Game Room. Questions about the building should be directed to this office in CE 278, or 317.278.8511.

Catering and Food Service

IUPUI Food Service, Four Course Catering, Coca Cola USA, and Canteen Vending are the only approved food service catering and beverage providers for the IUPUI campus and the Campus Center. Event sponsors will receive a separate billing for any food /beverage expenses directly from Four Course Catering for food ordered. Food and beverages from other sources may not be brought into meeting rooms or other event spaces in the Campus Center. Four Course Catering may be contacted at 274-7566, www.dineoncampus.com/iupui or catering@iupui.edu.

Exemptions do apply for the following situations:

- Donated food is being used in a fundraising capacity and/or for philanthropic reasons. Written proof on letterhead paper must be provided to Food Service Catering Manager in advance from the organization making the food donation. All food must be clearly marked as being donated with the name of the donation source. All food must come from a licensed restaurant, grocery store, or caterer.
- Departments hosting closed, staff-only, and non-publicized events. These staff-only events must be held within the department's assigned office space(s) in the Campus Center (example: A staff pitch-in to celebrate a birthday, etc.).
- Events with food costs that are under \$100.

If an outside caterer is approved for your event, the following policies apply:

- The caterer/food provider must be licensed
- No alcohol is permitted
- No food preparation may be done on-site

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- There is no access to water or ice or other catering supplies on-site (all supplies must be brought in)
- No open flame
- All cups, plates, and utensils must be disposable
- Items cannot be for resale
- Ice must be kept in a waterproof container to eliminate any spillage and carpet/floor damage.
- The sponsoring group is responsible for all clean up of food, trash, etc. immediately following the event. The organization is responsible for placing all trash and uneaten food in appropriate trash containers or bags
- All equipment and supplies must be removed immediately after the event
- Delivery via the loading dock must be negotiated with the Campus Center Administration office.

IUPUI Food Service is responsible for the operations of several food vendors inside the Campus Center including: Outtakes Convenience Store, Mondo Subs, Caribo Coffee, Spotz Grill, Wild Greens, Chick Fil-A, Flatbreads Pizza and Rio Frontera.

Chalking Policy (Campus-wide policy)

Chalking on campus is permitted on paved sidewalks that are exposed to the weather. Chalking must be done in open areas that can be directly washed away by rain. Chalking on brick surfaces, under awnings, and under breezeways is prohibited. The substance used for chalking must be water-soluble and easily washable by rain. **No spray chalks are allowed on campus.** Chalking must be clean and legible and must bear the name of the registered student organization.

Chalking is prohibited on brick surfaces, walls, benches, glass, windows, doors, pilings, columns, painted surfaces, trees, traffic signs, light posts, emergency call phones, fixtures, mailboxes, newsstands, ad dispensers, bus stops, utility boxes, motor vehicles, statues, private property, fountains, Democracy Plaza, and other objects. **ONLY** paved sidewalks exposed to the weather may be used for chalking. **Chalking must be at least 20 feet from all building entrances (i.e. not on steps or a direct entryway).** If any of these regulations are violated, the individual and organization are subject to disciplinary action through the Dean of Students Office and removal of student organization privileges. Information about chalking and the appropriate permission form must be obtained through the Office of Student Involvement. The Chalking Request Form must be submitted and approved in advance by the Office of Student Involvement.

Citizens Commons

Citizens Commons is the section of tables and chairs across from the Food Court. The primary purpose of this area is general public use for people to eat while on campus and in the Campus Center. A small portion of Citizens Commons can be reserved by registered student organizations and university departments on a very limited basis at times when the Food Court is not open for business. The East side of Citizens Commons, along with the Edutainment stage, may be reserved for exclusive use for events that begin after 6:00pm Monday – Thursday, after 3:00pm on Friday, and during regular hours of operations on Saturday and Sunday.

Organizations with reservations for the space must use it “as is” with the understanding that no furniture (tables and chairs) can be moved or removed from the area to accommodate the event. All banners in the windows facing Vermont Street must also remain in place during all events. Groups with reservations for the East side of Citizens Commons will be held responsible for keeping noise levels at a reasonable level for minimal disturbance of other individuals that may

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be using other portions of Citizens Commons. See the Amplified Sound policy in this document for more details on allowable sound limits.

The West side of Citizens Commons will remain a public space for people to eat, study, and socialize and it is not available to be reserved by any organization.

Collection Boxes (clothing, book drives)

IUPUI departments and student organizations wishing to collect item such as clothing and books for donation to a charitable organization, must receive approval prior to setting up any collection boxes in or around the Campus Center facility. Collection boxes must be marked with the items to be collected, the name of the charity, and the name of the sponsoring IUPUI organization. The Campus Center Administrative office will work with each organization to determine the best location for the collection box and the collection period. Collection cans for money donations are not permitted in any public areas of the building.

Computer, Email, and Print Stations

There are full-service computer stations on each floor. There is no general access to the internet for individuals with no official affiliation with the university. Event Services clients must work with the Event Services staff to receive internet access while on campus. There is general WiFi available for IUPUI students, faculty, and staff with laptops. All individuals must have a current Jag Tag to be able to print in the Campus Center. Faculty, staff, and graduate students must have money allocated to their Jag Tag to pay for copies. Undergraduate students are able to print up to 650 black/white copies for FREE each semester (if registered for class) using their JagTag. Once an undergraduate student is above the 650 copy per semester limit they will be required to have money allocated to their Jag Tag to make copies.

