

IUPUI CAMPUS CENTER Room & Audio Visual Equipment Request Form

- Completed forms must be returned to Campus Center Administrative Office (CE 278) or faxed to 278-0828.
 - Room confirmations are usually emailed within 3 business days; check your email for questions.
 - The Campus Center staff reserves the right to assign or reassign space to maximize usage of the building.
- **THIS FORM IS ONLY A REQUEST, EMAIL CONFIRMATIONS ARE SENT ONCE A ROOM IS RESERVED.**

Requestor's Name: _____ ID # (required) _____

Faculty/Staff Student Phone# _____ Email _____

Dept./Group Name: _____

Event Title: _____

Event Date(s): _____
(Day of the week) (Month/Day/Year)

Reservation Time _____ TO _____ **(include time needed for set-up or clean-up of your organizational materials)**

Actual Event Time _____ TO _____ Number of people attending _____

Will any money be collected for admission and/or registration? NO YES Amount: \$ _____/per person

Will food be served? NO YES If yes, circle DONATED FOUR COURSE CATERING FOODWORKS&NO FRILLS PITCH-IN UNDER \$100

All organizations are required to give the Campus Center Event Services **3 business days** notice prior to any event where food will be served.

FOUR COURSE CATERING IS THE ONLY APPROVED CAMPUS CENTER CATERER (317-274-7566 www.dineoncampus.com/iupui)

Campus Center Rooms Request 5 Business Days Advance Request

Review the room profiles with seating capacity and set-up guidelines, and pricing information BEFORE completing your request. It is your responsibility to provide accurate information regarding your set-up needs on this form. There is a separate policy for Late Night Events, that requires six (6) weeks advance request for space, using this form. Additional charges will apply.

CE 1st Choice	CE 2nd Choice	CE 3rd Choice	IUPUI Account # _____ <div style="text-align: right; margin-right: 50px;">IUPUI Departments</div> Fiscal Officer Signature (Required) _____ *We must have the department's fiscal officer's signature to process the request.

Set-up Options for Campus Center Meeting Rooms:

- Lecture (Chairs only)
- Classroom (tables with chairs)
- Open Square (tables with chairs)

Multipurpose Room Setup Options

- Banquet (round tables for 10)
- Lecture (Chairs only)
- Stage (6X12)

For Other University Rooms (BS, CA, ES, LE, IT, ET, SL, LD, and NU) 10 Business Days Advanced Request

(For student organizations only - Departments must contact the Registrar's Office for space in academic buildings)

1 st Choice Room/Space Requested	2 nd Choice Room/Space Requested	3 rd Choice Room/Space Requested

TECHNOLOGY NEEDS

Equipment needed must be requested at least 5 business days in advance. Check all that apply. (CC= Campus Center only)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Media Podium (PC, DVD, Projector, Screen) <input type="checkbox"/> Additional microphones (# _____) <input type="checkbox"/> Video Conferencing Unit <input type="checkbox"/> Teleconferencing Unit (charges do apply) | <ul style="list-style-type: none"> <input type="checkbox"/> Wireless handheld microphone (Rms. 305, 307, 309, 405, 409, and MPR) <input type="checkbox"/> Document Camera <input type="checkbox"/> CE Display Easels (# _____) (limit 2) <input type="checkbox"/> Other _____ |
|--|---|

Provide an overview of how the technology will be used: _____

I have read and agree by the policies governing the use of meeting rooms and resources as listed in the Campus Center Policy Manual (available on website). I certify that I am a current student, faculty, or staff member at IUPUI. I understand that submitting this form is only a request and that no reservation is final until I receive an actual confirmation. I will be responsible for the payment of any fees associated with my event (room charges, security, extra staffing, special electrical needs, damages, etc...). I am responsible for communicating policy and procedure information to my organization and guests. ***I understand that to cancel a room, I must notify the Campus Center at 317-278-8511 within 2 business days or it will result in a fine of \$50 for a 1st time late cancellation/no show; \$75 for a 2nd time late cancellation/no show; and \$100 for a 3rd late cancellation /no show.***

Signature _____ Date _____
 Office Use: Confirmation Sent / Attached ini. _____ Date _____

CAMPUS CENTER EVENT SPACE PROFILES

CE 148

Maximum Seating Capacity 30
Lecture, classroom, open square seating available
Standard Room Equipment
Dry Erase Board
Media Podium (PC, DVD)
Projector
Screen

CE 264

Maximum Seating Capacity 20
Lecture, classroom, open square seating available
Standard Room Equipment
Dry Erase Board
Media Podium (PC, DVD)
Projector
Screen

CE 268

Maximum Seating Capacity 40
Lecture, classroom, open square seating available
Standard Room Equipment
Dry Erase Board
Media Podium (PC, DVD)
Projector
Screen

CE 305, 307, 309

Maximum Seating Capacity 52
Lecture, classroom, open square seating available for 36
Standard Room Equipment
Dry Erase Board
Media Podium (PC, DVD)
Room Sound System
Projector
Screen

CE 306, 308, 310

Maximum Seating Capacity 22
Lecture, classroom, open square seating available for 20
Standard Room Equipment
Dry Erase Board
Media Podium (PC, DVD)
Projector
Screen

CE 405, 409

Maximum Seating Capacity 82
Lecture, classroom, open square seating available for 48
Round tables may also be requested
Standard Room Equipment
Dry Erase Board
Media Podium (PC, DVD)
Projector
Room Sound system
Screen

CE 406 (Board Room)

Maximum Seating Capacity 40 (24 at table, 16 along wall)
Standard Room Equipment
Conference Table
Media Podium (PC, DVD)
Projector
Screen

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)
Projector
Room Sound System
Screen

CE 450 Section A Only

Maximum Seating Capacities:
Lecture 288
Banquet (Rounds of 10) 130

CE 450 Section B Only

Maximum Seating Capacities:
Lecture 288
Banquet (Rounds of 10) 130

CE 450 Section C Only

Maximum Seating Capacities:
Lecture 346
Banquet (Rounds of 10) 150

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

Campus Center Rooms:

Furniture may NOT be removed from rooms; all technology equipment and resources must be requested in advance per Campus Center policy.

Please read the Campus Center Manual for information on policies, procedures, and fees associated with room usage.