Credit Card Solicitation

Credit Card vendors and solicitation are not permitted in or around the Campus Center, with the exception of credit cards sponsored by Indiana University and/or IUPUI. Approved vendors must be properly registered for an Information Table to do solicitation in or around the Campus Center.

Damage, Theft, and Vandalism

Individuals responsible for any acts of damage or/or vandalism to the facility, or any unauthorized removal of items (including furniture and equipment) from the Campus Center will be referred to appropriate authorities and will be held financially accountable for their actions. Students will be referred to the Dean of Students Office for disciplinary action. Faculty and staff will be referred the appropriate supervisor from their assigned unit. Those not associated with the university will be referred to IUPUI Police. Organizations sponsoring events will be held responsible for the actions of all their guests. Individuals using the Game Room are responsible for the equipment they have checked out in their name, the equipment in the room, as well as any damage to the walls, doors, equipment, and furniture in the room.

Demonstrations and Protests

All individuals and organizations must follow all existing policies regarding the use and reservation of event and meeting space. This includes the completion of a contract and the payment of all required fees for non-university individuals and organizations to use any spaces within the facility.

- No amplified sound or yelling will be permitted in any public areas of the building except in specifically designated spaces according to existing policy related to the reservation of event spaces and meeting rooms.
- No demonstration/protest may disrupt any scheduled event or the operations of any department or service provided in the Campus Center.
- Individuals may not block or obstruct any entry or exit door to the building, any office and/or meeting room, or obstruct any hallway or other common passageway.
- Signs may not be supported by or have attached any handles, knobs, or sticks, etc

Individual will be given one (1) warning if they are found in violation of this policy with no more than 10 minutes for corrective action to take place. If individuals are unable to follow this policy the Campus Center Administration staff will call on the IUPUI Campus Police for assistance to have policy violators removed from the facility.

Disruptive Behavior

Students exhibiting disruptive behavior will be referred to IUPUI Police and to the Dean of Students Office for disciplinary action. Disruptive behavior includes, but is not limited to: lewd, indecent, or obscene conduct; disorderly conduct which interferes with teaching, research, administration or university or university-related activity; failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself with requested to do so; acting with violence, and aiding, encouraging, or participating in a riot. Refer to page 29 of Code of Student, Rights, Responsibilities, and Conduct for more information on student misconduct on University property. Non-students exhibiting disruptive behavior will be referred to IUPUI Police.

Distribution of Literature and Surveys

Individuals and organizations may distribute literature/information on the 1st floor of the building as long as they comply with the following expectations:

- Individuals may not harass (by actions, words, behavior), follow people or force them to take information in an effort to distribute their information.
- The sponsoring organization is responsible for cleaning up any litter resulting from its distribution efforts.
- Information may never be left on tables or chairs within or around the building for people to pick up.
- Individuals and groups unable to secure an Information Table are also able to stand outside the Campus Center on the sidewalk without blocking any entry or exit doors to distribute information to individuals as they enter or leave the building.

There are specific rules regarding the collection of information to be used in research projects. Individuals or groups conducting surveys with the intent of sharing the research data results with any individuals or organizations outside the IU/IUPUI campus community are generally required to have approval from the Office of Research Administration's Internal Review Board (IRB) **PRIOR** to collecting any data. This includes some class projects. Individuals with IRB approval must be able to provide a copy of their approval letter. For more information:

<http://researchadmin.iu.edu/HumanSubjects/index.html>

Edutainment Stage

The Edutainment Stage is located in the 1st Floor Citizens Commons area. The space must be reserved in advance with the Campus Center Event Services staff. Use of amplified sound (use of microphones and/or audio speakers) in this area will only be permitted at specific times of the day. This is not a designated free speech area. See the Amplified Sound policy in this document for more details on allowable sound limits.

Equipment and Services

The Campus Center is not a full-service conference center or banquet facility. Although we will provide a high level of service, we do not have the full range of equipment or services often found in full-service venues. The Campus Center Administrative office employ's 40+ students and you will have contact with them at various stages during the planning and implementation of your event. If you have need of very specific equipment please ask about the availability during the early stages of your planning process. Examples of requested equipment that is not available directly from the Campus Center includes, large staging, additional lighting, and cocktail tables.

Escalators

The escalators can be used to reach each level of the building, in addition to stairs and elevators. Individuals may not congregate on the landings, which will block or impede the normal flow of traffic on or off the escalators. Individuals are not permitted to walk on the escalators anytime they are not running or when barricades are in place to prohibit use. During a fire evacuation, stairs should be the primary method of egress. If used, individuals must walk down and not ride the escalators.

Event Time Restraints

- Meeting rooms may only be occupied during the specific event and reservation times
- If an event is scheduled to start at the same time the building opens for the day, event planners may not expect to gain early entry to the facility.
- Events will be scheduled to end 30 minutes before the building closes. All event participants must exit the building no later than the building closing time, unless the event is an official After Hours event with appropriate staffing.
- Events may be scheduled to end after the building closes. There is a separate After Hours Event policy in place to cover these events. These events require additional fees for staffing the building, including security. There is a six (6) week advance notice required for such events.

Film and Video Showings

Event sponsors planning to use any portion of a film or video are required to provide a public performance license or other proof of permission from the copyright owner to the Campus Center Event Services staff, before the film or video may be shown in the Campus Center. Pre-recorded video cassettes and videodiscs that are rented or sold by video stores and suppliers throughout the United States are licensed by the copyright owner for private use only. Purchase and rental of video tapes does not carry with the right to show the work in a public or semi-public setting.

Fire Alarms

When a fire alarm sounds, Indiana law requires the complete evacuation of the building. All building occupants should move at least 100 feet away from the building and may not block doorways or sidewalks. Moving 100 feet away will involve crossing one of the following streets: University Blvd, Vermont Street or Michigan Street.

Flammable Materials

Flammable materials may not be used anywhere in the Campus Center.

Food Sales (organizational fundraising or food distribution)

Only IUPUI registered student organizations that have not-for-profit status (501c 3) separate from IUPUI may hold a bake sale or other food sale to raise funds, on specifically designated dates during the academic year, free of charge. All other organizations and departments are required to purchase, at their cost, a Temporary Food Permit from the Marion County Board of Health. All Food sales must conform to strict guidelines set forth by IUPUI and the Marion County Health Department. The complete IUPUI Food Safety Policy and specific food fundraising dates can be found at http://life.iupui.edu/osi/student-orgs/policies/food_risk.html or <http://www.ehs.iupui.edu/food-safety.asp>.

The following food fundraising procedures must be followed:

1. An information table or meeting room must be reserved in advance.
 2. The organization or department must submit an electronic Special Events form from the following site <http://www.iupui.edu/outreach/planning/oems/system.php>
 3. The organization or department submit a signed copy of Appendix A from the Food Safety Policy <http://www.ehs.iupui.edu/food-service-policy-appendix-a.asp>
 4. If the group is not a separate non-profit (501c3) student organizations, the group must pay for a Temporary Food Permit, and have it on-site during the event.
- All proper food preparation and handling guidelines must be followed at all times.
 - All food items must be provided by a licensed caterer or kitchen, restaurant, or grocery store (no homemade items).
 - The IUPUI Department of Environmental Health and Safety and professional staff within the Campus Center Administrative staff and the Office of Student Involvement are authorized to halt any event not in compliance with the provisions of the IUPUI Food Policy.

Game Room

The following guidelines have been established in an effort to create an enjoyable and fair atmosphere:

- Individuals must present a current IUPUI Jag Tag with their name and picture on it to use any University owned or supplied equipment in the Game Room.
- Children aged 17 and under must be accompanied by an individual with a valid Jag Tag at all times.
- The Jag Tag will be kept on file until the equipment is returned, or you are ready to leave the Game Room, and equipment is officially transferred to another valid user.
- ID's will only be accepted from and returned to the individual pictured on the ID.
- Equipment not returned by the end of the day will be reported stolen to IUPUI Police.
- Users will be held financially responsible for damaged or lost equipment.
- Food and drinks, and personal belongings may not be placed on game units.
- Sitting, leaning, or lounging on the billiards table or table tennis units is not permitted.
- Individuals providing their own equipment are expected to follow all of the guidelines pertaining to behavior expectations.
- Disruptive individuals will be referred to the Dean of Students or their immediate supervisor for appropriate disciplinary action, and risk revocation of privileges.
- The Game Room will close 30 minutes before the building.
- There are limited opportunities to reserve the Game Room for exclusive use for a fee.

Gambling and Games of Chance

University units and registered student organizations may conduct drawings or other “games of chance” to encourage attendance at or participation in events or activities if a) the value of any prize offered does not exceed \$300 and b) the total value of all prizes offered at any event does not exceed \$900. No university funds or student activities fee funds may be used to purchase prizes. Raffles that involve the selling of tickets or chances to win a prize awarded through a random drawing are prohibited. All other gambling for money is prohibited in the Campus Center without proof of proper licensure by the Indiana Gaming Commission. For additional information on this Indiana University Policy:

<http://www.iu.edu/~vpurapp/policies/documents/DrawingsPrizesPolicy2-12-10.pdf>

Student organizations should consult the Office of Student Involvement to ensure that any game of chance activities meet with University guidelines. University departments should consult with their fiscal officers to ensure that any game of chance activities meet with University guidelines.

Information Tables

Limited space is available inside the Campus Center. An information table reservation will consist of one table and two chairs. Organizations may not supply their own tables or booths. All displayed material must be confined to the table and must be removed and stored by the exhibitor at the end of each day. There must be at least one and not more than three representatives of the organization behind the table at any time. Soliciting may only be conducted from behind the table. The use of audio tapes, recordings, music, or a sound system is not permitted. Non-university organization must be sponsored by a student organization or university department to reserve an information table. A representative from the sponsoring organization must be present at all times.

Loading Dock

The loading dock is only intended to be used for companies delivering or picking up items for Campus Center building tenants. All deliveries must be scheduled in advance or they will be denied access to the loading dock. There are no parking, standing, or waiting privileges for individual private cars in this area, at any time.

Lockers

A limited number of lockers are available in the Campus Center for use by IUPUI students, faculty and staff. A User’s Agreement must be completed and renewed each semester or individual summer session. A \$5 fee is collected only once as long as the locker renewal remains current. Lockers are provided on first come, first served basis. Users must provide their own locks. Users must be currently enrolled or employed at IUPUI, and must remain current to retain a locker. Failure to remove items at the end of the contract period, without a User Agreement Renewal, will result in a removal of the lock at the user’s expense and removal of all personal items. Personal items will be disposed within 10 days. User agreements can be picked up in the Campus Center office in CE 278.

Lost and Found

Items that are found in the Campus Center should be turned in at the Information Desk. Lost items will be kept at the Information Desk for a maximum of 30 days. Highly valuable items such as purses, wallets, cell phones, and credit cards are recorded and then turned over to the IUPUI Police Department on a daily basis. The Campus Center Operations staff will not be held responsible for any materials, equipment, or personal items left in the building. If you believe your property has been stolen, you should contact the IUPUI Police immediately by calling 274-7911.

Minors

Minors (individuals under the age of 18) unaccompanied by a supervising adult are not permitted to use the facility unless they are currently enrolled at IUPUI, or are actively attending a specific event held in the Campus Center. In addition, minor children of students, faculty, and staff may not be left unattended in the Game Room.

Operating Hours

All public areas, meeting rooms, and the student organizations area of the building must be vacated by the publicized closing time each day. Programs/events will usually be scheduled to end thirty (30) minutes prior to the building closing time to enable all individuals to leave the building at or before the scheduled closing time. Operating hours will change during student break periods, and during the summer. The building will be closed on all University holidays. Contact the Campus Center Administration office at 278-8511 for more information about current operating hours.

Outside Vendors Sales and Solicitations

Outside vendors/fund-raisers are defined as any person or entity not directly associated with IUPUI that is periodically on campus for the purpose of soliciting students, staff and faculty for such things as cellular telephones, pagers, special interest groups, etc. Groups not associated with the University must be sponsored by a registered student organization or school/department.

All requests for space and equipment must be made by the sponsoring organization. The sponsoring organization is liable for all financial costs and damages. A member of the sponsoring organization must be present with the outside vendor at all times. All solicitation should take place behind the Information Table. Vendors, who are directly connected with the bookstore operation, meaning that the vendor's product is sold in or distributed throughout the bookstore, must work directly with the bookstore.

Parking

Guest parking for the Campus Center is available in the Vermont Street Garage. There are two (2) 2nd floor entrances to the building from the Vermont Street Garage. Departments/schools hosting events in the Campus Center, should contact Parking Services regarding special event parking issues, concerns, and questions at 317.274.4232.

Political Rallies/Activities

The Campus Center may not be utilized by any student organization, university school or department, or community group for the financial benefit or for the appearance of institutional support or opposition of any political candidate or party. No campaign fundraising may occur on campus. All appropriate steps must be taken to avoid the appearance of any institutional endorsement or opposition to any political party or individual candidate. Indiana University is a

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public institution and places at risk its tax exempt status if the institution participates in any political campaign.

Political events sponsored by registered student organizations or university schools and departments, which are advertised and open to the general public, will be charged full rates for all services provided for the event, including room and equipment rental, security, and parking. Registered student organizations and university departments and school events that are advertised and only open to the IUPUI faculty/staff/students will be charged the normal discounted rates available to these groups. There will be no preferential scheduling.

University departments and schools are obligated to invite all legally qualified candidates or their representatives to appear at the same event or comparable event with similar time allowances, pending availability of appropriate event space. If any candidates decline to participate that documentation must be retained. There will be no preferential scheduling.

External groups requesting to use space in the Campus Center will be charged full rental rates for all services provided for the event including, room and equipment rental, security, and parking. There will be no discounts, preferential scheduling, or other gratuities. For more information refer to the IU campus policy on political campaign activity at <http://www.iupui.edu/administration/extaff/govt/policies/>

Posting of Publicity Materials

No flyers, posters, table tents, or banners may be taped or attached to walls, windows, doors, or other unauthorized areas. Improperly posted materials will be removed immediately, and the sponsoring organization may forfeit their posting privileges. Registered student organizations and departments may request to post publicity items by completing the appropriate request forms from the Campus Center website. The name and contact information of the sponsoring organization must be clearly stated on the materials. Non-IUPUI related organizations may only post information on the open bulletin boards located on the Theater Level of the Campus Center.

Bulletin Board Postings

Registered student organizations must have the information approved and stamped by the Office of Student Involvement (OSI). OSI will send these materials out across campus on a weekly basis, including the Campus Center. These materials will be posted once per week by Campus Center staff. University Departments interested in posting information in the Campus Center must have flyers approved and stamped in the Campus Center Administration office. There is limited “open board” space available to non-university organizations and individuals. All bulletin boards are located on the Theater Level.

Event Posters

Limited space is available for posters to be displayed in specific areas of the Campus Center by registered student organizations and university departments with events occurring in the Campus Center. The posting period is limited to three days prior to the event and the day of the event. All posters must be mounted on poster board or form board at the requestor’s expense. Posters will be distributed by the Campus Center Staff.

Table Tents

The use of table tents to advertise campus programs and events are restricted to the tables located in the common’s areas on the 1st and 2nd floors. All materials must be 8.5 x 11 (portrait orientation) and fit into a flat, plastic holder. This is a limit of two Table Tents per table to avoid clutter. Table tents will not be placed in meeting rooms, lounges, the Game Room, or any other

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areas in the Campus Center. The table tents must be reserved through Campus Center Administration Office at least five (5) business days in advance. Requests will be filled on a first come, first served basis. The table tent materials will be distributed by the Campus Center Operations staff. The display period is limited to 10 days.

Banners

There is a limited amount designated space for hanging banners in the building. The following guidelines must be followed:

- Banners hung in the building must be between 24 and 36 inches wide and between 24 and 72 inches long
- All banners will be hung by the Campus Center staff
- All banners must have grommets (holes) to connect to the appropriate mounting hardware.
- Banners hung from windows must be hung using suction cups attached to the windows, no tape or other adhesives will be used.
- There is a five (5) day limit for banner displays.
- Banners will only be hung in the windows on the south side of the building (facing Vermont Street). Banners may be double sided to be viewed inside and outside the building.
- There is limited opportunity to have large one-sided banners hung on the wall of the tower stairwell in the atrium area of the building.

Digital Signage

Organizations hosting events in the Campus Center may submit event information for display on the double screen information directory kiosks located on each floor of the building. This service is available on a first come, first served basis. The request form for this service is located on the Campus Center website.

Public Phones

There are two public phones on the Theater Level of the Campus Center, on the right side of the escalator. Only campus and local calls may be made on this phone. The phones are not setup to receive any calls. These phones are not equipped to make long distance calls.

Pyrotechnics / Fog / Smoke / Fire

These special effects may not be used during any event in the Campus Center. See policy listed under candles.

Quiet Lounge

There is a designated enclosed quiet lounge on the 3rd floor of the building. Individuals in this space that are disruptive to others in the room will be asked to leave. This space is for individuals that need a tranquil space for studying, eating, and/or relaxing.

Railings

Individuals may not throw or drop objects from the railings on each floor or from the 4th outside terrace due to the high risk of injury to others. Individuals responsible for these actions will be asked to leave the facility. Banners and other items may not be hung from the railing. The director of the Campus Center may make exceptions to this policy at his/her discretion for large campus-wide events.

Responsibility for Personal or Organizational Property

The Campus Center is not responsible for loss, theft or damage of personal or organizational property. All guests to the building should take appropriate care of such items.

Room Cleaning and Resetting

The Campus Center Administration Office will charge \$25 for extra cleaning needed in any area to return it to an adequate condition for use by others. This includes failure to clean up any trash and/or food at the end of your event, leaving food and beverage residue on the floor, and/or leaving the room in a different configuration than it was found.

Skateboards and Skates

The use of skateboards, in-line skates, roller blades, and shoe skates are prohibited inside the Campus Center.

Smoking Policy – Tobacco Free Campus Policy

Effective August 14, 2006, the use and sale of any tobacco product – cigarettes, cigars, chewing tobacco, snuff – will be prohibited on IUPUI owned, operated, and/or leased property. This Tobacco Free policy also bans the use of tobacco products in university owned, leased or operated vehicles. Advertising, sale or promotion of tobacco products and the sponsoring of campus events by tobacco companies or tobacco-promoting organizations for the purpose of promoting tobacco related products is not permitted.

Complaints regarding violations of the policy should be referred to the appropriate administrative office: for faculty the Office of Academic Policies, Procedures, and Documentation; for staff, Human Resources Administration; or the students, the Office of the Dean of Students.

Storage Space

There is no storage space available in the building.

Unisex Bathrooms

These bathrooms have lockable doors and were specifically designed to be used by transgender individuals, individuals with small children, and women needing an appropriate location to address breast feeding needs. There is one bathroom each on the Theatre Level and the 4th floor and both are located at the far end of the elevator bays.

Weapons

Unauthorized firearms, weapons, ammunition, explosives, and other items that the Campus Police consider to be dangerous are prohibited on university property. This policy includes activities such as introducing, possessing, using, buying or selling firearms. Even if you have a valid state permit to carry the firearm, you are not authorized to carry the firearm on university property. Only law enforcement officers and others who have prior approval from the IUPUI Police Chief are authorized to carry a firearm on campus.

Windows / Glass

Items may not be affixed to the windows or glass doors in the Campus Center. This includes paint, posters, flyers, and other items. Unapproved items will be removed immediately.

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EVENT SERVICES POLICIES

**University Sponsored Events
(IUPUI Departments/Schools and Registered Student Organizations)**

The Campus Center Event Services, located in the Campus Center Administrative Office, is responsible for reserving and coordinating the use of all Campus Center meeting rooms and event spaces, information tables, table tents, and window banners in the Campus Center.

The Event Services staff will also work with registered student organizations seeking to hold meetings and events in academic classroom spaces across campus.

Please read these policies. We want your event to be successful, and we have outlined policies to aid you with your event planning process. Failure to follow these policies could negatively affect your reservation and could result in additional costs or cancellation of your event. We may not be able to accommodate requests if not given accurate information in a timely manner.

The Campus Center is not a full-service conference center or banquet facility. Although we will provide a high level of service, we do not have the full range of equipment or services often found in full-service facilities, such as the University Place Conference Center or downtown conference hotels.

Eligibility To Reserve Rooms And Event Spaces

IUPUI Registered Student Organization: Organizations must be properly registered with the Office of Student Involvement. A student organization that is in the process of forming will be able to reserve space for two organizational meetings within a 30-day period, before full registration will be required to request space. Student organizations not registered with the Office of Student Involvement will be considered a non-University organization and will be required to pay fees to use meeting rooms. Registered student organization must have an Authorization form on file with the Campus Center office. This form identifies the individuals from the organization with permission to make and cancel room reservations for the organization. A new form must be submitted at the beginning of each academic year and as information changes.

IUPUI Departments/Schools: Must be officially associated with IUPUI.

Non-University Organizations: The purpose/mission of the group or purpose of the event may not contradict the mission/purpose of IUPUI, at the discretion of the Campus Center Administration.

Individuals: The purpose of the event may not contradict the mission of IUPUI. Use of space is at the discretion of the Campus Center Administration Office.

Authorized Requestors

Every registered student organization is required to have a list of authorized requestor's to make and/or cancel reservations on behalf of their organization, on file with Campus Center Event

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Services. Student organizations are required to update their list at the beginning of every academic year (August). Providing this information is optional for schools/departments.

Priorities and Timing for Submission of Requests

Major, annual, campus-wide events: First consideration for use of the Campus Center will be given to approximately five (5) major, annual, campus-wide events (example: New Student Orientation). Determination of which events are considered major, annual, campus-wide events will be made by the Director of the Campus Center in consultation with the Vice Chancellor for Student Life. Requests for these events may be submitted up to three years in advance. Failure to submit finalized dates at least one year (365 days) in advance will result in a loss of priority scheduling.

Registered Student Organizations: Requests may be submitted beginning on December 1st for the upcoming summer sessions, and on March 1st for the upcoming academic year. Reservations made using the web based request form cannot be submitted more than 6 months in advance of the event. If planning more than 6 months in advance a paper request form must be submitted to Event Services.

IUPUI Departments/Schools: Requests may be submitted no more than 13 months (396 days) in advance. Reservations made using the web based request form cannot be submitted more than 6 months in advance of the event. If planning more than 6 months in advance a paper request form will need to be submitted to Event Services.

IUPUI sponsored conferences: Student organizations and departments requesting to host state-wide, regional and /or national conference in the Campus Center may be allowed to schedule space up to two (2) years (730 days) in advance. A written confirmation including the dates, anticipated attendance, an overview of the conference schedule, and facility expectations from the national, regional, or the state governing organization will be required at the time the reservation is made.

Non-University Organizations/Individuals: Requests may be submitted up to six (6) months in advance of the event. Exceptions to the policy can be made at the discretion of the Campus Center Director or their designee. Event Services will create an official contract for all non-university and individual clients.

Reservation Time Frames

At a minimum, provide the following information in the following time frames. Requests made with less advance notice may not be honored or only limited services may be available.

Ten (10) business days advance notice:

- You must have a room *confirmation* before you can make menu selections with Four Course Catering. Plan ahead!
- Student organization requests for academic classroom space and technology for the meeting/event.

Five (5) business days advance notice:

- Room requests (without catering needs) for the Campus Center
- Audio-visual technology requests for the Campus Center
- Finalized room setup information for the Campus Center

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- Resource requests for the Campus Center (information tables, table tents, display easels, window banners)

Two (2) business days advance notice

- The cancellation of Campus Center meeting rooms and event space, audio-visual technology, information table and other resources. Less notice will result in a cancellation fine for the client.

General Policies

- Submitting a request form is only a request for space. Do not assume you have space until you receive an official confirmation. Requests for space will not be accepted over the phone or via email communication. You may attach completed request forms as an email attachment as a method of delivering your request to the Event services staff. If your request is denied, you will receive an email with that information. Do not advertise the use of any space until you have received a confirmation.

- All requests for Campus Center event spaces, audio-visual technology, and other resources should be submitted a minimum of five (5) business days in advance. Allow at least three (3) business days for requests to be processed. (*Business days are defined as Monday – Friday, excluding holidays when the building is closed*).

- The Event Services staff reserves the right to assign, and if necessary, reassign rooms based on the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space.

- Registered student organization requests for space in academic buildings (BS, CA, ES, IT, LD, LE, SL, NU) should be submitted to the Campus Center Event Services Office at least ten (10) business days in advance. Processing may take several days.

- The University Library and University College coordinate use of meeting rooms in their facilities. You must contact them directly to reserve rooms.

- Event sponsors must check their email for any questions or clarifications from the Event Services staff that will need to be answered before a space can be confirmed. It is your responsibility to make sure that contact information on each request form is correct and current.

- All events will be cancelled in the event that the University is closed and/or classes are cancelled due to weather, natural disaster, or national emergency. Events will not be scheduled to take place anytime the University is closed including holidays.

- Event resources and technology equipment such as easels, markers, portable projectors, portable screens, portable sound equipment, etc... will not be loaned out or permitted to be used in other buildings or locations not associated with the Campus Center. All technology equipment for academic classrooms and buildings is provided by UITS.

- Any organization, department, or individual requesting the use of event space before or after published building hours will be assessed fees for staffing the building, including security. A minimum six (6) weeks advance notice is required for scheduling. All participants will be expected to enter the building using specific entrances. Participants will be expected to stay in

the event area and will not have access to the entire building. A separate After Hours Event Policy is in place for student organization social events.

Building Hours

Fall/Spring Semester (when classes are in session)

Monday – Friday 7:00am – 10:00pm

Saturday 8:00am – 11:00pm

Sunday 12Noon – 9:00pm

Summer Sessions, Break periods

7:00am – 6:00pm

8:00am – 5:00pm

12Noon – 5:00pm (closed in June and July)

Building Hours will be shorter during student break periods (semester break, spring break).

Check with the Campus Center Administrative office for more specific information.

If planning an event to start at the same time the building opens for the day, event planners and event participants may not expect to be allowed to have early admittance to the building before the event begins, unless they request an early open at least six week in advance and pay for staffing. Event planners and all event participants will be expected to wait until the building is open for the day before gaining entry. Events will generally be scheduled to end 30 minutes prior to building's closing time to help facilitate all guests leaving the building on time.

Building Use

All Event Services clients are expected to read and be familiar with all policies outlined in the Campus Policy Manual. The policy manual outlines what is and is not permitted in the Campus Center.

Billing (if charges are applicable)

- IUPUI Departments and schools are expected to pay via internal billing or an IU Foundation account. Billing is processed at the end of each month. Departments and schools must provide an account number and signature of the appropriate fiscal officer at the time the reservation is made.
- IUPUI registered student organizations will be billed following each event with applicable fees.
- IUPUI organizations not paid in full within 30 days risk having upcoming events cancelled, and no new requests can be made until paid in full.
- Applicable Indiana sales tax will be added when appropriate.

Cancellations and No shows

Student Organizations and departments that fail to use reserved meeting space and/or fail to cancel reserved meeting space at least two (2) business days prior to the event will be charged a late cancellation/no show fee. To avoid late cancellation fees for meeting space and information tables, written notice must be sent to the Event Services staff at least two (2) business days prior to the event (business days are Monday - Friday).

The following incremental fine system for meeting/event space has been implemented, using a July 1 – June 30 calendar year.

1 st late cancellation/no show per year	\$50
2 nd late cancellation/no show per year	\$75
3 rd late cancellation/no show per year	\$100

The fee for late cancellation/no show for Information Tables is \$25 per individual date.

- Meeting space or Information Tables cancelled at the last minute due to bad weather, national disaster/emergency, illness or death of the speaker will not be charged a cancellation fee. The Campus Center will work with clients using the Campus Center as rain location to establish a mutual agreeable deadline to cancel Campus Center space.
- Food Service agreements with Four Course Catering have separate cancellation requirements.

Decorations

- Freestanding displays must be utilized.
 - Doorways, emergency exits, and fire equipment may not be blocked or obstructed.
 - Confetti, rice, glitter, beads, marbles, flower petals, and feather boas are not permitted at any time.
 - Nailing, tacking, or taping materials to walls, woodwork, windows, sprinklers, ceilings, projectors, or fastening display materials to draperies, or light fixtures, is not permitted.
 - Groups may not cover the doors to any rooms without prior approval from Event Services staff. Permission is not guaranteed. Organizations must provide a valid rationale (example: fraternity/sorority ritual).
 - All display materials and decorations must be removed immediately after the event. A clean up fee will be charged for items not removed and if rooms are left messy.
 - The Campus Center is not responsible for any items left behind in meeting rooms.
 - A group may be assessed a charge for damages in the Campus Center from improper use of decorations and displays.
 - Candles, incense, and/or fire (or anything with an open flame) are not permitted anywhere in the Campus Center. Limited candle use is only permitted for events with full catering service from Four Course Catering when catering staff is present and managing the event.
 - Any balloons used inside must have sufficient ribbon attached to allow the balloon to be removed by a person of average height, at the end of the event. Organizations that have balloons that float into the atrium will be required to pay to have a rented lift brought in to take the balloon(s) down. Balloons should not be used in any area where the balloons can float to the top of the Atrium.
 - All rooms should be left in the same condition in which they were set. This includes cleanliness of tables, chairs, and floors, and the room furniture setup. A \$25 fee will be charged to any group that does not comply.
- Organizations that use meeting rooms for private membership induction services or as changing rooms for performances may request permission to hang white fabric over meeting room doors and interior windows. Organizations must request permission when they submit their room request form, or submit a written request at least 5 business days. The specific type of fabric used and the type of adhesive used must be approved in advance by Campus Center Event Services. Organizations that cause damage to meeting room walls, furniture, or windows will be held financially responsible for all repairs. Organizations that fail to request permission in writing at least 5 days prior may be denied permission. Organizations that act without permission will be fined \$25 for failure to follow building policy.

Internet (Wi-Fi) Access

Event planners may request guest accounts for participants attending events hosted in the Campus Center from the Event Services staff. The request should be made at least ten (10) business days prior to the first day of the event. The name and phone or email address for each participant requesting internet (Wi-Fi) access must be provided by the event planner. Access to meeting room computers requires IU/IUPUI user name and password, or a guest account.

Parking

Guest parking for the Campus Center is available in the Vermont Street Garage. There are two (2) 2nd floor entrances to the building from the Vermont Street Garage. Departments/schools hosting events in the Campus Center, should contact Parking Services regarding special event parking issues, concerns, and questions 317.274.4232.

Rental Charges and Event Responsibility

Sponsoring organizations and the individual completing the request form are responsible for all charges, fees, and any damage resulting from anyone attending the event. The sponsoring organization or individual will be assessed the full replacement costs for any damaged furniture, audio-visual technology, draperies, carpeting/flooring.

Fee Structures and Criteria

Individuals or groups may use space in the Campus Center based on their classification. The different classifications are based on individual and group identification.

Category A

- All registered student organizations recognized by Office of Student Involvement.

Category B

- University departments/offices meeting to conduct business directly related to their function, operations, or mission of the university.

Category C

- Non-profit and non-university organizations sponsoring community service related events
- Government agencies sponsoring non-profit educational or service-related events
- School districts, including charter schools educational activities
- Non-profit and university departments hosting conferences and workshops for which registration and entrance fees are charged
- Non-profit organizations must provide a copy of their tax exempt certificate

Category D

- Non-university clients and individuals without non-profit status
- Students, employees or alumni of IUPUI hosting non-university related events (i.e. weddings, private parties, etc.)

All specific rental rates and information are outlined the Campus Center website at www.life.iupui.edu/campus-center

CAMPUS CENTER ROOM PROFILES

CE 148

Maximum Seating Capacity: Classroom 30; Lecture 30

Standard Room Equipment

Dry Erase Board

Media Podium (PC, DVD) with sound system

Projector (3000 Lumens, WXGA Resolution)

Projection screen (6'8" x 11'8")

CE 264

Maximum Seating Capacity: Classroom 20; Lecture 20

Standard Room Equipment

Dry Erase Board

Media Podium (PC, DVD) with sound system

Projector (3000 Lumens, WXGA Resolution)

Projection screen (4'10" x 8'6")

CE 268

Maximum Seating Capacity: Classroom 40; Lecture 40

Standard Room Equipment

Dry Erase Board

Media Podium (PC, DVD) with sound system

Projector (3000 Lumens, WXGA Resolution)

Projection screen (5'4" x 9'9")

Electric blackout window shades

CE 305, 307, 309

Maximum Seating Capacity: Classroom 52; Lecture 75

Standard Room Equipment

Dry Erase Board

Media Podium (PC, DVD) with sound system

Wired gooseneck & wireless handheld microphone

Projector (3000 Lumens, WXGA Resolution)

Projection screen (6'8" x 11'8")

Electric blackout window shades

CE 306, 308, 310

Maximum Seating Capacity: Classroom 22; Lecture 25

Standard Room Equipment

Dry Erase Board

Media Podium (PC, DVD) with sound system

Projector (3000 Lumens, WXGA Resolution)

Projection screen (4'10" x 8'8")

CE 405, 409

Maximum Seating Capacity: Classroom 82; Lecture 100

Standard Room Equipment

Dry Erase Board

Media Podium (PC, DVD) with sound system

Wired gooseneck & wireless handheld microphone

Projector (3000 Lumens, WXGA Resolution)

Projection screen (6'8" x 11'8")

Electric blackout window shades

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CE 406 (Distinguished Alumni Board Room)

Maximum Seating Capacity 40 (24 at table, 16 along wall)

Standard Room Equipment

Conference Table & Mobile lectern

Media Podium (PC, DVD) with sound system

Projector (3000 Lumens, WXGA Resolution)

Projection screen (5'4" x 9'9")

Coat Closet

Pre-Function Lounge

Maximum Occupancy 160

4th Floor Terrace

Maximum Occupancy 160

CE 450 (Multi-Purpose Room - A, B, C)

Maximum Seating Capacities:

Lecture 925

Banquet (Rounds of 10) 480

Standard Room Equipment

(Available in all sections individually)

Media Podium (PC, DVD) with sound system

Gooseneck microphone

(2) Wireless microphones (handheld or lapel in any combination)

Projector (10,000 Lumens, SXGA+ Resolution)

Projection screen (21' W x 11'10" H)

CE 450 Section A Only

Maximum Seating Capacities:

Lecture 346

Banquet (Rounds of 10) 150

CE 450 Section B Only

Maximum Seating Capacities:

Lecture 288

Banquet (Rounds of 10) 130

CE 450 Section C Only

Maximum Seating Capacities:

Lecture 288

Banquet (Rounds of 10) 130

CE 450 Section A and B

Maximum Seating Capacities:

Lecture 576

Banquet (Rounds of 10) 260

CE 450 Section B and C

Maximum Seating Capacities:

Lecture 634

Banquet (Rounds of 10) 280

Laptop users: All rooms have laptop connections with audio capabilities. MAC users MUST supply their own VGA monitor output adapter.

Campus Center Rooms:

Furniture may NOT be removed from rooms; all technology equipment and resources must be requested in advance per Campus Center policy. Contact the Event Services for any questions.

7/2011